S3 Admin Console: Create Student
# Table of Contents

Create Student.........................................................................................................................3
Person Matching........................................................................................................................14
Update Students..........................................................................................................................17
Create Student

Log into S3 with your Andrew ID and ERP Password.

To add a new student in S3, click the **Student** tab. This will bring you to the Find a Student page.

Enter the first 2-3 letters of the student’s last and first name into the appropriate fields to see if the student is already in the system.

**Note:** Do not enter the whole first or last name into the name fields. Students with hyphenated names or students who may use an alias (such as Tom for Thomas) will be missed.
In this example, the new student’s name is Michael Moussaurakis.

To check to see if the Michael Moussaurakis shown is the correct student, you must click on the student’s name and check to see if the information listed matches the student you are about to enter.

It could be that the student listed on the screen had information that was incorrectly entered at the time of creation, and you must make sure they are not the same student before you create a student record in order to avoid creating a duplicate record.
Create Student

Clicking on the student’s name will bring you to a summary page listing the student’s college, department, class, enrollment status, program, email address, contact information, birthday, and more.
Once you verify that the student listed is not the student you are about to enter, click on the **Student tab** at the top of the S3 screen to return to the Find a Student page.

Click the **gear wheel** to the right of the right of the printer icon at the top right of the page and select **Add Student** to view the **Add Student page**.

Here, you will enter the student information as indicated on the student’s application. You can tab through the fields to enter information.
Create Student

Important: If the student provides an SSN, you must enter it into the SSN field. All students will be given a 7000* number as their student ID, regardless of whether or not their SSN has been provided. SSNs will be stored in S3 for federal financial aid purposes only.

Neither the 7000* nor the SSN will be visible in S3 once the record is created. A roster will be available in the Student Data Warehouse that will contain a key (i.e. student ID number) that you will be able to give to your incoming students in order to set their initial Andrew password. More information regarding this process will follow.
Note: After you enter the birth date, hit tab to be taken to the Ethnicity/Race(s) line. Hit tab again and you will arrive at the “Is he/she Hispanic/Latino?” field. If you use the right arrow key, it will highlight the “yes” radial button. You can either use the right arrow to indicate either yes or no, then tab to the next field, which will be “Other reported Race(s)”. 
Continue tabbing through the fields and entering information. Please make sure that the “Entry Semester” is the semester the student will be first enrolled, not the semester in which you are entering the information.

When entering College, Department, etc., entering the first letter of the student’s college into the field will bring up a module of possible options. You can select the correct one and tab to the next field.
For most graduate students, the Program will be ‘RGG’. If you enter the letter R, the possible list of values will pop up. There are a number of other graduate program codes available, however. Entering the first letter of the code will bring up the appropriate values.

Expected graduation date is a required field and a value must be entered.

Continue entering the permanent address information.

**Trick:** If the state of residence is PA, typing in PE will enter the correct state.
Create Student

Once all the information is entered, hit the Save button at the bottom of the page.
Create Student

At this point, the system will verify the information you have entered and alert you to any errors or omissions that must be corrected. If any of the information is incorrect or matches someone in the system, it will alert you and force you to correct before saving and creating the student.
Once you correct the error and hit Save, the system will once again try to match the student you have created to any other student who may already be in the system.

If no matches are found, the system will create the student and you will be returned to the Find a Student page, where a message will appear at the top of the screen notifying you that you have successfully added a student record.
With Person Matching, you will click on the gear wheel and select **Add Student**. You will complete all of the student’s biographical information, as you did in the proceeding steps, and click **save**.

The system will search to see if the student already exists in the database and return any matches that could possibly be the student in question, based on algorithm similarities.

If the search returns matches, you **must** click the compare button to verify that this is **not** the student you are attempting to add.
Person Matching

Items that are **black and bold** represent information that matches the existing student exactly.

Items in **red** represent information that differs from the existing student.

Items in **orange** represent information that is similar and could be the result of a data entry error.

Once you determine that the student is not the student you are attempting to add, hit the **No Match, Add New Student** button and continue.
You will be taken back to the Find a Student page, where a message will appear at the top of the screen notifying you that you have successfully added a student record.
If you determine that the student is a match, you can click the X icon at the top of the page and return to Find a Student. Currently, you do not have the ability within S3 to Update students who already have a record in S3 (that functionality will be coming soon).

In the interim, you will need to complete the Returning Student Update form and return it to the University Registrar’s Office. A new semester record will be created, with the new degree information indicated on the form.
Thank you for your support of the Student Services Suite (S3).

If you need any assistance or have any questions regarding student records, please email cmuregistrar@andrew.cmu.edu.

Be sure to stay tuned to the S3 Updates webpage for release summaries, user documentation, training sessions, and more.

Follow @CarnegieMellonS3 on Facebook and Instagram, or @S3CMU on Twitter, for news and updates!