



Nova Scotia Student Information System

Nova Scotia Public Education System

Searching for Students and Staff in TIENET

TIENET Quick Reference Guide

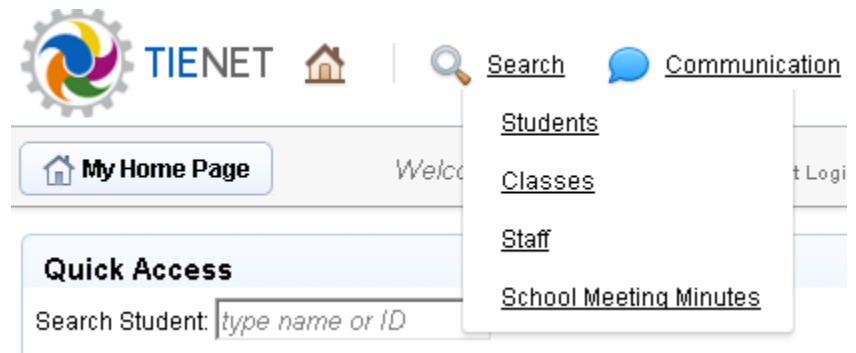
Revision Date:
November 4, 2015

There are two ways to search for a student in TIENET:

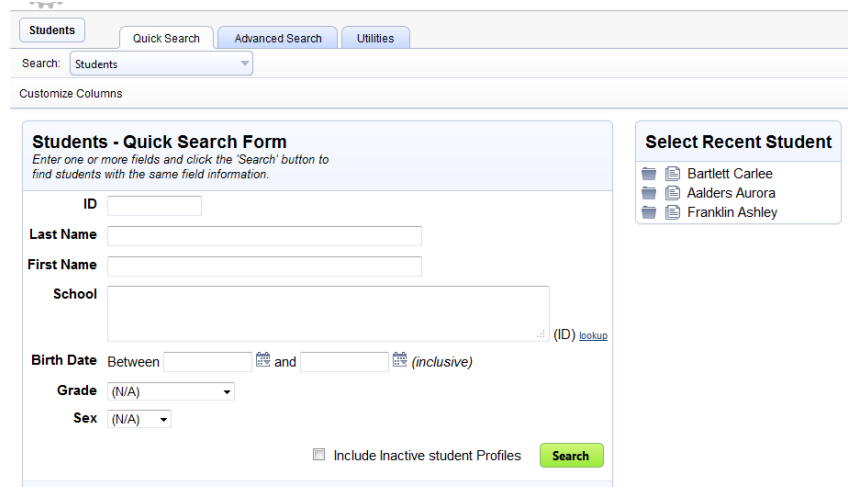
- 1) From the homepage, enter the student's name or Student ID into the **Search Student** box. Once the results are displayed, click on the Profile or Document icon to view the student's profile or document library.
- 2) Use the Search at the top of any TIENET page.

- To search for a student or staff member, click **Search** at the top of any TIENET page.

- Choose **Students** or **Staff** from the drop-down menu (the list may vary depending on a user's TIENET role/access).



- Fill out the information known and click **Search**. Information has to be correct but usually the last name and/or first name are enough to give adequate search results. You may use the “%” character as a wildcard. Recently selected students or staff can also be chosen from the **Select Recent** on the right side of the page.

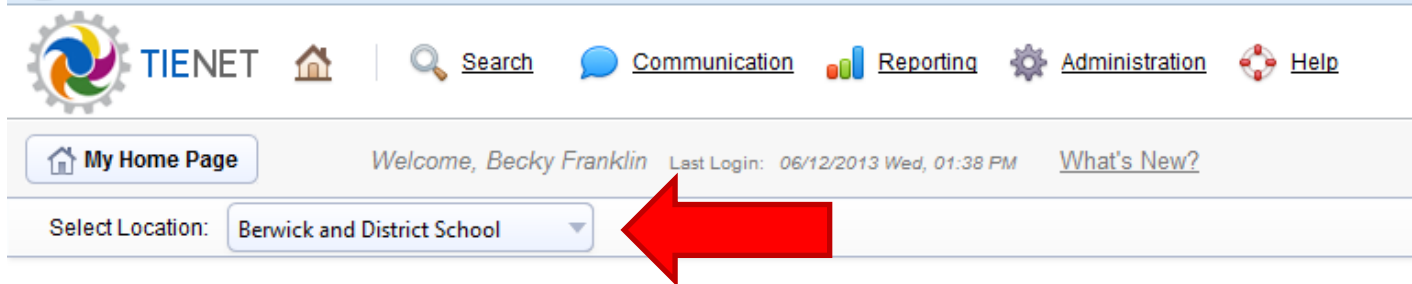


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Note: Staff members that have access to more than one school must first select the correct school from the drop-down menu beside **Select Location**. Once the correct school is selected, then click on **Students** or **Staff** under the **Search** menu.



The screenshot displays the TIENET user interface. At the top left is the TIENET logo, a colorful gear icon. To its right are navigation links: [Search](#) (magnifying glass icon), [Communication](#) (speech bubble icon), [Reporting](#) (bar chart icon), [Administration](#) (gear icon), and [Help](#) (crosshair icon). Below the navigation bar is a user profile section with a [My Home Page](#) button, a welcome message "Welcome, Becky Franklin", a last login timestamp "Last Login: 06/12/2013 Wed, 01:38 PM", and a [What's New?](#) link. The "Select Location:" dropdown menu is currently set to "Berwick and District School" and is highlighted with a large red arrow pointing to it from the right.