



# S3 Admin Console: Create Student

# Table of Contents

---

Create Student.....3

Person Matching.....14

Update Students.....17

# Create Student

The screenshot shows the S3 Admin Console interface. At the top left, the Carnegie Mellon logo is visible. The main header area includes the text 'S3 ADMIN CONSOLE' and a 'Go' button. On the right side of the header, the user's name 'Jarrin Nevel' and the date '05 Dec 2012' are displayed, along with links for 'Permissions', 'Help', 'Feedback', and 'Logout'. Below the header, a navigation bar contains a tab labeled 'Student', which is circled in green. The main content area is titled 'Find a Student' and features a search form with the following fields: LAST NAME (%), FIRST/PREFERRED NAME (%), USER ID, CARD ID, ENTITY, COLLEGE, DEPARTMENT, PROGRAM, and CLASS. Each field has a small question mark icon next to it. At the bottom of the form, there is a 'NOTE: % character can be used for wildcard searching on fields labeled with (%).' and two buttons labeled 'Find' and 'Clear'.

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.

# Create Student

**Student**

### Find a Student

LAST NAME (%) FIRST/PREFERRED NAME (%) USER ID CARD ID

ENTITY COLLEGE DEPARTMENT PROGRAM CLASS

NOTE: % character can be used for wildcard searching on fields labeled with (%).

2 matches found

LAST NAME	FIRST NAME	PREFERRED NAME	USER ID	ENTITY	COLLEGE	DEPT	PROGRAM	CLASS	ENR STATUS	SEMESTER
Moussourakis	Michael		al-mjm17	01	MIS	APE	APE	Miscellaneous	E1	N94

1 of 1 Pages 2 of 2 matches found.

In this example, the new student's name is Michael Moussaurakis.

To check to see if the Michael Moussaruakis 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

**Michael John Moussourakis**

PREFERRED NAME USER ID CARD ID GENDER UNIVERSITY HOLD DIRECTORY RELEASE  
al-mjm17 097605921 Male No Yes

Summary Profile Academic Records Memos Student Account

SEM	COL	DEPT	CLASS	ENR STATUS	PROGRAM	SEM UNITS
N94	MIS	APE	0	E1 Enrolled	APE APEA - Resident	33.0

**Directory Information**

Official CMU Email: al-mjm17@andrew.cmu.edu      Greek Affiliation: Not a member  
Local Address:      Athletics: N/A  
Degrees Awarded:

**Additional Personal Information**

Other CMU Email: al-mjm17@andrew.cmu.edu      Mobile Telephone:  
Personal Email:      Citizenship:  
Birthday: 20 Jun 1977      F1/J1 Student Status: No  
Father: JOHN MOUSSOURAKIS      Campus Resident: No  
Mother: ROBERTA MOUSSOURAKIS

**Important Contacts**

No important contacts found for this 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.

# Create Student

**Add Student**

LAST/FAMILY NAME SUFFIX FIRST/GIVEN NAME MIDDLE NAME/MI PREFERRED NAME SSN

GENDER MARITAL STATUS US CITIZENSHIP COUNTRY OF CITIZENSHIP VISA TYPE

Birth Date: / / (mm/dd/yyyy)

ETHNICITY/RACE(S)  
Is he/she Hispanic/Latino?  Yes  No Other reported Race(s):

ENTRY SEMESTER COLLEGE DEPARTMENT MAJOR

CLASS DEGREE PROGRAM QPA SCALE

EXPECTED GRADUATION SEMESTER TERMINAL DEGREE ADVISOR  
No Advisor Assigned

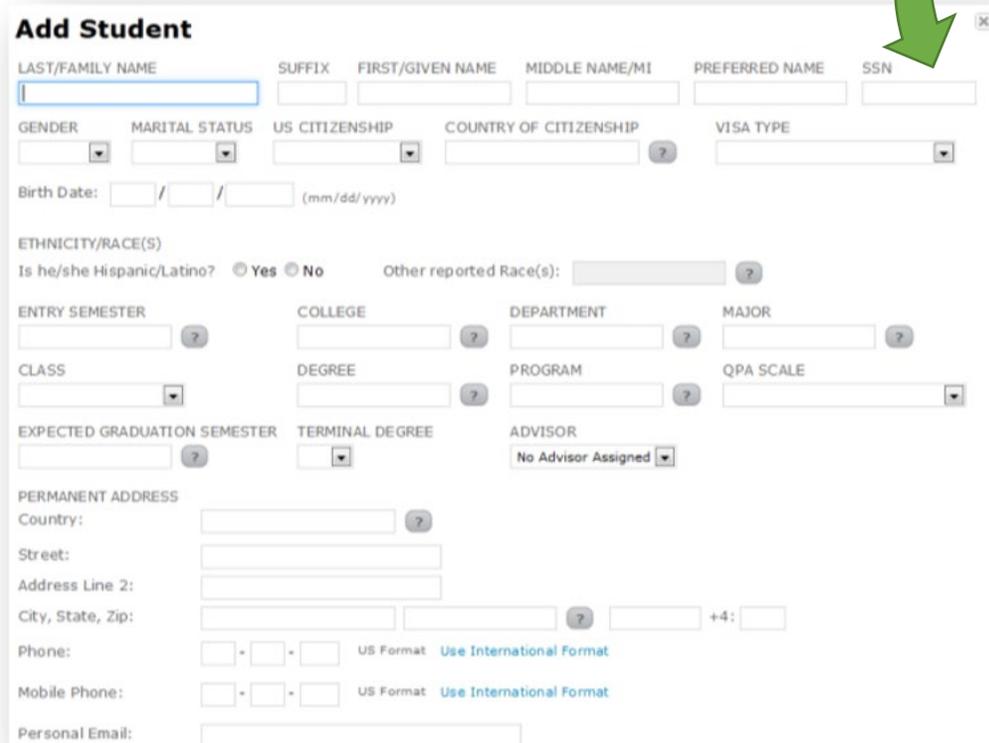
PERMANENT ADDRESS  
Country: Street: Address Line 2: City, State, Zip: +4: Phone: US Format Use International Format Mobile Phone: US Format Use International Format Personal Email:

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



The screenshot shows the 'Add Student' form with various fields for student information. A green arrow points to the SSN field. The form includes fields for name, gender, marital status, citizenship, birth date, ethnicity, college details, and contact information.

LAST/FAMILY NAME	SUFFIX	FIRST/GIVEN NAME	MIDDLE NAME/MI	PREFERRED NAME	SSN
<input type="text"/>					

Gender:  Marital Status:  US Citizenship:  Country of Citizenship:  Visa Type:

Birth Date:  /  /  (mm/dd/yyyy)

Ethnicity/Race(s):  
Is he/she Hispanic/Latino?  Yes  No Other reported Race(s):

Entry Semester:  College:  Department:  Major:

Class:  Degree:  Program:  QPA Scale:

Expected Graduation Semester:  Terminal Degree:  Advisor:

Permanent Address:  
Country:   
Street:   
Address Line 2:   
City, State, Zip:    +4:   
Phone:  -  -  US Format Use International Format  
Mobile Phone:  -  -  US Format Use International Format  
Personal Email:

**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.

# Create Student

**Add Student**

LAST/FAMILY NAME  SUFFIX  FIRST/GIVEN NAME  MIDDLE NAME/MI  PREFERRED NAME  SSN

GENDER  MARITAL STATUS  US CITIZENSHIP  COUNTRY OF CITIZENSHIP  VISA TYPE

Birth Date:  /  /  (mm/dd/yyyy)

**ETHNICITY/RACE(S)**  
Is he/she Hispanic/Latino?  Yes  No Other reported Race(s):

ENTRY SEMESTER  COLLEGE  DEPARTMENT  MAJOR

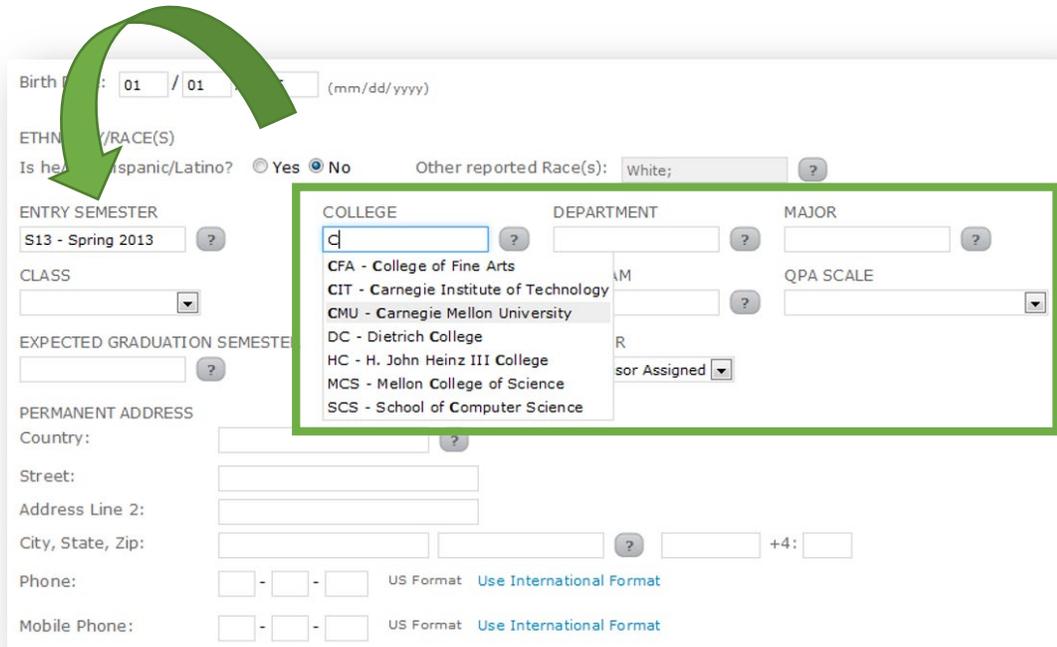
CLASS  DEGREE  PROGRAM  QPA SCALE

EXPECTED GRADUATION SEMESTER  TERMINAL DEGREE  ADVISOR

PERMANENT ADDRESS  
Country:   
Street:   
Address Line 2:   
City, State, Zip:    +4:   
Phone:  -  -  US Format Use International Format  
Mobile Phone:  -  -  US Format Use International Format  
Personal Email:

**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)”.

# Create Student



The screenshot shows a web form for creating a student record. A green arrow points from the top left towards the 'ENTRY SEMESTER' field. A green box highlights the 'COLLEGE' dropdown menu, which is open and showing a list of options: CFA - College of Fine Arts, CIT - Carnegie Institute of Technology, CMU - Carnegie Mellon University (highlighted), DC - Dietrich College, HC - H. John Heinz III College, MCS - Mellon College of Science, and SCS - School of Computer Science. Other fields visible include 'Birth Date' (01/01), 'ETHNICITY/RACE(S)', 'Is he or she Hispanic/Latino?' (No), 'Other reported Race(s)' (White), 'ENTRY SEMESTER' (S13 - Spring 2013), 'CLASS', 'EXPECTED GRADUATION SEMESTER', 'PERMANENT ADDRESS' (Country, Street, Address Line 2, City, State, Zip, Phone, Mobile Phone), 'DEPARTMENT', 'MAJOR', and 'QPA SCALE'.

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.

# Create Student

**Add Student**

LAST/FAMILY NAME  SUFFIX  FIRST/GIVEN NAME  MIDDLE NAME/MI  PREFERRED NAME  SSN

GENDER  MARITAL STATUS  US CITIZENSHIP  COUNTRY OF CITIZENSHIP  VISA TYPE

Birth Date:  /  /  (mm/dd/yyyy)

ETHNICITY/RACE(S)  
Is he/she Hispanic/Latino?  Yes  No Other reported Race(s):

ENTRY SEMESTER  COLLEGE  DEPARTMENT  MAJOR

**CLASS**  **DEGREE**  **PROGRAM**  **QPA SCALE**

**EXPECTED GRADUATION SEMESTER**  **TERMINAL DEGREE**  **ADVISOR**

PERMANENT ADDRESS  
Country:   
Street:   
Address Line 2:   
City, State, Zip:    +4:

Phone:  -  -  US Format [Use International Format](#)  
Mobile Phone:  -  -  US Format [Use International Format](#)  
Personal Email:

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

**Add Student**

LAST/FAMILY NAME: Moussourakis    SUFFIX:    FIRST/GIVEN NAME: Michelle    MIDDLE NAME/MI:    PREFERRED NAME: Shelly    SSN: 123456789

GENDER: Female    MARITAL STATUS:    US CITIZENSHIP: U - U.S. Citizen    COUNTRY OF CITIZENSHIP: US - USA    VISA TYPE:    ?

Birth Date: 01 / 01 / 1985 (mm/dd/yyyy)

ETHNICITY/RACE(S)  
Is he/she Hispanic/Latino?  Yes  No    Other reported Race(s): White; ?

ENTRY SEMESTER: S13 - Spring 2013 ?    COLLEGE: CFA - College of Fine Arts ?    DEPARTMENT: MUS - Music ?    MAJOR: MPCLA - Music Performer ?

CLASS: 10 - Master    DEGREE: MA - Master of Arts ?    PROGRAM: RGG - Regular - Graduate ?    QPA SCALE: 4+ - 4 Plus-Minus Grading Scale

EXPECTED GRADUATION SEMESTER: S17 - Spring 2017 ?    TERMINAL DEGREE: No    ADVISOR: Lewis Strouse

PERMANENT ADDRESS  
Country: US - USA ?  
Street: 1234 Anywhere Street  
Address Line 2:     
City, State, Zip: Pittsburgh    PA - PENNSYLVANIA ?    15202    +4:     
Phone: 412 - 234 - 5678    US Format    Use International Format  
Mobile Phone:    -    -    US Format    Use International Format  
Personal Email: mickimous@gmail.com

**Save**    Cancel

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

# Create Student

**Add Student**

**Please fix validation errors.**

LAST/FAMILY NAME	SUFFIX	FIRST/GIVEN NAME	MIDDLE NAME/MI	PREFERRED NAME	SSN
Moussourakis		Michelle		Shelly	123456789

**Not a valid U.S. SSN**

Gender: Female | Marital Status: | US Citizenship: U - U.S. Citizen | Country of Citizenship: US - USA | Visa Type: | Birth Date: 01 / 01 / 1985 (mm/dd/yyyy)

ETHNICITY/RACE(S)  
Is he/she Hispanic/Latino?  Yes  No Other reported Race(s): White

ENTRY SEMESTER	COLLEGE	DEPARTMENT	MAJOR
S13 - Spring 2013	CFA - College of Fine	MUS - Music	MPCLA - Music Perform
CLASS	DEGREE	PROGRAM	QPA SCALE
10 - Master	MA - Master of Arts	RGG - Regular - Grad	4+ - 4 Plus-Minus Grading Scale
EXPECTED GRADUATION SEMESTER	TERMINAL DEGREE	ADVISOR	
S17 - Spring 2017	No	Lewis Strouse	

PERMANENT ADDRESS  
Country: US - USA  
Street: 1234 Anywhere Street  
Address Line 2:  
City, State, Zip: Pittsburgh PA - PENNSYLVANIA 15202 +4:  
Phone: 412 - 234 - 5678 US Format Use International Format  
Mobile Phone: US Format Use International Format  
Personal Email: mickimous@gmail.com

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.

# Create Student

**Find a Student**

✓ Successfully added a student record for Michelle Moussourakis. The complete student record should be available in S3 the next business day.

NOTE: % character can be used for wildcard searching on fields labeled with (%).

2 matches found

LAST NAME	FIRST NAME	PREFERRED NAME	USER ID	ENTITY	COLLEGE	DEPT	PROGRAM	CLASS	ENR STATUS	SEMESTER
Mouse	Mickey			01	CIT	ECE	R12	Freshman	R3	F12
Moussourakis	Michael		al-mjm17	01	MIS	APE	APE	Miscellaneous	E1	N94

1 of 1 Pages | 2 of 2 matches found.

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.

# Person Matching



The screenshot shows a 'Match Finder' window with a green header indicating '1 match found'. Below this is a table with columns for SCORE, FIRST NAME, LAST NAME, STATUS, BIRTH DATE, and GENDER. A single row of data is displayed: Jason Neville, S - Student, 10 Jun 1970, M - Male. A 'Compare' button is located to the right of this row and is circled in green. Below the table is a pagination control showing '1 of 1 Pages' and 'of only 1 match found.'. At the bottom of the window are three buttons: 'Back', 'Go To Selected Match', and 'No Match, Add New Student'.

SCORE	FIRST NAME	LAST NAME	STATUS	BIRTH DATE	GENDER	Compare
52	Jason	Neville	S - Student	10 Jun 1970	M - Male	Compare

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 preceding 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

**Match Finder**

⚠ Because this student does not yet have a UserID, the student record cannot be viewed in S3.

✔ 1 match found

SCORE	FIRST NAME	LAST NAME	STATUS	BIRTH DATE	GENDER	
52	Jason	Neville	S - Student	10 Jun 1970	M - Male	<a href="#">Compare</a>

1 of 1 Pages of only 1 match found.

FIELD	NEW STUDENT	SELECTED MATCH
First Name:	Jason	<b>Jason</b>
Middle Name:	M	<b>M</b>
Last Name:	Neville	<b>Neville</b>
Birth Date:	10 Jun 1970	<b>10 Jun 1970</b>
SSN:	176-56-7877	<b>XXX-XX-XXXX</b>
Email Address:	neville@gmail.com	<b>nevelicious@gmail.com</b> (Student)
Gender:	M - Male	<b>M - Male</b>
Marital Status:	S - Single	<b>S - Single</b>
Address:	236 CALISTOGA RD	<b>236 CALISTOGA RD</b> (Permanent)
City:	MIDDLETOWN	<b>PITTSBURGH</b> (Permanent)
State:	NY	<b>PA</b> (Permanent)
Zip Code:	09140	<b>15221</b> (Permanent)
Country:	US	<b>US</b> (Permanent)

[Back](#) [Go To Selected Match](#) [No Match, Add New Student](#)

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.

# Person Matching

**Find a Student**

✓ Successfully added a student record for Jason M Neville. The complete student record should be available in S3 in two business days.

LAST NAME (%) FIRST/PREFERRED NAME (%) USER ID CARD ID  
Neville Jas

ENTITY COLLEGE DEPARTMENT PROGRAM CLASS  
? ? ? ? ?

NOTE: % character can be used for wildcard searching on fields labeled with (%).

Find Clear

✓ 1 match found

LAST_NAME	FIRST_NAME	PREFERRED_NAME	USER_ID	ENTITY	COLLEGE	DEPT	PROGRAM	CLASS	ENR_STATUS	SEMESTER
Neville	Jason			01	HC	PPP	RGG	Master	R3	S13

1 of 1 Pages of only 1 match found.

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.



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](mailto: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!