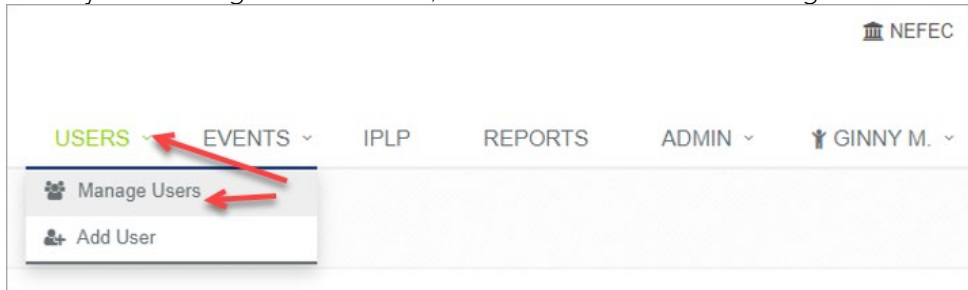
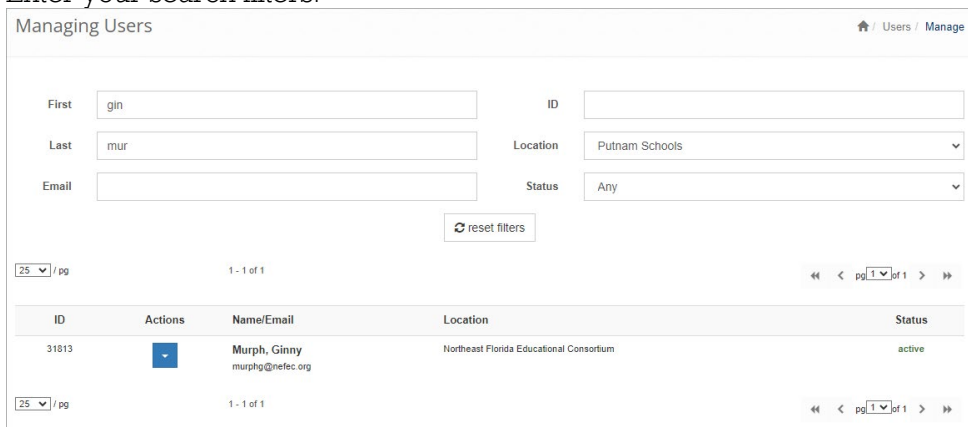


Viewing a User's Profile

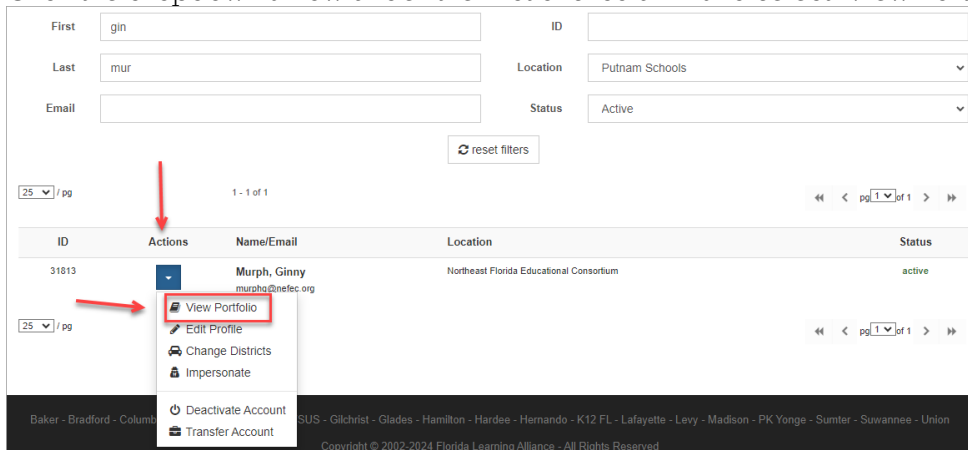
1. Once you have signed into Track, click 'Users' and then 'Manage Users.'



2. Enter your search filters.



3. Click the dropdown arrow under the 'Actions' column and select 'View Portfolio.'



4. Notes:
 - a. When searching by name, you do not have to type the complete first and last name.
 - b. When searching for an account that was recently transferred from another district, set your search parameters to Location (No location set and Status Any).