<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>2</td>
</tr>
<tr>
<td>Getting Started</td>
<td>3</td>
</tr>
<tr>
<td>Navigation Tools</td>
<td>4</td>
</tr>
<tr>
<td>Find a Prospect</td>
<td>5</td>
</tr>
<tr>
<td>Find a Prospect - Results</td>
<td>6</td>
</tr>
<tr>
<td>View a Prospect</td>
<td>7</td>
</tr>
<tr>
<td>Find a Student</td>
<td>8</td>
</tr>
<tr>
<td>Find a Student - Results</td>
<td>9</td>
</tr>
<tr>
<td>View a Student</td>
<td>10</td>
</tr>
<tr>
<td>Find a Course</td>
<td>11</td>
</tr>
<tr>
<td>Find a Course - Results</td>
<td>12</td>
</tr>
<tr>
<td>View a Course</td>
<td>13</td>
</tr>
</tbody>
</table>
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 a question 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 and 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 home page.
S3 Admin Console QuickStart Guide

Getting Started

To log into S3 Admin Console:  Go to https://s3.as.cmu.edu/s3/

It may be helpful to add this to your “Bookmarks” for quicker/easier access to 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 for a “push” with Duo 2Fa. Check the “Remember me for 30 days” box and click “Send me a Push”. See Computing Services for more help with 2Fa.

You will then be taken to the S3 Admin Console main page.

Some of the features include:

1. **Quick-search** - Click to choose a search criteria. Enter the criteria and hit <enter> or click Go.
   * This features a “sticky” screen, taking you to the same screen as the previous prospect/student/course you were viewing
2. **Go To Welcome Page** - Click on the university logo and be quickly taken to the S3 welcome page to hide sensitive or private data from view. You may do this from any page in the S3 Admin Console.
3. **Find a …** - Click Prospect, Student or Course to go to the find a Prospect/Student/Course screen.
4. **User Name & Date** - Shows the name of the user that is logged in and today’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

**Navigation buttons:**

- **Print button** - Click the print button for a print-screen.
- **Email button** - Click to email the student.
- **Memo button** - Click to add a memo to the student’s record.
- **Gear wheel** - Click to view actions available for each screen.
- **Info button** - A blue ‘i’ indicates that there is more information available. Click on the blue ‘i’ to open a small box of additional info. Click anywhere outside the box to remove it.
- **Question Mark** - Click to select from a list of all choices for that 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.

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**Other navigational tools:**

- **Blue links** - Most names that are blue are email links. Click on a blue name to open an email to that person.
  
  Exception: In a list of students, such as a class roster or loan report, click on a blue student name to navigate to the Student record.

- **Other blue data**, like Semester, lets you click to get more detailed information about that semester, course, etc.

- **Underlined Columns** - click on any underlined column to sort by that criteria.

  A triangle (▲ or ▼) next to the column heading indicates the column’s ascending/descending sort.

- **… dot dot dot** - If information is followed by “…”, you can view more details by hovering on the item.
Find a Prospect

Find a prospect using the Slate ID, Bio ID, or App ID.
Search for a prospect by using or combining other search criteria.
Example: Last name begins with sm, College interest is CFA, with a potential semester of entry of F18:

1. **Last & First Name** - Type the full name or the first few letters.
   Example: A search for Last Name “WIL” yields last names that begin with WIL: Wilson, Wilcox, etc.
   **Wildcard %** - Use the percent-sign, %, to broaden your search. A search for Last Name “%WIL” will yield last names that contain WIL anywhere in the name, such as McWilliams, Kotwillen, DeWilis, and hyphenated names like Smith-Wilcox.

2. **High School** - Use the prompt to find & select a high school, or type in the CEEB number.

3. **College & Dept** - Begin typing in the field to view a list of choices, or use the question mark prompt.

4. **Slate ID or Bio ID** - Type the Slate ID or Bio ID directly into the field to find a specific prospect.

5. **Application ID** - Also known as the CommonApp ID.
Find a Prospect - Results

Use the tools on the page to sort your results or change and refine your search.

Use the arrows at the bottom of the page to navigate through your results.

1. **Matches found** - Displays number of matches found.
2. **Results** - Default sort order is by Last Name (Prospect).
3. **Sortable columns** - Click on underlined column headings to sort in ascending or descending order.
   - A triangle next to the column heading indicates the sorted column’s ascending/descending status.
4. **1 of x Pages** - Shows which page is displayed. Use arrows to display the previous, next, first, or last page.
5. **Show page**: - Navigate to a different page by typing the page number and hit <enter>.
6. **Show rows**: - Change the number of rows displayed per page with this drop-down option. The default is to show 25 rows per page.
View a Prospect

1. The Prospect’s Preferred Name (in bold), Given Name, Campus, Gender, Bio ID, High School, Country of Citizenship, US Citizenship status, Ethnicity, SIS Status, and Potential Entry Semester is displayed at the top of all Prospect screens.

2. Click on a module tab to view additional information.

View a Previously-Viewed Prospect

3. Hover over Prospect to view and navigate to a previously-viewed prospect. Up to 5 previously-viewed prospects will show in the drop-down. Click on Prospect to start a new Prospect search.
Find a Student

Find a student quickly using the UserID (Andrew ID) or Card ID. Search for a student by using or combining other search criteria.

Example: Last name begins with MILL, College is CIT, and the student is a Junior.

1. **Last & First/Preferred Name** - Type the full name or the first few letters.
   Example: A search for Last Name “WIL” yields last names that begin with WIL: Wilson, Wilcox, etc.

2. **Wildcard %** - Use the percent-sign, %, to broaden your search. A search for Last Name “%WIL” will yield last names that contain WIL anywhere in the name: such as McWilliams, Kotwillen, DeWilis, and hyphenated names like Smith-Wilcox.

3. **User ID** - Type in the User ID / Andrew ID of the student you are looking for.

4. **Card ID** - Type in the nine-digit number from the student’s ID Card.

5. **Entity, College, Department, Program, Class** - Begin typing in the field to view a list of choices, or use the ? prompt to select from a list of all choices for that search field.
Find a Student - Results

Use the tools on the page to sort your results or change and refine your search.
If your search yields 200+ results, only the first 200 will be shown. Change your search criteria to narrow your results.
Use the tools at the bottom of the page to navigate through your results.

1. **Matches found** - Displays number of matches found.
2. **Results** - Default sort order is by Last Name (Student).
3. **Sortable columns** - Click on underlined column headings to sort in ascending or descending order.
   - ▲ ▼ A triangle next to the column heading indicates the sorted column’s ascending/descending status.
4. **1 of x Pages** - Shows which page is displayed. Use arrows to display the previous, next, first, or last page.
5. **Show page:** - Navigate to a different page by typing the page number and hit <enter>.
6. **Show rows:** - Change the number of rows displayed per page with this drop-down option. The default is to show 25 rows per page.

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

1. The Student’s Given Name (in bold), Preferred name, User ID, Pronouns, Pronunciation Guide, University Hold (yes/no), and Directory Release (yes/no) will be displayed at the top of all Student screens.

2. Click on the speaker icon to hear how to pronounce a student’s name. The icon is black when a name has been recorded, gray when there is no recording.

3. Click on a module tab to view additional information.

View a Previously-Viewed Student

3. Hover over Student to view and navigate to a previously-viewed student. Up to 5 previously-viewed students will show in the drop-down.

Click on Student to start a new Student search.
Find a Course

Find a course using the full or partial Course #, Course Name, and/or Department.

1. **Course # (%)** - Type in the full course number or the beginning numbers of the course for which you are searching.

2. **Long Title (%)** - Type the full title or the beginning of the title.
   
   Example: Search for “foundation” will yield all courses that begin with FOUNDATION: Foundation of Drawing, Foundation of Marketing, etc.
   
   **Wildcard %** - Use the percent sign, %, to broaden your search. A search for “%foundation” will yield courses that contain FOUNDATION anywhere in the title: such as Site Engineering and Foundations and Design Foundations for Photographers.

3. **College** - Begin typing in the field to see a list of choices. Use the ? prompt to select from a list of all College choices.

4. **Department** - Begin typing in the field to see a list of choices. Use the ? prompt to select from a list of all Department choices.

5. **Catalog** - Select Yes or No to narrow your search by those courses which are either included or excluded from the undergraduate catalog.

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**Find a Course**

<table>
<thead>
<tr>
<th>COURSE # (%)</th>
<th>1.</th>
<th>LONG TITLE (%)</th>
<th>2.</th>
<th>COLLEGE</th>
<th>3.</th>
<th>DEPARTMENT</th>
<th>4.</th>
<th>CATALOG</th>
<th>5.</th>
</tr>
</thead>
<tbody>
<tr>
<td>reason</td>
<td></td>
<td>DC - Dietrich College of H&amp;SE</td>
<td>?</td>
<td>SDS - Social &amp; Decision Scien</td>
<td>?</td>
<td>Yes</td>
<td>Find</td>
<td>Clear</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** % character can be used for wildcard searching on fields labeled with (%).
Find a Course - Results

Use the tools on the page to sort your results or change and refine your search.
If your search yields 200+ results, only the first 200 will be shown. Change your search criteria to narrow your results.
Use the tools at the bottom of the page to navigate through your results.

1. **Matches found** - Displays number of matches found.
2. **Results** - Default sort order is by Course #
3. **Sortable columns** - Click on underlined column headings to sort in ascending or descending order.
   - ▲ ▼ A triangle next to the column heading indicates the sorted column’s ascending/descending status.
4. **1 of x Pages** - Shows which page is displayed. Use arrows to display the previous, next, first, or last page.
5. **Show page** - Navigate to a different page by typing the page number and hit <enter>.
6. **Show rows** - Change the number of rows displayed per page with this drop-down option. The default is to show 25 rows per page.
View a Course

1. The course number, name, college, department, and departmental website will be displayed at the top of all Course screens.
2. Click on a module tab to view additional information.
3. Use the drop-down bar to select a different semester.

View a Previously-Viewed Course

4. **Hover** over Course to view and navigate to a previously-viewed course. Up to 5 previously-viewed courses will show in the drop-down.
   
   **Click** on Course to start a new Course search.