


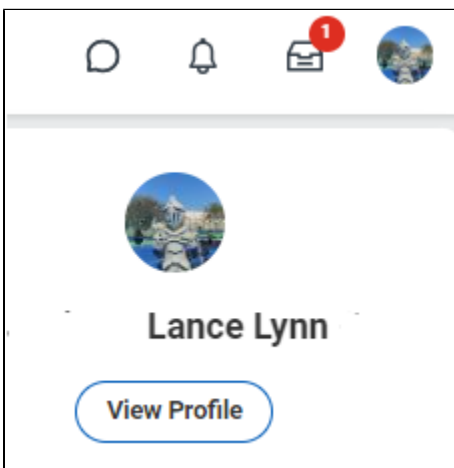
How to View Student Notes

On this job aid:

 Students can view all Academic Advising, Academic Records, or Financial Account notes shared with them on the Note History Tab.

Select Profile icon at the top right corner to view students profile.

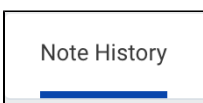
Select View Profile



On the Student Profile, select History



Select the "Note History" tab



The notes will include the Creation Date and Time, Note Category, Note Topic, Conversation Initiated by, Note Creator, Note Content, Academic Period, and Relates To.

Students must click on the text in the **Note Content** or the related actions button, so they can see the full text.

Note History

▼ Lynn University

1 item

Note	Creation Date & Time	Date & Time	Note Category	Note Topic(s)	Note Creator	Note Content	Linked To
	12/14/2023 09:22 AM	12/14/2023 09:22 AM	Student Records	Returned mail from Local address (Student Records)	Mary Piret	test student notes registrar	