

## Use the User Lookup Report

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From the PromisePoint Reporting page:

1. Click the **User Lookup** link.  
**Note:** If you hover over the User Lookup link, a Tooltip description appears.
2. Type the name of the user you'd like to view. Results auto-populate.
3. Click the name of the student in the drop-down menu.
4. Click **View User Report**. This is a transcript report.
5. Click **Close Report**. You return to the **PromisePoint Reporting** page.