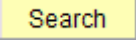
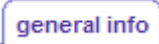


## Cheat Sheet

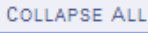




### Staff's Student Service Center ~ General Info Tab

#### *Basic Navigation*

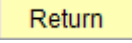
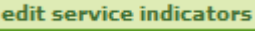
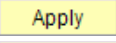
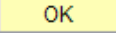
Home > Campus Community > Student Services Ctr (Student)

1. Enter the ID of the student of interest.
2. Click on the  button.
3. Click on the  tab.


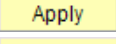
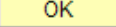
#### *FYI*

1. You have the choice to collapse all  or expand all .
  - a. To expand a group, click the  button beside the group.
  - b. To collapse a group, click the  button beside the opened group.
2. If you have more than view-only access, you will see the  button. You can click on this button to make changes without having to navigate to another page.


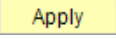
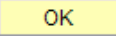
#### *Service Indicators*

1. View – You can view the service indicators on this student's account.
  - a. You can click on the links in the “Details” column (example: [No Late Fee](#)) for additional information.
  - b. When you finish viewing, click on the  button.
2. Edit – You can edit the service indicators (if you have proper access).
  - a. Click on the  button.
  - b. Make changes as necessary.
  - c. Click on the  button.
  - d. Click on the  button.


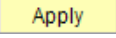
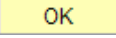
#### *Initiated Checklists*

1. View – You can view any initiated checklists on this student's account.
2. Edit – You can edit the student group info (if you have proper access).
  - a. Click on the  button.
  - b. Make changes as necessary.
  - c. Click on the  button.
  - d. Click on the  button.


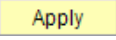
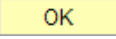
## *Student Groups*

1. View – You can view the student group(s) a student is part of.
2. Edit – You can edit the student group info (if you have proper access).
  - a. Click on the  button.
  - b. Make changes as necessary.
  - c. Click on the  button.
  - d. Click on the  button.


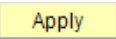
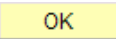
## *Names*

1. View – You can view the student's name types.
2. Edit – You can edit the name info (if you have proper access).
  - a. Click on the  button.
  - b. Make changes as necessary.
  - c. Click on the  button.
  - d. Click on the  button.


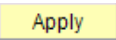
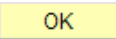
## *Addresses*

1. View – You can view the student's addresses.
2. Edit – You can edit the student address info (if you have proper access).
  - a. Click on the  button.
  - b. Make changes as necessary.
  - c. Click on the  button.
  - d. Click on the  button.

## *Phones*

1. View – You can view the student's phone numbers.
2. Edit – You can edit the student phone info (if you have proper access).
  - a. Click on the  button.
  - b. Make changes as necessary.
  - c. Click on the  button.
  - d. Click on the  button.

## *Email Address*

1. View – You can view the student's email address.
2. Edit – You can edit the student email info (if you have proper access).
  - a. Click on the  button.
  - b. Make changes as necessary.
  - c. Click on the  button.
  - d. Click on the  button.