S3 Admin Console QuickStart Guide
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Welcome to the S3 Admin Console

The S3 Admin Console (S3) is Carnegie Mellon University’s student information system.

S3 Authorizations/Permissions
If you have questions about your permissions or S3 authorization in general, please use the Feedback feature and select About: S3 Authorization.

Important Reminders
• Remember to keep your passwords secure and never leave an S3 session unattended
• Users are encouraged to use the Feedback feature to communicate with business process experts, submit inquiries regarding warnings or errors received, or suggest enhancements to the S3
• The Student Data Systems Use Agreement, which users agree to annually, contains details regarding access to the student system and data, as well as proper password management; the agreement is available to read by clicking on the link on the S3 homepage
Getting Started

To log into the S3 Admin Console go to https://s3.andrew.cmu.edu/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 to send a “push” to Duo Two Factor Authentication; check the “Remember me for 30 days” box and click “Send me a Push” (see Computing Services for help with Duo)
- You will be taken to the S3 Admin Console main page
- Tip: It may be helpful to add the S3 URL to your Bookmarks bar for quicker, easier access to S3
Main Page Features

1. **Go to Home Page** – Click on the university logo to be taken to the University home page.

2. **Go to Welcome Page** – Click on the S3 Admin Console logo to be taken to the S3 welcome page to quickly hide sensitive or private data from view; this may be done from any page in the S3 Admin Console.

3. **Find** – Click Student or Course to go to the Student/Course screen and begin a search.

4. **Quick Search** – Click the bar to choose search criteria; type in your criteria and hit the enter key or click the Go button. This features a “sticky” screen, taking you to the same screen as the previous prospect/student/course you were previously viewing.
Main Page Features

4. **User Name & Date** – Displays the name of the user who is currently logged in, along with the day’s date.

5. **Feedback** – Click to submit issues/suggestions about the S3 Admin Console.

6. **Logout** – Click to securely log out of S3.

7. **Tips** – Tips and information will appear in the boxes on the front page; be sure to check back periodically for important information.
Navigation Tools

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

**Email** – Click to email a student.

**Memo** – Click to add a memo to a student’s record.

**Gear Wheel** – Click to view actions available on each screen.

**Info Button** – A blue i-circle indicates that there is more information available. Click the i-circle to view the information. Click anywhere outside the box to remove it.

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

**Table Columns Select Box** – Click to select from a list of possible columns to view. The columns will resize themselves according to the space available on the page.

**Blue hyperlinks**
- Most names in blue are email links; clicking a name opens an email screen.
- In a list of students, such as a class roster or loan report, clicking a blue name will take you to the Student Record page.
- Blue hyperlinks such as Semester or Course lead to more detailed information about that particular semester or course.

**Ellipses (...)** – If information is followed by an ellipses, you can hover over the information to bring up more details.

**Underlined Columns** – Click on any underlined column to sort by that criteria; a triangle next to a column heading indicates the column’s ascending or descending sort.
Find a Prospect

1. **Last & First Name** – Enter the prospect’s full name or the first few letters; a search for “WIL” yields last names that begin with WIL: Wilson, Wilcox, etc.) Use the **Wildcard (%)** sign to broaden your search. A search for “%WIL” yields last names that contain WIL anywhere: McWilliams, Kotwillen, DeWillis, and hyphenated names like Smith-Wilcox.

2. **High School** – Use the **Question Mark (?)** prompt to find and select a high school, or type in the CEEB number.

3. **College & Department** – Use the **Question Mark (?)** prompt to find and select a college or department or start typing into the fields to bring up a list of options.

4. **Slate ID & Bio ID** – Type the Slate ID or Bio ID directly into the respective field to find a prospect.

5. **Application ID** – Enter the Application ID (also known as the CommonApp ID) into the field.
Find a Prospect: Results

Search for a prospect by using or combining criteria. For example, you could search for last names beginning with SM, college of interest as CFA, and a potential F18 semester of entry.

Click Find to view search results. The default sorting order is by Last Name. Use the tools on the page to sort your results or change and refine your search.

Matches Found – Displays the number of matches found.

Sortable Columns – Click on an underlined column header to sort results in ascending or descending order. A triangle next to the column heading indicates whether the results are ascending or descending.

1 of X Pages – Shows which page is displayed; use the arrows to navigate through your results.

Show Page – Navigate to a different page by typing the page number into the field and hitting the enter key.

Show Rows – Change the number of rows displayed per page using this drop-down option; the default is 25 rows per page.
View a Prospect

Prospect Information
The prospect’s preferred name (in bold), given name, campus, gender, BIO ID, high school, country of citizenship, U.S. citizenship status, ethnicity, SIS status, and potential entry semester are displayed across the top of all Prospect screens.

To view additional information, click on the appropriate tab.

Navigate to a Previously-Viewed Prospect
Hover over the Prospect tab at the top of the page to navigate to a previously-viewed prospect. Up to five prospects will appear in the drop-down list.

Start a New Prospect Search
Click the Prospect tab to start a new search.
Find a Student

1. **Last & First/Preferred Name** – Enter the student’s full name or the first few letters; a search for “WIL” yields last names that begin with WIL: Wilson, Wilcox, etc.) Use the **Wildcard (%)** sign to broaden your search. A search for “%WIL” yields last names that contain the letters WIL anywhere: McWilliams, Kotwillen, DeWilis, and hyphenated names like Smith-Wilcox.

2. **User ID** – Find a student quickly by entering the student’s User ID (Andrew ID).

3. **Card ID** – Find a student quickly by entering the nine-digit number on the student’s ID card.

4. **Entity, College, Department, Program, or Class** – Begin typing into the appropriate search field to view a list of choices, or use the **Question Mark (?)** to select from a list of all available choices for the search field.
Find a Student: Results

Search for a student by using or combining criteria. For example, you could search for a student whose last name begins with MIL, whose college is CIT, and whose class is Junior.

Click **Find** to view results. The default sorting order is by Last Name. If your search yields 200+ results, only the first 200 will be shown. Change your search criteria to narrow your results. Use the tools on the page to sort your results or change and refine your search.

**Matches Found** – Displays the number of matches found.

**Sortable Columns** – Click on an underlined column header to sort results in ascending or descending order. A triangle next to the column heading indicates whether the results are ascending or descending.

**1 of X Pages** – Shows which page is displayed; use the arrows to navigate through your results.

**Show Page** – Navigate to a different page by typing the page number into the field and hitting the enter key.

**Show Rows** – Change the number of rows displayed per page using this drop-down option; the default is 25 rows per page.
View a Student

**Student Information**
The student’s given name (in bold), preferred name, user ID, pronouns, pronunciation guide, university hold information (yes/no), and directory release information (yes/no) will all be displayed at the top of the screen.

Click on the speaker icon to hear how to pronounce the student’s name. If the icon is black, a name has been recorded; if it is gray, there is no recording.

Click on a tab to view additional information.

**Note:** Primary Advisors for incoming first year students are not visible on the Student Summary page until the summer session is complete. Primary Advisors can also be viewed on the Enrollment Status page under Academic Records.

![Image of Student Information](image)

**Navigate to a Previously-Viewed Student**
Hover over the Student tab to view and navigate to a previously-viewed student. Up to five previously viewed students will appear in the drop-down.

**Start a New Student Search**
Click on the Student tab to start a new search.
Find a Course

1. **Course # (%)** – Enter the full course number or the first few numbers of the course for which you are searching.

2. **Long Title (%)** – Enter the full course title or the beginning of the title. For example, entering “foundation” will yield all courses beginning with the word *foundation*: Foundation of Drawing, Foundation of Marketing, etc. Use the **Wildcard (%)** sign to broaden your search. A search for “%foundation” will yield courses containing *foundation* anywhere in the title.

3. **College** – Begin typing into the field to view a list of colleges. Use the **Question Mark (?)** prompt to choose from a list of all college choices.

4. **Department** – Begin typing into the field to view a list of departments. Use the **Question Mark (?)** prompt to choose from a list of all department choices.

5. **Catalog** – Select Yes or No from the drop-down to narrow your search to those courses which are either included or excluded from the undergraduate catalog.
Find a Course: Results

Search for a course using the full or partial course number, course name, and/or department.

Click Find to view results. Default sort order is by course number. If your search yields 200+ results, only the first 200 will be shown. Change your search criteria to narrow your results. Use the tools on the page to sort your results or change and refine your search.

Matches Found – Displays the number of matches found.

Sortable Columns – Click on an underlined column header to sort results in ascending or descending order. A triangle next to the column heading indicates whether the results are ascending or descending.

1 of X Pages – Shows which page is displayed; use the arrows to navigate through your results.

Show Page – Navigate to a different page by typing the page number into the field and hitting the enter key.

Show Rows – Change the number of rows displayed per page using this drop-down option; the default is 25 rows per page.
View a Course

Course Information
The course number, name, college, department, and department website will be displayed at the top of all course screens.

Click on a tab to view additional information.

Use the drop-down menu to select a new semester.

Navigate to a Previously-Viewed Course
Hover over the Course tab to view and navigate to a previously-viewed course. Up to five previously viewed courses will appear in the drop-down.

Start a New Course Search
Click on the Course tab to start a new search.
Thank you for your support of the Student Services Suite (S3). For additional questions or comments, use the Feedback link, which can be found in the top right corner of your S3 Admin Console homepage.

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!