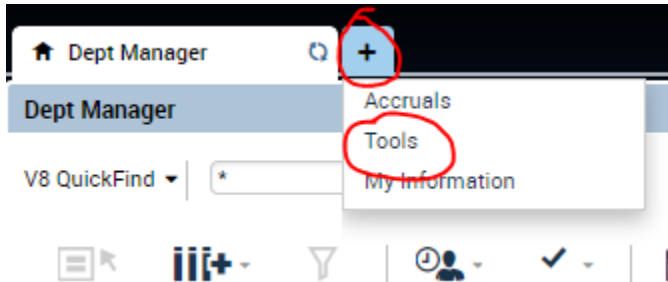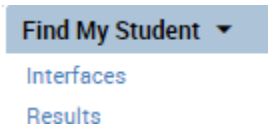# Using the Find My Student-Employee Interface

1. Log into Kronos from TUportal
2. On the top, left-hand side, click the **+** symbol and choose **Tools** from the dropdown menu

3. Click on **Interfaces** from the selection menu

4. On the Interfaces page, select **Find My Student-Employee** and then click the **Run** button to start the interface

5. Enter the student's **TUid** and click the **Continue** button to run the interface

6. You may need to click the **Refresh** button a few times to prompt the spreadsheet to load. The interface is ready when the status reads **Completed successfully**.

7. Click on the **Completed successfully** link to open a new window. Scroll down to **Output File(s)** and click on the link to download the spreadsheet. You may need to expand the new window in order to see the downloaded file when it opens at the bottom.

Output Mapped Folder	FindMyStudent
Output File(s)	Kron_Student-Employee_Multi-Jobs915549903.csv

Records Created
Errors

Kron_Student-Emp....csv ︿

8. Open the spreadsheet to view the student's jobs. Expand all the columns to display the full FOAP you need. This will be located in the **Job** column. Use the **Copy and Paste** functions to enter the full set of job information into the **Transfer** column of the student's timecard.

Important Note: For a video explanation of these steps, please refer to the **Entering Time for Student Workers** video of the online Kronos Beginner Training class.