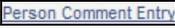
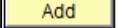
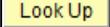


## Adding Comments

1.	Click the <b>Campus Community</b> link. 
2.	Click the <b>Comments</b> link. 
3.	Click the <b>Person Comment Entry</b> link. 
4.	Click the <b>Add a New Value</b> tab. 
5.	Enter the desired information into the <b>ID</b> field.
6.	Click the <b>Add</b> button. 
7.	Enter a valid value into the <b>Administrative Function</b> field.
8.	Click the <b>Look up Comment Category</b> button. 
9.	Click the <b>Look Up</b> button. 
10.	Based on security, a user may have access to one or more comment categories. Some users will be able to view comments entered by another school. (For example, this is often used in joint programs i.e. Cox MBA and Law JD.)  Click an entry in the <b>Description</b> column.
11.	By default, the <b>EMPLID</b> of the user entering the comment will be attached.  However, a user may enter a comment on behalf of someone else. For example, a Department administrator may enter a comment on a student at the request of an instructor, and the EMPLID may be changed to the instructor's ID.  If entering a comment on someone else's behalf, the comment should include a note in the <b>Comments</b> field identifying who entered the comment. For example, the EMPLID may be an instructor's ID, but the comment was entered by Jane Doe. Comment text should include (Comment entered by Jane Doe.)  Enter the <b>ID</b> for the person who initiated this comment.
12.	Enter the departmental org number into the <b>Department</b> field.
13.	The <b>Comment Date</b> field will display the entry date. Change the comment date field as needed.

14.	<p>Comments are set to “no modify” and “no append”. <b>Once a comment is saved it cannot be deleted, edited, or modified in any way.</b></p> <p>A Comment should never include Social Security Number or Date of Birth. Comments within Access.SMU are part of a student’s education records, and so should maintain a professional tone.</p>
15.	<p>Comments should be typed in a Microsoft Word document and spell-checked prior to being entered in Access.SMU. Comments are easily copied and pasted into Access.SMU.</p> <p>Once your comment is ready to be entered into Access.SMU, right-click your mouse and select <b>copy</b>.</p> 
16.	<p>Click in the comments section, right-click and select <b>Paste</b>.</p> 
17.	<p>Click the <b>Save</b> button.</p> 
18.	<p><b>End of Procedure.</b></p>