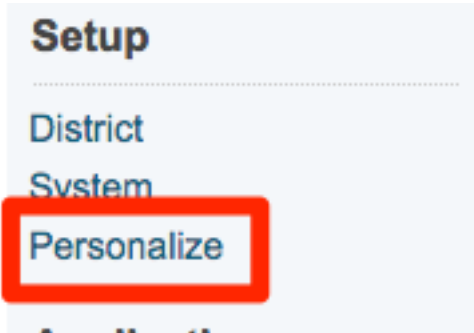


TURNING ON SMART SEARCH

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, on the left hand side, find **PERSONALIZE** under **Setup**

Function	Description
Change password	Change current password to a new one.
Default sign in page	Sets the default sign in page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

Then click on **INTERFACE**.

A screenshot of a web application's setup form. The 'Smart Search Options' section is highlighted with a red box. It contains two checked checkboxes: 'Enable Smart Search' and 'Include Inactive Student/Staff Results'. Below this section is the 'Quick School Options' section, which includes a list of schools to show and a 'Submit' button at the bottom right.

Check the boxes **ENABLE SMART SEARCH** and **INCLUDE INACTIVE STUDENT/STAFF RESULTS** then **Submit**.