



S3 Admin Console QuickStart Guide

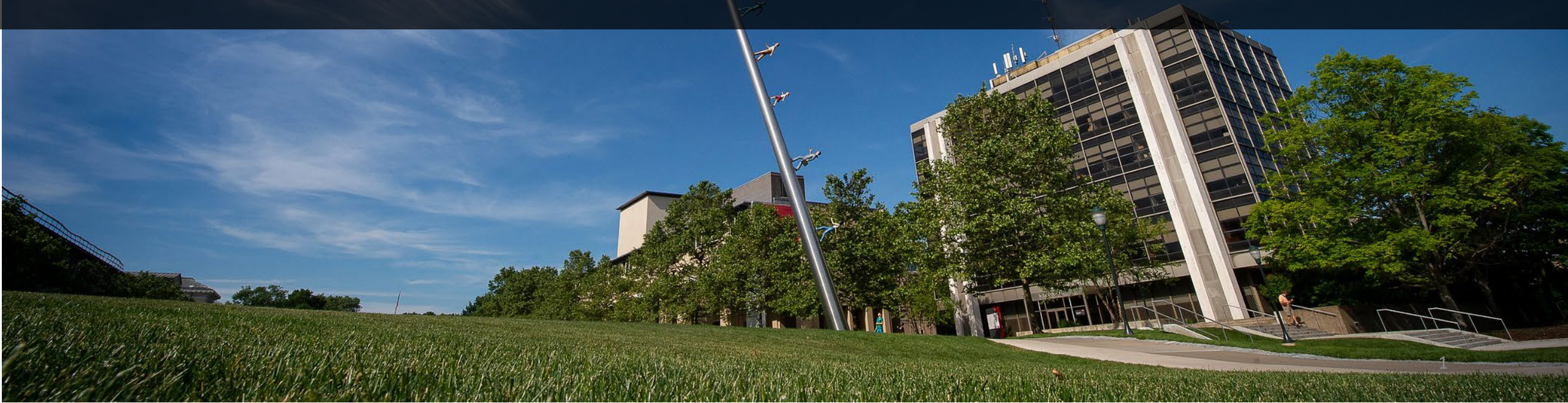


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Welcome to the S3 Admin Console



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.

The screenshot displays the S3 Admin Console interface. At the top, a red header bar contains the Carnegie Mellon University logo (callout 1), the user name 'Andrew Carnegie' and date '01 May 2022', and links for Feedback, Permissions, Help, and Logout. Below this, a dark navigation bar features the 'S3 Admin Console' logo (callout 2), a search bar with a dropdown menu (callout 4), and buttons for 'Student' (callout 3) and 'Course'. The main content area is titled 'Welcome to the S3 Admin Console!' and includes a welcome message, a list of security reminders, and links to 'What's New in S3?', 'S3 Memos User Guide', and 'Faculty Course & Grade Information'. A sidebar on the right provides 'CMU's Coronavirus Information' and 'Follow S3 on Social Media'. The footer contains copyright information, build details, and a feedback link.

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.

The screenshot shows the S3 Admin Console interface. At the top, a red header bar contains the Carnegie Mellon University logo, the user name 'Andrew Carnegie' and date '01 May 2022' (callout 4), and links for 'Feedback' (callout 5a), 'Permissions', 'Help', and 'Logout' (callout 6). Below the header, a dark navigation bar includes the 'S3 Admin Console' logo, a search bar with 'Search By' and 'Search Student by User ID' (callout 5a), and a 'Go' button. The main content area is titled 'Welcome to the S3 Admin Console!' and contains several sections: 'The S3 Admin Console is Carnegie Mellon University's student information system.' with a list of tips (callout 7), 'CMU's Coronavirus Information' with a 'Visit Website' link, 'Follow S3 on Social Media' with a 'Learn More' link, 'What's New in S3?' with a 'Read more about S3 Release updates' link, 'S3 Memos User Guide' with a 'View User Guide' link, and 'Faculty Course & Grade Information' with a 'View Faculty Info Page' link. A footer bar at the bottom contains copyright information, build details, and another 'Feedback' link (callout 5b).

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.

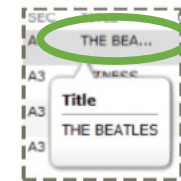


Table Columns Select Box – Click to select from a list of possible columns to view. The columns will resize themselves according to the space available on the page.

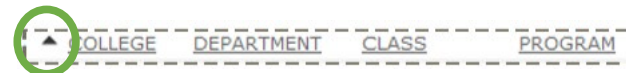


Blue hyperlinks

- 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, DeWilis, and hyphenated names like Smith-Wilcox.

The screenshot shows a search form titled "Find a Prospect" enclosed in a dashed border. It contains several input fields and a "Find" button. Numbered callouts are placed over the form:

- 1: Points to the "LAST NAME (%)" and "FIRST NAME (%)" fields.
- 2: Points to the "HIGH SCHOOL" field.
- 3: Points to the "COLLEGE" and "DEPARTMENT" fields.
- 4: Points to the "SLATE ID" and "BIO ID" fields.
- 5: Points to the "APPLICATION ID" field.

Other visible fields include "EMAIL (%)", "GENDER", "COUNTRY", "CAMPUS" (with a dropdown menu showing "Pittsburgh"), and "POTENTIAL ENTRY". A note at the bottom states: "NOTE: % character can be used for wildcard searching on fields labeled with (%)." There are also "Find" and "Clear" buttons at the bottom right.

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.

LAST NAME (%) FIRST NAME (%) EMAIL (%) GENDER COUNTRY HIGH SCHOOL
sm
CAMPUS: Pittsburgh COLLEGE: CFA - College of f DEPARTMENT SLATE ID BIO ID APPLICATION ID
POTENT ENTRY: F18 - Fall 2018 SSN
NOTE: % character can be used for wildcard searching on fields labeled with (%). Find Clear

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.

29 matches found
LAST NAME FIRST NAME

LAST NAME	FIRST NAME	MIDDLE	BIO ID	EMAIL	COUNTRY	ZIP CODE	STATUS
T	A				US - USA	38	I - Inquir
V	A				US - USA	35	I - Inquir
B	A				US - USA	30	I - Inquir
E	A				US - USA	33	I - Inquir
D	A				US - USA	24	I - Inquir
J	A				US - USA	27	I - Inquir
M	A				US - USA	33	I - Inquir
D	A				US - USA	34	I - Inquir
N	A				US - USA	31	I - Inquir
J	A				US - USA	36	I - Inquir
P	A				US - USA	34	I - Inquir
C	A				US - USA	39	I - Inquir
Z	A				US - USA	30	I - Inquir
F	A				US - USA	30	I - Inquir
F	A				US - USA	36	I - Inquir

1 of 2 Pages Show page: Show rows: 25 of 40 matches found.

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**.

Prospect

Student

Course

Andy Carnegie

GIVEN NAME	CAMPUS	GENDER	BIO ID	HIGH SCHOOL	CITZ COUNTRY	US CITZ	ETHNICITY	SIS STATUS	POTENT ENTRY
Andrew	Pittsburgh	Male	01234567	SCOTLAND HIGH...	USA	U - U.S. Citizen	5 - White	I - Inquirer	F22

Summary

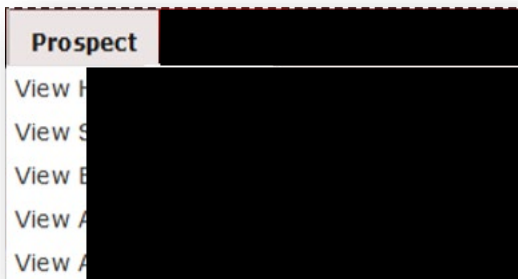
Profile

Tracking

Scores

Decision

Memos



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.

The screenshot shows the 'Find a Student' search interface. At the top, there are tabs for 'Student', 'Course', and 'Registrar'. The 'Student' tab is active. Below the tabs, the title 'Find a Student' is displayed. There are four numbered callouts: 1 points to the 'LAST NAME (%)' field, 2 points to the 'USER ID' field, 3 points to the 'CARD ID' field, and 4 points to the 'ENTITY' field. The search fields are arranged in two rows. The first row contains 'LAST NAME (%)', 'FIRST/PREFERRED NAME (%)', 'USER ID', and 'CARD ID'. The second row contains 'ENTITY', 'COLLEGE', 'DEPARTMENT', 'PROGRAM', and 'CLASS'. Each field has a corresponding input box and a question mark icon. Below the input fields, there is a note: 'NOTE: % character can be used for wildcard searching on fields labeled with (%).' At the bottom right, there are 'Find' and 'Clear' buttons.

- 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.

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

✓ 64 matches found

LAST NAME	FIRST NAME	PREFERRED NAME	USER ID	ENTITY	COLLEGE	DEPT	PROGRAM	CLASS	ENR STATUS
Smith				01	MIS	SPC	NOD	Miscellaneous	W1
Smith				01	HNZ	MPM	RGG	Master	G1
Smith				01	CIT	CHE	RGG	Master	LA
Smith				01	CIT	MEG	RUS	Senior	G1
Smith				01	DC	ENG	RGG	Master	W1
Smith				01	DC	ENG	RGG	Master	W1

1 of 2 Pages Show page: Show rows: 25 of 40 matches found.

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.

Carnegie Mellon University Andrew Carnegie 01 May 2022 Feedback

S3 Admin Console Search By Search

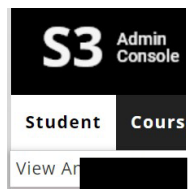
Student Course Registrar Student

Andrew Carnegie ESQ. 🔊

PREFERRED NAME	USER ID	PRONOUNS	PRONUNCIATION	UNIVERSITY HOLD	DIRECTORY RELEASE
Andy	andrewcarnegie0			Yes	Yes

Summary Profile Academic Records Campus Life

Summary Information



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.

The screenshot shows a web interface for finding courses. At the top is a navigation bar with tabs: 'Student' (selected), 'Course', 'Registrar', and 'Stud'. Below the navigation bar is the 'Find a Course' section. It contains five input fields, each with a green circle and a number indicating its position in the search criteria:

- 1. **COURSE # (%)**: A text input field.
- 2. **LONG TITLE (%)**: A text input field.
- 3. **COLLEGE**: A text input field with a small question mark icon to its right.
- 4. **DEPARTMENT**: A text input field with a small question mark icon to its right.
- 5. **CATALOG**: A dropdown menu with a downward arrow icon.

Below the input fields is a note: "NOTE: % character can be used for wildcard searching on fields labeled with (%)." At the bottom right of the form are two buttons: 'Find' and 'Clear'.

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.

Find a Course

COURSE # (%) LONG TITLE (%) COLLEGE DEPARTMENT CATALOG

154 ? ?

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

Find Clear

58 matches found

COURSE #	DEPT	LONG TITLE	UNITS	COURSE LEVEL	MINI	GRADING OPTION	LAST OFFERED	LAST UPDATED
15498	CS	Computational Forensics and Investigative Intelligence	6.0	U	No	L	S17	29 Sep 2016
15405	CS	Engineering Distributed Systems	9.0	U	No	L		26 Sep 2013
15414	CS	Bug Catching: Automated Program Verification	9.0	U	No	L	S22	10 Nov 2021
15416	CS	Dependable/Survivable Systems	9.0	U	No	L	F03	
15448	CS	Advanced Storage Systems	9.0	U	No	L		
15449	CS	Engineering Distributed Systems	9.0	U	No	L		28 Oct 2013
15453	CS	Formal Languages, Automata, and Computability	9.0	U	No	L	F19	28 Feb 2016
15454	CS	Special Topic: Computational Automata Theory	9.0	U	No	L	S15	
15455	CS	Undergraduate Complexity Theory	9.0	U	No	L	S22	14 Apr 2020
15456	CS	Computational Geometry	9.0	U	No	L	E17	28 Jul 2014
15400	CS	SEE 07-400 Research Practicum in Computer Science	12.0	U	No	L	S21	22 Sep 2021
15413	CS	SEE 17-413 Software Engineering Practicum	12.0	U	No	L	S17	24 Oct 2017
15415	CS	Database Applications	12.0	U	No	L	S20	29 Feb 2016
15417	CS	HOT Compilation	12.0	U	No	L	S20	23 Jan 2020
15418	CS	Parallel Computer Architecture and Programming	12.0	U	No	L	S22	10 Nov 2021

1 of 3 Pages Show page: Show rows: 25 of 58 matches found.

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.

The screenshot shows the course view interface. At the top, there are two tabs: 'Student' and 'Course'. The 'Course' tab is active, displaying the course title '15483 - Truth, Justice, and Algorithms'. Below the title, there are three columns: 'COLLEGE' (School of Computer Science), 'DEPARTMENT' (Computer Science), and 'DEPARTMENT URL' (<http://www.csd.cs.cmu.edu>). Below these columns are two tabs: 'Summary' and 'Sections'. The 'Summary' tab is active, displaying the 'Course Summary for: Fall 2019'. A green arrow points to the course title, another to the department URL, a third to the 'Summary' tab, and a fourth to the semester dropdown menu.

The screenshot shows the course view interface with the 'Course' tab selected. A dropdown menu is open, showing a list of previously viewed courses: 'View 15483', 'View 15449', 'View 15456', 'View 15459', and 'View 15498'. The course title '15483 - Truth, Justice, and Algorithms' is visible in the background.

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!