# S3 Admin Console QuickStart Guide

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>2</td>
</tr>
<tr>
<td>Getting Started</td>
<td>3</td>
</tr>
<tr>
<td>Navigation Tools</td>
<td>4</td>
</tr>
<tr>
<td>Find a Prospect</td>
<td>5</td>
</tr>
<tr>
<td>Find a Prospect- Results</td>
<td>6</td>
</tr>
<tr>
<td>View a Prospect</td>
<td>7</td>
</tr>
<tr>
<td>Find a Student</td>
<td>8</td>
</tr>
<tr>
<td>Find a Student - Results</td>
<td>9</td>
</tr>
<tr>
<td>View a Student</td>
<td>10</td>
</tr>
<tr>
<td>Find a Course</td>
<td>11</td>
</tr>
<tr>
<td>Find a Course - Results</td>
<td>12</td>
</tr>
<tr>
<td>View a Course</td>
<td>13</td>
</tr>
</tbody>
</table>
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 quarterly 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 olr@andrew, courses@andrew and egrades@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 and 2Factor authentication (2Fa).
S3 Admin Console QuickStart Guide

Getting Started

To log into S3 Admin Console: Go to https://s3.as.cmu.edu/s3/

*It may be helpful to add this to your “Bookmarks” for quicker/easier access to S3.*

Log into WebISO with your **Andrew ID and password.** If you have already logged into a WebISO-secured website in the same browser session, this step will be done automatically.

You will be prompted for a “push” with Duo 2Fa. Check the “Remember me for 30 days” box and click “Send me a Push”. See **Computing Services** for more help with 2Fa.

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.
   * This features a “sticky” screen, taking you to the same screen as the previous prospect/student/course you were viewing

2. **Go To Welcome Page** - Click on the university logo and be quickly taken to the S3 welcome page to hide sensitive or private data from view.

3. **Find a ...** - Click Prospect, Student or Course to go to the find a Prospect/Student/Course screen.

4. **User Name & Date** - Shows the name of the user that is logged in and today’s date.

5. **Permissions** - Click to view your (the user’s) permissions and access.

6. **Feedback** - Click to submit issues/suggestions about the S3 Admin Console.

7. **Logout** - Click to securely log out of S3.

---

**Welcome to the S3 Admin Console!**

**Relationship to SIS**
S3 Admin Console will gradually replace the current Student Information System (SIS). S3 draws data from the Student Information System (SIS) databases and replaces or enhances “screen” functionality for business users. Over time, with periodic releases, all modules/screens of the current SIS will be addressed within the S3 Admin Console development.

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**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.

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- 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 my employment regardless of whether criminal or civil penalties are imposed.
- Your system access depends on compliance with university password policy and 2Factor authentication.
Navigation Tools

Navigation buttons:

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

Email button - Click to email the student.

Memo button - Click to add a memo to the 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 - Most 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, such as a class roster or loan report, click on a blue student name to navigate to the Student 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 Slate ID, Bio ID, or App ID. Search for a prospect by using or combining other search criteria. Example: Last name begins with sm, College interest is CFA, with a potential semester of entry of F18:

1. **Last & First Name** - Type the full name or the first few letters. Example: A search for Last Name “WIL” yields last names that begin with WIL: Wilson, Wilcox, etc.

2. **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.

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

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

5. **Slate ID or Bio ID** - Type the Slate ID or Bio ID directly into the field to find a specific prospect.

6. **Application ID** - Also known as the CommonApp ID.

**Find a Prospect**

- **Last Name (%)**
- **First Name (%)**
- **Email (%)**
- **Gender**
- **Country**
- **High School**
- **Campus**
- **College**
- **Department**
- **Slate ID**
- **Bio ID**
- **Application ID**
- **Potential Entry**

**Note:** % character can be used for wildcard searching on fields labeled with %. Find Clear

---

**Find a Prospect**

1. **Last Name (%)**
2. **First Name (%)**
3. **Email (%)**
4. **Gender**
5. **Country**
6. **High School**
7. **Campus**
8. **College**
9. **Department**
10. **Slate ID**
11. **Bio ID**
12. **Application ID**
13. **Potential Entry**

**Note:** % character can be used for wildcard searching on fields labeled with %. Find Clear
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. The default is to show 25 rows per page.
View a Prospect

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

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

View a Previously-Viewed Prospect

3. Hover over Prospect to view and navigate to a previously-viewed prospect. Up to 5 previously-viewed prospects will show in the drop-down.

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

Find a student quickly using the UserID (Andrew ID) or Card ID. Search for a student by using or combining other search criteria.

Example: Last name begins with MILL, College is CIT, and the student is a Junior.

1. **Last & First/Preferred Name** - Type the full name or the first few letters.
   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, or use the prompt 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. The default is to show 25 rows per page.

---

<table>
<thead>
<tr>
<th>LAST NAME (%)</th>
<th>FIRST/PREFERRED NAME (%)</th>
<th>USER ID</th>
<th>CARD ID</th>
<th>ENTITY</th>
<th>COLLEGE</th>
<th>DEPT</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>ENR_Status</th>
<th>SEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Ji</td>
<td>s</td>
<td></td>
<td>MIS</td>
<td>SPC</td>
<td>NOD</td>
<td>Miscellaneous</td>
<td>W1</td>
<td></td>
<td>S05</td>
</tr>
<tr>
<td>Smith</td>
<td>Ji</td>
<td>s</td>
<td></td>
<td>M1n</td>
<td>MPM</td>
<td>RGG</td>
<td>Master</td>
<td></td>
<td>G1</td>
<td>F00</td>
</tr>
<tr>
<td>Smith</td>
<td>Ji</td>
<td>s</td>
<td></td>
<td>CIT</td>
<td>CHE</td>
<td>RGG</td>
<td>Master</td>
<td>LA</td>
<td>S08</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Ji</td>
<td>s</td>
<td></td>
<td>CIT</td>
<td>MEG</td>
<td>RGG</td>
<td>Master</td>
<td>G1</td>
<td>F06</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Ji</td>
<td>s</td>
<td></td>
<td>DC</td>
<td>ENG</td>
<td>RGG</td>
<td>Master</td>
<td>W1</td>
<td>S13</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Ji</td>
<td>s</td>
<td></td>
<td>DC</td>
<td>ENG</td>
<td>RGG</td>
<td>Master</td>
<td>W1</td>
<td>S13</td>
<td></td>
</tr>
</tbody>
</table>

1. **64 matches found**

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4. **1 of 3 Pages**
5. **Show page**
6. **Show rows**

25 of 64 matches found.
View a Student

1. The Student’s Name, Preferred name, User ID, Card ID, Gender, University 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 Previously-Viewed Student

3. Hover over Student to view and navigate to a previously-viewed student. Up to 5 previously-viewed students will show in the drop-down.

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

Find a course using the full or partial Course #, Course Name, and/or Department.

1. **Course # (%)** - Type in the full course number or the beginning numbers of the course for which you are searching.

2. **Long Title (%)** - Type the full title or the beginning of the title.
   - 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 title: such as Site Engineering and Foundations and Design Foundations for Photographers.

3. **College** - Begin typing in the field to see a list of choices. Use the (?) prompt to select from a list of all College choices.

4. **Department** - Begin typing in the field to see a list of choices. Use the (?) prompt to select from a list of all Department choices.

5. **Catalog** - Select Yes or No to narrow your search by those courses which are either included or excluded from the undergraduate catalog.

**Find a Course**

<table>
<thead>
<tr>
<th>COURSE # (%)</th>
<th>LONG TITLE (%)</th>
<th>COLLEGE</th>
<th>DEPARTMENT</th>
<th>CATALOG</th>
</tr>
</thead>
<tbody>
<tr>
<td>reason</td>
<td></td>
<td>DC - Dietrich College of H&amp;S</td>
<td>SDS - Social &amp; Decision Sci</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**NOTE:** % character can be used for wildcard searching on fields labeled with (%).
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. The default is to show 25 rows per page.

---

### Find a Course

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>DEPT</th>
<th>LONG TITLE</th>
<th>UNITS</th>
<th>COURSE LEVEL</th>
<th>MINI</th>
<th>GRADING</th>
<th>LAST OFFERED</th>
<th>LAST UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>15498</td>
<td>CS</td>
<td>Computational Forensics and Investigative Intelligence</td>
<td>6.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>S17</td>
<td>29 Sep 2020</td>
</tr>
<tr>
<td>15414</td>
<td>CS</td>
<td>Bug Catching: Automated Program Verification</td>
<td>9.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>06 Sep 2021</td>
</tr>
<tr>
<td>15432</td>
<td>CS</td>
<td>Formal Languages, Automata, and Computability</td>
<td>9.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>28 Feb 2022</td>
</tr>
<tr>
<td>15433</td>
<td>CS</td>
<td>Special Topic: Truth, Justice, and Algorithms</td>
<td>9.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>S16</td>
<td>21 Dec 2022</td>
</tr>
<tr>
<td>15456</td>
<td>CS</td>
<td>Computational Geometry</td>
<td>9.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>28 Jul 2014</td>
</tr>
<tr>
<td>15449</td>
<td>CS</td>
<td>Engineering Distributed Systems</td>
<td>9.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>28 Oct 2021</td>
</tr>
<tr>
<td>15405</td>
<td>CS</td>
<td>Engineering Distributed Systems</td>
<td>9.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>26 Sep 2021</td>
</tr>
<tr>
<td>15435</td>
<td>CS</td>
<td>Undergraduate Complexity Theory</td>
<td>9.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>01 Aug 2020</td>
</tr>
<tr>
<td>15437</td>
<td>CS</td>
<td>SEE 17-437 Web Application Development</td>
<td>12.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>24 Oct 2020</td>
</tr>
<tr>
<td>15466</td>
<td>CS</td>
<td>Computer Game Programming</td>
<td>12.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>25 Jul 2021</td>
</tr>
<tr>
<td>15407</td>
<td>CS</td>
<td>Introduction to Computer Security</td>
<td>12.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>24 Jul 2021</td>
</tr>
<tr>
<td>15421</td>
<td>CS</td>
<td>Information Security and Privacy</td>
<td>12.0</td>
<td>U</td>
<td>No</td>
<td>L</td>
<td>F17</td>
<td>14 Jun 2021</td>
</tr>
</tbody>
</table>
View a Course

1. The course number, name, college, department, and departmental website will be displayed at the top of all Course screens.
2. Click on a module tab to view additional information.
3. Use the drop-down bar to select a different semester.

View a Previously-Viewed Course

4. Hover over Course to view and navigate to a previously-viewed course. Up to 5 previously-viewed courses will show in the drop-down.
   Click on Course to start a new Course search.