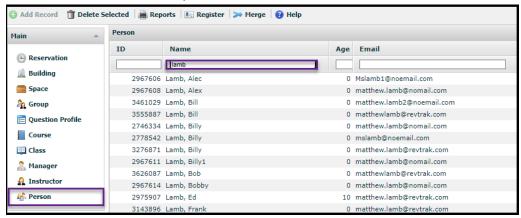
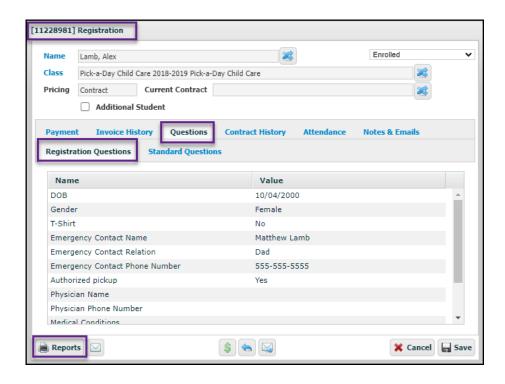


## View a Registrant's Question Profile Answers

1. To locate a registrant's answers to the questions that were asked at the time of registration, click on the **Person** menu option under the **Main** menu.



- Search for the last name of the student and double-click into the student's profile.
- 2. Locate the Registration for the class that contains the registrant's responses and double-click into it.



- In the **Registration** window, click on the **Questions** tab to view the registrant's answers to the question profile's custom **Registration Questions**, as well as **Standard Questions**.
- To see responses to Registration Questions in report form, click **Reports** in the lower left-hand corner of the **Registration** window.

• In the **Report** window which opens, navigate to the **Registration Questions** report. Select the report format, Excel or PDF, before clicking **OK**.

