

1. Go to <https://apps.thomasmore.edu/StudentDashboard/>.
2. Click on “Enrolled Search” at the top.

Student Dashboard Recruit Search Enrolled Search Privacy Hello Benjamin Albrinck Sign out

Metrics Recruit Enrolled

Advisee Alerts

Open Early Alerts
0

Alerts from Past 3 Weeks
0

Students On Probation
0

All Advisees Registered Next Semester
SP 2023-24
0%
0 of 0
TMU Target: 89%

Cohort Registered Next Semester
SP 2023-24
0%
0 of 0
TMU Target: 90%

Advisees Registered for at Least 15 Hours By Term

Previous Semester
SP 2022-23
0%
0 of 0

Current Semester
FA 2023-24
0%
0 of 0

Next Semester
SP 2023-24
0%
0 of 0

Progress Towards Graduation

Earned 30 Hrs After 3 Semesters
0%
0 of 0

Earned 60 Hrs After 4 Semesters
0%
0 of 0

Earned 90 Hrs After 6 Semesters
0%
0 of 0

3. Find the student by entering in their ID or name and clicking “Search.” Then, click on “View Profile” by the student.

Student Dashboard Recruit Search Enrolled Search Privacy Hello Benjamin Albrinck Sign out

Enrolled Search

ID:

First Name:

Last Name:

[Search](#)

Count: 1


	ID Number	First Name	Last Name
View Profile	000000	Test	User

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4. Select the “J1 Documents” tab at the bottom of the screen.

Student Dashboard Recruit Search Enrolled Search Privacy Hello Benjamin Albrinck Sign out

Test User



ID: 000000
Email:
Phone:
Program: **Undergraduate (UG)**
Class: **Senior (SR)**
AppliedGrad:
AcademicStanding: **Good Standing**
FirstGeneration: **N**

[View in J1 Web](#)

Degree History

BA **Advising Yr: 2021**

Active:
Major 1: **Computer Information Systems**
Minor 1:
Degree Conferred:

Registration Clearance

Term	Year	Reg Clearance	Cleared By	Enrolled Hours
FA	Fall 2023	True	Dr Charles J. Zimmer	17
SP	Spring 2024	False		0

Sports

This student has not participated in any sports.

[EGP](#) [Schedule](#) [Past/Transfer Courses](#) [Early Alerts](#) [OnBase Documents](#) [J1 Documents](#) ←

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5. Scroll down and select the document that you want to view on the left under “Select a Document.”

[EGP](#) [Schedule](#) [Past/Transfer Courses](#) [Early Alerts](#) [OnBase Documents](#) [J1 Documents](#)

Select a Document

- Academic Calendars - 2023 10 30
Academic Calendars | PDF | 10/30/2023 1:01:20 PM
- Academic Calendars - 2023 10 26
Academic Calendars | RTF | 10/26/2023 11:59:34 AM
- Academic Calendars - 2023 10 26
Academic Calendars | DOCX | 10/26/2023 11:59:03 AM
- Archive Transcripts - 2023 10 12
Archive Transcripts | BMP | 10/12/2023 9:44:58 AM
- SR-UNDG Transcript College - 2023 10 11
SR-UNDG Transcript College | PDF | 10/11/2023 3:34:35 PM
- SR-UNDG High School Transcripts - 2023 10 3
SR-UNDG High School Transcripts | PDF | 10/3/2023 4:10:41 PM
- IT-Workstudy AUP - 2023 10 2
IT-Workstudy AUP | PDF | 10/2/2023 10:49:01 AM

View Document

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6. The file will display on the right.

The screenshot shows a web application interface with a navigation bar at the top containing links for EGP, Schedule, Past/Transfer Courses, Early Alerts, OnBase Documents, and J1 Documents. Below the navigation bar is a section titled "J1 Documents". On the left side of this section is a "Select a Document" list with the following items:

- Academic Calendars - 2023 10 30
Academic Calendars | PDF | 10/30/2023 1:01:20 PM
- Academic Calendars - 2023 10 26
Academic Calendars | RTF | 10/26/2023 11:59:34 AM
- Academic Calendars - 2023 10 26
Academic Calendars | DOCX | 10/26/2023 11:59:03 AM
- Archive Transcripts - 2023 10 12
Archive Transcripts | BMP | 10/12/2023 9:44:58 AM
- SR-UNDG Transcript College - 2023 10 11
SR-UNDG Transcript College | PDF | 10/11/2023 3:24:35 PM
- SR-UNDG High School Transcripts - 2023 10 3
SR-UNDG High School Transcripts | PDF | 10/3/2023 4:10:41 PM
- IT-Workstudy AUP - 2023 10 2
IT-Workstudy AUP | PDF | 10/2/2023 10:49:01 AM

The main viewing area on the right is titled "Academic Calendars - 2023 10 30" and contains a large, diagonal watermark that reads "TEST DOCUMENT".