

Quick Guide to Search for an Individual Student Online

1. Log into www.edinfo.state.ia.us (BEDS website)
 - Login:
 - Password:
2. Select the State ID button.
 1. Click "Search Individual Student" button.
 2. In the "Search Individual Student" screen, you can do three types of searches.
 - Simple Search: To search for a student based on student details, enter student name or student name and date of birth at the bottom portion of the search screen and click "Search". First and last names are required for the simple search.
 - i. The System will search for the matching records in the master database. If no matches were found, "No records found" will be displayed.
 - ii. If one or more matches are found, the system will display student records in the descending order of match probability at the bottom of the "Search Individual Student" screen. To view the full details of a given record, click the student's first or last name. The next screen will display the student's information. If any history information is available, it will be displayed below the student's information. Click the history date to view information saved by a prior school or district. To return to the search screen click "Back to Search Results" or click "State ID Home". You may also edit information on a student record if that record is within your district/building access by clicking the "Edit" button, changing the information, then clicking the "Updating Student Record" button.
 - Advanced Search: To search for a student based on more student details than the simple search, enter as much as the state ID record as you know at the bottom portion of the search screen and click "Search". First and last names are required for the advanced search.
 - i. The System will search for the matching records in the master database. If no matches were found, "No records found" will be displayed.
 - ii. If one or more matches are found, the system will display student records in the descending order of match probability at the bottom of the "Search Individual Student" screen. To view the full details of a given record, click the student's first or last name. The next screen will display the student's information. If any history information is available, it will be displayed below the student's information. Click the history date to view information saved by a prior school or district. To return to the search screen click "Back to Search Results" or click "State ID Home". You may also edit information on a student record if that record is within your

- district/building access by clicking the “Edit” button, changing the information, then clicking the “Updating Student Record” button.
- State ID Search: To search for a student based on the State ID, use the top portion of the screen. In the State ID field, enter the 10-digit State ID of the student and click “Search”.
 - i. If no matching record is found in the database, the search screen will display the message “No records found”.
 - ii. If a matching student is found in the master database, the matching student’s information will be displayed at the bottom of the “Search Individual Student” screen. To view the full details of the student record, click the student’s first or last name. The next screen will display the student’s information. If any history information is available in the database, it is shown in the bottom portion. You can see the complete details of a history record by clicking the hyperlink on the “History Date”. To return to the search screen and search for another student click “Back to Search Results”. You may also edit information on a student record if that record is within your district/building access by clicking the “Edit” button, changing the information, then clicking the “Updating Student Record” button.
 - Click “Clear”, reenter another search criterion to continue online search or click “State ID Home” to exit.

Note: The online Search provides the user with student information for only those students for whom a state ID has already been created.

****To change the district or building number of a student, the student information will need to be entered online through the “Enter Individual Student” function or uploaded in a batch file and processed through the State ID System.

Be aware that any search performed in the “State ID” application will create an entry into Usage Analysis tables with the details of search date & time, user login ID, and the search values entered. Unusual or excessive search requests will be investigated.