# Welcome

- **Find a Prospect**
  - Results
  - View a Prospect

- **Find a Student**
  - Results
  - View a Student

- **Find a Course**
  - Results
  - View a Course
Welcome to the S3 Admin Console
The S3 Admin Console (S3) will gradually replace the current Student Information System (SIS). S3 draws data from the Student Information System (SIS) databases and replaces and/or enhances "screen" functionality for all users. Over time, with periodic releases, all modules/screens of the current SIS will be addressed within the S3 Admin Console development.

S3 Authorizations/Permissions
S3 Admin Console access and permissions mirror the SIS permissions to a large extent. To view information about your S3 permissions, click on Permissions at the top right User tools. If you have a question about your permissions or S3 authorization in general please use the Feedback feature and select About: S3 Authorization.

S3 Feedback
Users are encouraged to use the Feedback feature to communicate with business process experts. Familiar accounts such as registration@andrew, courses@andrew, egrades@andrew, and student-accounts@andrew are available as well as opportunities to submit issues via Warnings/Errors and suggest enhancements via New S3 Functionality.

The S3 Admin Console user's agreement
By virtue of your access to the S3 Admin Console you understand and accept:
- You may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.
- You may have access to customer financial information, the disclosure of which is prohibited by the Gramm-Leach-Bliley Act of 2000.
- The intentional disclosure by you of any of this information to any unauthorized person could subject you to criminal and civil penalties imposed by law.
- The willful or unauthorized disclosure also violates Carnegie Mellon's policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.
- Your system access depends on compliance with university password policy including both your "Andrew" password as well as your ERP password.
S3 Admin Console QuickStart Guide

Getting Started

To log into S3 Admin Console:

Go to http://s3.as.cmu.edu/s3/ (It may be helpful to add this website to your “Bookmarks”).
You will be prompted to log in using your Andrew ID and password. If you have already logged into a Shibboleth-secured website in the same browser session, this step may be done automatically.
You will then be prompted to enter your ERP password.

Caution: Five incorrect password entries will lock your account.

You will then be taken to the S3 Admin Console main page.

Some of the features include:

1. **Quick-search** - Click to choose a search criteria. Enter the criteria and hit <enter> or click Go.
2. **Find a …** - Click Prospect, Student or Course to go to the find a Prospect/Student/Course screen.
3. **User Name & Date** - Shows the name of the user that is logged in and today’s date.
4. **Permissions** - Click to view your (the user’s) permissions and access.
5. **Feedback** - Click to submit issues/suggestions about the S3 Admin Console.
6. **Logout** - Click to securely log out of S3.
Navigation Tools

Navigation buttons:

- **Print button** - Click the print button for a print-screen.

- **Email button** - Click to email the student or prospect.

- **Memo button** - Click to add a memo to the prospect or student’s record.

- **Gear wheel** - Click to view actions available for each screen.

- **Info button** - A blue ‘i’ indicates that there is more information available. Click on the blue ‘i’ to open a small box of additional info. Click anywhere outside the box to remove it.

- **Question Mark** - Click to select from a list of all choices for that search field.

Other navigational tools:

- **Blue links** - Many names that are blue are email links. Click on a blue name to open an email to that person.

  Exception: In a list of students or prospects, such as a class/event roster or loan report, click on a blue name to navigate to their record.

  Other blue data, like Semester, lets you click to get more detailed information about that semester, course, etc.

- **Underlined Columns** - click on any underlined column to sort by that criteria.

  A triangle (▲ or ▼) next to the column heading indicates the column’s ascending/descending sort.

- **… dot dot dot** - If information is followed by “…”, you can view more details by hovering on the item.
Find a Prospect

Find a prospect using the Folderwave ID, Bio ID, or App ID. Also, search for a prospect by using or combining other search criteria.

For example: Last name begins sm, College CFA, Potent Entry F13:

1. **Last & First Name** - Type the full name or what it begins with.
   
   Example: A search for Last Name “WIL” yields last names that begin with WIL: Wilson, Wilcox, etc.
   
   **Wildcard %** - Use the percent-sign, %, to broaden your search. A search for Last Name “%WIL” will yield last names that contain WIL anywhere in the name: such as McWilliams, Kotwillen, DeWilis, and hyphenated names like Smith-Wilcox.

2. **High School** - Use the question mark prompt to find & select a high school, or type in the CEEB number.

3. **College & Dept** - Begin typing in the field to view a list of choices, or use the question mark prompt.

4. **Folderwave ID or Bio ID** -

5. **Application ID** - Also known as the CommonApp ID.
Find a Prospect - Results

Use the tools on the page to sort your results or change and refine your search.
If your search yields 200+ results, only the first 200 will be shown. Change your search criteria to narrow your results.
Use the tools at the bottom of the page to navigate through your results.

1. **Matches found** - Displays number of matches found.
2. **Results** - Default sort order is by Last Name (Prospect).
3. **Sortable columns** - Click on underlined column headings to sort in ascending or descending order.
   - A triangle next to the column heading indicates the sorted column’s ascending/descending status.
4. **1 of x Pages** - Shows which page is displayed. Use arrows to display the previous, next, first, or last page.
5. **Show page:** - Navigate to a different page by typing the page number and hit <enter>.
6. **Show rows:** - Change the number of rows displayed per page with this drop-down option.
View a Prospect

1. The Prospect’s Name, Campus, Gender, Bio ID, High School, Country, US Citizenship, Ethnicity, SIS Status, and Entry Semester will be displayed at the top of all Prospect screens.

2. Click on a module tab to view additional information.

View a Different Prospect

3. Hover over Prospect to view and navigate to a previously viewed prospect. Click on Prospect to start a new Prospect search.
Find a Student

Find a student using the UserID (Andrew ID) or Card ID. Also, search for a student by using or combining other search criteria. For example: Last name begins MILL, College CIT, Class Junior:

1. Last & First/Preferred Name - Type the full name or what it begins with. Example: A search for Last Name “WIL” yields last names that begin with WIL: Wilson, Wilcox, etc. Wildcard % - Use the percent-sign, %, to broaden your search. A search for Last Name “%WIL” will yield last names that contain WIL anywhere in the name: such as McWilliams, Kotwillen, DeWilis, and hyphenated names like Smith-Wilcox.

2. User ID - Type in the User ID / Andrew ID of the student you are looking for.

3. Card ID - Type in the nine-digit number from the student’s ID Card.

4. Entity, College, Department, Program, Class - Begin typing in the field to view a list of choices.

5. ? - Click to select from a list of all choices for that search field.
Find a Student - Results

Use the tools on the page to sort your results or change and refine your search.
If your search yields 200+ results, only the first 200 will be shown. Change your search criteria to narrow your results.
Use the tools at the bottom of the page to navigate through your results.

1. **Matches found** - Displays number of matches found.
2. **Results** - Default sort order is by Last Name (Student).
3. **Sortable columns** - Click on underlined column headings to sort in ascending or descending order.
   - ▲ ▼ A triangle next to the column heading indicates the sorted column’s ascending/descending status.
4. **1 of x Pages** - Shows which page is displayed. Use arrows to display the previous, next, first, or last page.
5. **Show page:** - Navigate to a different page by typing the page number and hit <enter>.
6. **Show rows:** - Change the number of rows displayed per page with this drop-down option.
View a Student

1. The Student’s Name, Preferred name, User ID, Card ID, Gender, Hold (yes/no), and Directory Release (yes/no) will be displayed at the top of all Student screens.

2. Click on a module tab to view additional information.

View a Different Student

3. Hover over Student to view and navigate to a previously viewed student.

   Click on Student to start a new Student search.
Find a Course

Find a course using the full or partial Course #, Course Name, Department. Also, enter the full or partial name of an Instructor to find a course.

1. **Course #** - Type in the User ID / Andrew ID of the student you are looking for.

2. **Course Name** - Type the full name or what it begins with.

   Example: Search for “foundation” will yield all courses that begin with FOUNDATION: Foundation of Drawing, Foundation of Marketing, etc.

   **Wildcard %** - Use the percent sign, %, to broaden your search. A search for “%foundation” will yield courses that contain FOUNDATION anywhere in the name: such as Site Engineering and Foundations and Design Foundations for Photographers.

3. **Department** - Begin typing in the field to see a list of choices. Click the ‘?’ to select from a list of all Department choices.

4. **Instructor** - Enter the full or partial name of an Instructor to find a course. Search by instructor cannot be combined with other search criteria.
**Find a Course - Results**

Use the tools on the page to sort your results or change and refine your search.

If your search yields 200+ results, only the first 200 will be shown. Change your search criteria to narrow your results. Use the tools at the bottom of the page to navigate through your results.

1. **Matches found** - Displays number of matches found.
2. **Results** - Default sort order is by Course #
3. **Sortable columns** - Click on underlined column headings to sort in ascending or descending order.
   - ▲ ▼ A triangle next to the column heading indicates the sorted column’s ascending/descending status.
4. **1 of x Pages** - Shows which page is displayed. Use arrows to display the previous, next, first, or last page.
5. **Show page:** - Navigate to a different page by typing the page number and hit <enter>.
6. **Show rows:** - Change the number of rows displayed per page with this drop-down option.

### Find a Course

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>DEPARTMENT</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15410</td>
<td>CS</td>
<td>Operating System Design and Implementation</td>
</tr>
<tr>
<td>15411</td>
<td>CS</td>
<td>Compiler Design</td>
</tr>
<tr>
<td>15412</td>
<td>CS</td>
<td>Operating System Practicum</td>
</tr>
<tr>
<td>15413</td>
<td>CS</td>
<td>Software Engineering Practicum</td>
</tr>
<tr>
<td>15414</td>
<td>CS</td>
<td>Bug Catching: Automated Program Verification and Testing</td>
</tr>
<tr>
<td>15415</td>
<td>CS</td>
<td>Database Applications</td>
</tr>
<tr>
<td>15416</td>
<td>CS</td>
<td>Dependable/Survivable Systems</td>
</tr>
<tr>
<td>15417</td>
<td>CS</td>
<td>HOT Compilation</td>
</tr>
<tr>
<td>15418</td>
<td>CS</td>
<td>Parallel Computer Architecture and Programming</td>
</tr>
<tr>
<td>15422</td>
<td>CS</td>
<td>Computer Graphics</td>
</tr>
<tr>
<td>15463</td>
<td>CS</td>
<td>Computational Photography</td>
</tr>
<tr>
<td>15464</td>
<td>CS</td>
<td>Technical Animation</td>
</tr>
<tr>
<td>15465</td>
<td>CS</td>
<td>Animation Art and Technology</td>
</tr>
<tr>
<td>15466</td>
<td>CS</td>
<td>Computer Game Programming</td>
</tr>
</tbody>
</table>

1 of 2 Pages  
Show page:  
Show rows: 25 of 41 matches found.
View a Course

1. The course name, course #, college, and department will be displayed at the top of all Course screens.
2. Click on a module tab to view additional information.

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View a Different Course

3. Hover over Course to view and navigate to a previously viewed course. Click on Course to start a new Course search.