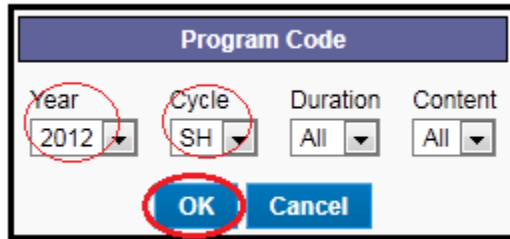


# How to Find a List of all Participating Students in your Area Team

1. Select 'Service Case' from the **Search** menu
2. **Service Type:** Participant
3. **Program Code:** Click on the magnifying glass
  - a. Year
  - b. Cycle: (NH or SH)
  - c. Click **OK**



4. **Service Status:** Open
5. **Max Result:** Show All
6. Click **Search**

The screenshot shows the 'Service Case : Search' interface. On the left sidebar, 'Service Case' is circled in red and labeled with a circled '1'. The main search area contains several dropdown menus and text boxes. 'Service Type' is set to 'Participant' and labeled with a circled '2'. 'Program Code' is set to 'SH12' and labeled with a circled '3'. 'Service Status' is set to 'Open' and labeled with a circled '4'. 'Max Result' is set to 'Show All' and labeled with a circled '5'. The 'Search' button at the bottom is circled in red and labeled with a circled '6'. A note at the bottom states: 'Note: "Show All" will work for Export only. On-screen result is limited to 2000 records.'