BIO DEMO NAVIGATION IN CAMPUS CONNECTION

To find student ID numbers:
1. Campus Community
2. Personal Information
3. Search Match

*Tip: use first three letters of last name and just a few of first name to get the most results.

To find addresses, phone numbers, and email address:
1. Campus Community
2. Personal Information
3. Addresses/Phones
4. Select the appropriate link (ex. Addresses, Phones, or Electronic Addresses)

To see service indicators (holds):
1. Campus Community
2. Service Indicators
3. Person
4. Manage Service Indicators
5. Search for Student

If you have security to place or remove a service indicator:
1. Campus Community
2. Service Indicators
3. Person
4. Manage Service Indicators
5. Lookup Student by entering EMPL ID
6. To add select the Add Service Indicator link at the top of the page.
7. To remove select the service indicator you wish to remove by clicking on the blue link and select the Release button on the top right of the page. Be sure to save.

*Indicator on record that there is a service indicator: 🚫

*Positive service indicator: ✳

*Indicator that a FERPA restriction exists: 🖳 (window shade)
   -Click on the window shade to view what directory information can be released per FERPA

To set up user defaults:
1. Main Menu
2. Set Up SACR
3. User Defaults
4. Under first tab enter "UND01" in academic institution. It will populate the first three choices. If you wish to default to a specific career, program, or term enter these and save. This saves time in bringing up screens, also fixes errors requiring defaults to be set and you can always change your default.