

# TURNING ON SMART SEARCH

Smart search allows you to find more complete results when searching for students. You can see and find inactive students/staff members from your start page.



From your start page, top right, find and click on your initials. Click “**Manage Profile**”.

**Interface**

- Disable New Experience
- Display Quick Search Alphabet
- PowerSchedule Task Navigator

**Smart Search Options**

- Disable Smart Search ← Not checked
- Include Inactive Student/Staff Results ← Checked

At the bottom, uncheck the box **DISABLE SMART SEARCH**.

Check the box **INCLUDE INACTIVE STUDENT/STAFF RESULTS** then **Submit**.