View Relationships with Institution

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

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

3. Click the **Biographical** link.

4. Click the **Relationships** link.

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

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

7. Click the **Search** button.

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

   ![Relations with Institution](image)

**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 A** 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.**