


View Relationships with Institution

1. Click the **Campus Community** link.

 Campus Community

2. Click the **Personal Information** link.

 Personal Information

3. Click the **Biographical** link.

 Biographical

4. Click the **Relationships** link.

 Relationships

5. Click the **Relations with Institution** link.

 Relations with Institution

6. Enter the SMU ID into the **ID** field.

7. Click the **Search** button.


 Search

8. The **Relations with Institution** page displays.

Relations with Institution

	Currently Is A(n)	Manual Maintenance	Has Been A(n)	Manual Maintenance
Alumni (L):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Applicant (A):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid (F):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prospect (P):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student (S):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Financials (I):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiter (RCR):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor (AVS):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor (IST):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friend (FND):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Save

 Return to Search

 Notify

Note:

- The **Student Applicant** field will remain checked once we receive an application. This does not necessarily mean that the University has an active application for a student.
- If the **Employee** field has both the **Currently Is A** and **Has Been** fields selected the person previously worked for the University and has returned to employment at SMU.
- The **Student** field will remain selected in the **Currently Is A** field. SMU's policy is once a student always a student.

9. **End of Procedure.**

