

## TO SEARCH FOR YOUR STUDENTS

1. Log into OnePort by clicking on the logo on the UNCA homepage or going to <http://oneport.unca.edu>
2. Click on the **Faculty Services** tab
3. Choose "Click Here to" under **Academic Services**
4. Click on "**Click here to continue...**"
5. Select the **Faculty** menu
6. Click on **Student Search** and choose the **current term** when prompted to select a term. Search by student ID number or name (recommended), then confirm your selected student.
7. You will then be returned to the **Student Information** menu, where you may choose to view the students' contact information, academic history, current registration, test scores, holds, etc.