Add Comments

Step	Action
1.	Click the **Campus Community** link. ▷ Campus Community
2.	Click the **Comments** link. Comments
3.	Click the **Comments - Person** link. Comments - Person
4.	Click the **Person Comment Entry** link. Person Comment Entry
5.	Click the **Add a New Value** tab. Add a New Value
6.	Enter the desired information into the **ID** field. If needed
7.	Click the **Add** button. Add
8.	Click the **Look up Administrative Function** button.
9.	Click the **Look Up** button. Look Up
10.	Select the appropriate **Administrative Function**.
11.	Click the **Look up Comment Category** button.
12.	Click the **Look Up** button. Look Up
13.	Based on your 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.)
14.	Click to select the appropriate comment category.

Step	Action
15.	By default, the EMPLID 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 Comments 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. (Comment entered by Jane Doe.)
16.	Enter the desired information into the **Comment ID** field. .
17.	Enter the desired information into the **Department** field.
18.	Enter the desired information into the **Comment Date** field.
19.	Comments are set to "no modify" and "no append". Once a comment is saved it cannot be deleted, edited, or modified in any way. 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.
20.	Enter the desired information into the **Comments** field. There is no spell check through Access.SMU so it is recommended that you spell check your comment in Microsoft Word and then copy and paste it into the comment field.
21.	Click the **Save** button. 🖫 Save
22.	**End of Procedure.**