1. Access the Person Comment form (SPACMNT) from the General Menu.
2. In the ID field, enter the BANNER ID of the student.
   • If you do not know the ID of the student, click the Search icon to perform a query
3. Perform a Next Block.
   • The comments pertaining to the student will be displayed.
   • Use the scroll bar to the right of the form or the down arrow key to view additional comments.
4. To view another student, click the Rollback icon (or Shift-F7) and repeat steps 2 and 3.
5. To return to the General Menu, click the Exit icon (or Ctrl-Q).

To query a specific comment type:
1. Perform steps 2 and 3.
2. Enter query by clicking the Enter Query icon (or F7).
3. In the Comment Type field, enter the comment type to query (double click in the Comment Type field for a list of values).
4. Execute the query with the Execute Query icon (or F8).
5. To return to the General Menu, click the Exit icon (or Ctrl Q).