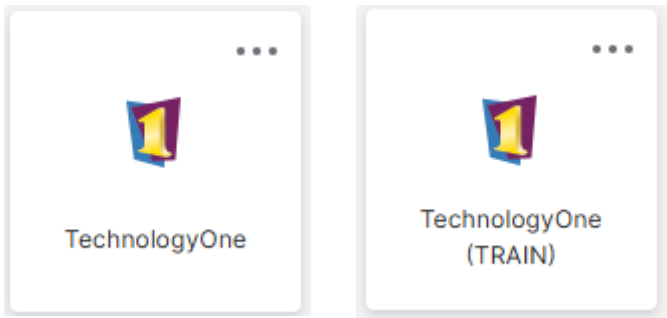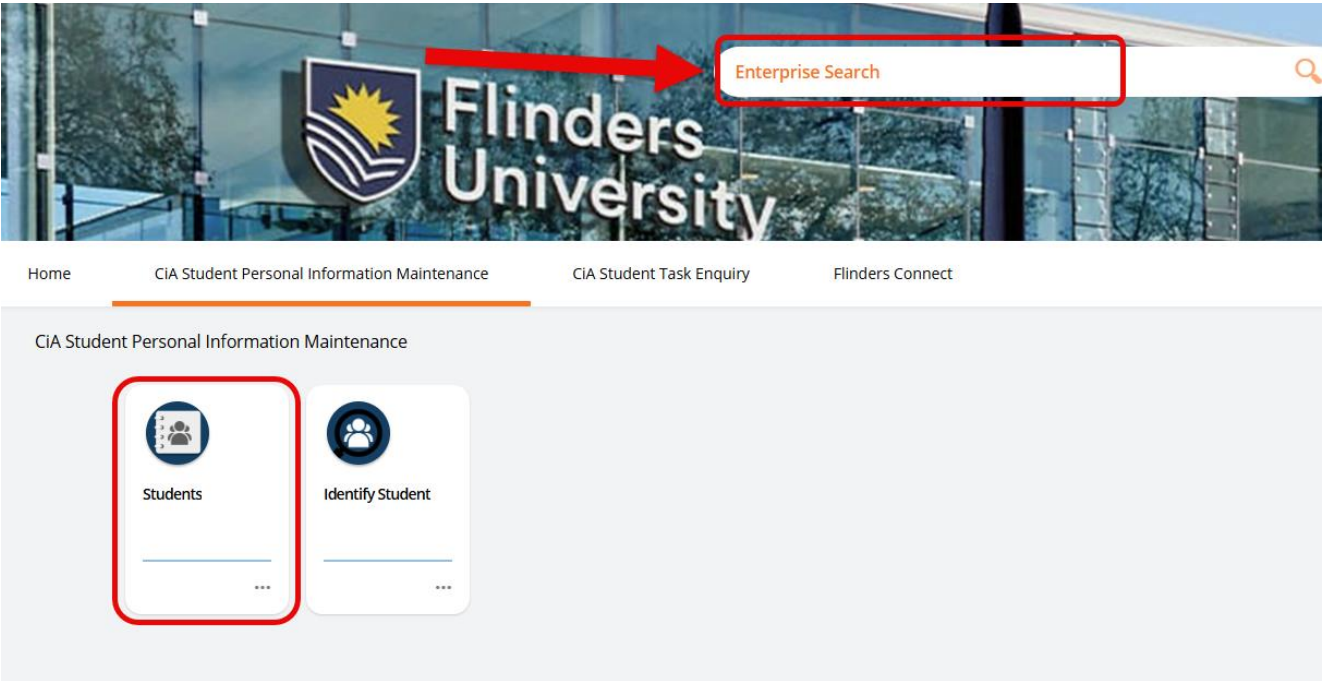# View student profile and calendar

Student Profile and Student Calendar information can be viewed by staff with select access permissions. To view Profile or Calendar, choose TechnologyOne (production environment) or TechnologyOne TRAIN via your OKTA dashboard. Note: TRAIN is usually refreshed to Production data weekly on a Sunday.
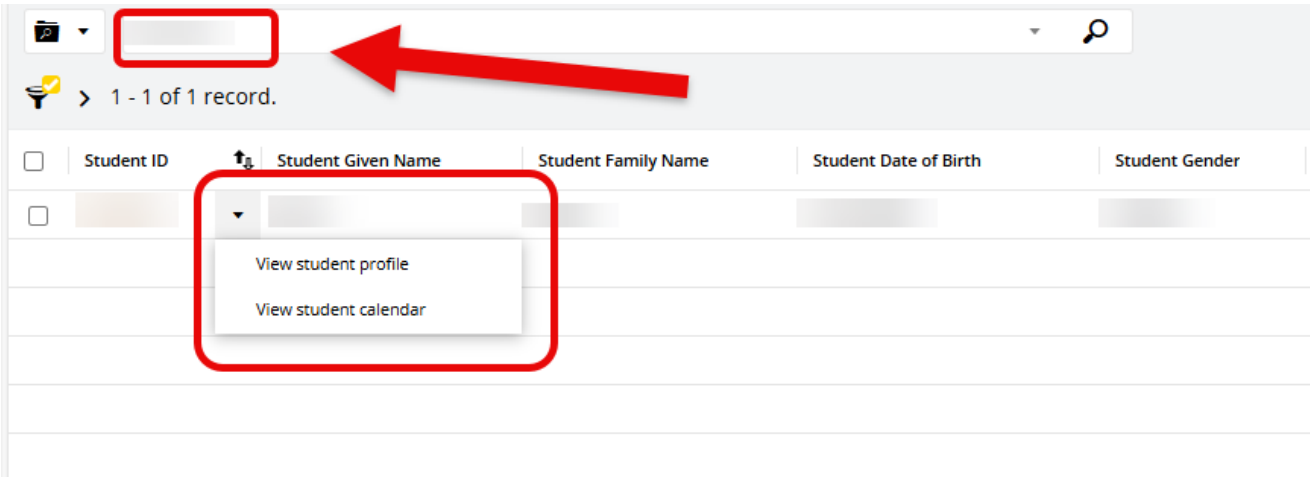

Select the 'Students' function from your dashboard or search 'Students' in the Enterprise search bar in the top-middle of the screen. Note this screen will look different depending on your staff access level and what functions you have pre-saved to your personal home screen.

Type or paste the student ID in the top search bar, select enter on keyboard or click magnifying glass to search.

On the student record result, click the downwards arrow to the right of the ID number and click View student profile or View calendar.

Note the options available here will differ depending on your staff access level.

Student ID	Student Given Name	Student Family Name	Student Date of Birth	Student Gender

View student profile

View student calendar

View student profile
What staff see here depends on their access level.

Useful information included in enquiry access includes the Contacts details tab and Sanctions details tab.

View student calendar

The View student calendar function allows you to see the student view of My Calendar.

Note the Calendar will always take you to the current date/week. If there are no registered classes for this week, it will give you a blue Information Message explaining that there are no classes or reminders for this week.

Use the date calendar drop-down to view particular calendar weeks. Or use the backwards and forwards arrows to go move through weeks.

View student calendar

The View student calendar function allows you to see the student view of My Calendar.

Note the Calendar will always take you to the current date/week. If there are no registered classes for this week, it will give you a blue Information Message explaining that there are no classes or reminders for this week.

1 INFORMATION MESSAGE

There are no classes or reminders scheduled during this time. If you've recently registered for classes, it may take up to 5 minutes for them to appear in your calendar.

Nov 17 - 23 2025

MON 17	TUE 18	WED 19	THU 20	FRI 21	SAT 22

Use the date calendar drop-down to view particular weeks. Or use the backwards and forwards arrows to go move through weeks.

ⓘ Help

> No records found.
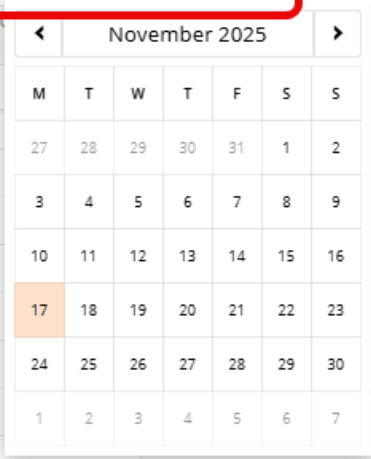
< > Today | Nov 17 - 23 2025 ▾

November 2025

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

WED 19

All-Day

9 am

10 am

11 am

Noon

All classes and relevant reminders will show for a particular week. To see further class or reminder information including class location and class activity comments, click on the relevant class or reminder.