SEARCHING FOR RECENT GRADUATES

Select the Faculty tab from MyWashburn. Select "Access Faculty/Advisor Self-Service Main Menu:

In Faculty Advisor Self-Service, scroll down and select the link “Select Student.”

After selecting a term, find the link for WIN lookup for recent graduates:

Note: If you are searching for a recent graduate or a student with an inactive record, you may need to search by WIN. To find the WIN, select the "Win Lookup" link which opens in a new window.
Selecting the “WIN Lookup” link will bring up another window:

![WIN Search](image)

Enter the First and Last Name of the student you are searching for and press “Search”:

![Search Form](image)

If found, the result will look like:

![Results](image)

Copy the student’s WIN and paste it into the “Select Student” area:

![Student ID](image)

Note: this will ONLY work if the student was registered in the past two semesters. If the student has been inactive for longer than that, their WIN will not be found using this method.

Other methods for finding recent graduates:

Users of Crystal Live Reports can access two reports in the General Folder, “Select Inactive Student by Name” or “Select Inactive Student by SSN.”

Crystal Live Reports are located under the Employee tab of MyWashburn, in the Banner and Reporting section:
Select the “General” folder:

- Continuing Education
- CUSP
- FinAid -- Scholarships
- Finance Office
- Finance System Reports
- Financial Aid
- Fixed Assets
- General
- Health Services
- Honors
- HR-Payroll System Reports
- Institutional Research
- International Programs
- ISS Reports
- Leadership Institute
- Mahee Library
- Music Department

Select the report you wish to access (search by Name or by SSN):

Enter your search parameters. The % symbol is a wildcard for any number of characters:
The report will prompt you for your Banner username and password:

<table>
<thead>
<tr>
<th>Database Logon - prod</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Description</td>
</tr>
<tr>
<td>Database Type</td>
</tr>
<tr>
<td>User Id</td>
</tr>
<tr>
<td>Password</td>
</tr>
</tbody>
</table>

If there are any matches, the results will show the inactive student’s WIN, Name, Gender, SSN, and Birth Date.

To look up this individual in Faculty Advisor Services, you will need their Washburn Identification Number (WIN).

Query tips: use the wildcard (%) before and after your query, example: %Michelle%

Results for Inactive Student Query:

<table>
<thead>
<tr>
<th>WIN</th>
<th>NAME</th>
<th>GENDER</th>
<th>SSN</th>
<th>BIRTH DATE</th>
</tr>
</thead>
</table>

You will need to copy the WIN to use in the Student Search area of Self-Service.

If the user has access to Banner forms, a search can be performed on one of the person search forms, such as GUIALTI, SOAIDNS, or SOAIDEN. Use the resulting WIN in the Student Search area of Self-Service.

For more information on access to Crystal Live Reports or Banner forms access, contact support@washburn.edu or ext. 3000.