Carnegie Mellon University

S3 ADMIN CONSOLE

STUDENT SERVICES SUITE – SUMMARY OF RELEASE #93   August 1, 2019

Release #93 included new required annual updates for students through their SIO account. Students will receive a prompt annually to update their off-campus address and other contact information.

New users are encouraged to review the S3 QuickStart Guide and the Web Tutorial section for basic instructions.

Release Highlights

Cross-Cutting

- **Feature Item:** In an effort to ensure that the university has access to the most current and accurate student contact information, especially for use in the event of a local or personal emergency, starting late on August 1 Student Information Online (SIO) will require new and continuing students who attend classes in U.S. campus locations to update or confirm this information. Returning students will be prompted to confirm their contact information annually. This will include an off-campus address (for those that don't have on-campus housing), cell phone and a non-cmu email address.
  - When logging into SIO on or after the afternoon on August 1, students will be prompted via three to four brief screens to update or confirm the following information by the third week of classes:
    1. mobile phone number
    2. off-campus residential address (students living on campus will not see this screen)
    3. personal email address
    4. emergency contact information
  - Students may choose to skip the prompts on the screen; however, those who do not update or confirm off-campus residential address and emergency contact by September 12 will be unable to access SIO until doing so. The screen prompts will continue to display until the student updates or confirms relevant required information.
- **Feature Item:** small improvements have been made in two SIO pages in the continuing effort to improve ADA compliance

Admission

- **FFP Feature Item:** Added functionality to permit Admission office to easily reassign overnight visitors to a different student host

Student Accounts Office

- Added new search fields to the Find a Student page for Student Accounts Office staff

University Registrar Office

- Fixed an issue where a course would sometimes be assigned the wrong calendar when converting from a full-semester course to a mini-course

Coming in the Next Six Months…

- The first phase of the My Community project continues, which will include:
  - An updated SIO with a fresh, new look, including a redesigned header and footer, homepage, and Contacts page.
  - A wider range of advisor roles will be able to be assigned to students, such as First Year Advisor and Faculty Advisor; plus the ability for S3 users to bulk-assign, update, and remove advisors