

FIND IT FAST in Student Services Center

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1. SEARCHING FOR A STUDENT

Favorites | Main Menu > Campus Community > Student Services Ctr (Student)

Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 200086976
 Campus ID: begins with
 National ID: begins with
 Last Name: begins with
 First Name: begins with

Case Sensitive

Use this search interface to locate a student in the system.

-The ID is the EmplID.
 -The Campus ID is equivalent to FSUID (the user ID one uses to log on to anything on the web, like Blackboard.)

Operators are values found in the drop-down boxes: begins with, contains, =, and so on. If you know the student's last name is McAlister, you can leave the operator set to begins with and type the entire name. Or, you can type just McAli.

Click Search to return search results.

Search Clear Basic Search Save Search Criteria

Search Results

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID	Short Description	Last Name	First Name
000085367	Seminole, Ree H	Male	10/05/1984	RHS09D	*****	USA	SSN		SEMINOLE REE	
200086976	Seminole, Suzy A	Female	01/01/1993	SAS12	*****	USA	SSN		SEMINOLE SUZY	

3. STUDENT GROUPS

Student Groups edit student groups

Click to access the student's group affiliations for editing.

Student Group	Description	Institution	Status
BEP2	Brass, Euphonium, Secondary	Florida State University	Inactive as of 2013-03-11
CARE	CARE Program	Florida State University	Inactive as of 2013-03-11
HLAT	LS Honors Lateral Admit	Florida State University	Active as of 2013-03-11
PMED	Pre Medicine	Florida State University	Active as of 2013-03-11

4. PERSONAL DATA

The window shade icon indicates that a student has opted to make private some or all of his or her directory information. Click the link to see what information, if any, remains available on the **Releasable FERPA Directory Information** page. From this page, click **Return** to return to the main Student Center interface. **NOTE:** In Student Center, the student's editable, comprehensive student profile information appears in the **Personal Data** area.

Student Groups

Suzy Seminole

Click View All to see all of the student's past and present group affiliations.

*Academic Institution: FSU01 Florida State University

*Student Group: HLAT LS Honors Lateral Admit

*Effective Date: 03/11/2013 *Status: Active

Click the Student Group Look Up button to see more groups to choose from.

The Status drop-down box's value indicates whether the student group is active or inactive for the student.

Click Apply to activate edits.

Last Update Date/Time: 03/11/2013 3:18:16PM Updated By: TMMATTHEWS Type: Manual

OK Cancel Apply

2. SERVICE INDICATORS

Favorites | Main Menu > Campus Community > Student Services Ctr (Student)

Suzy Seminole ID: 200086976

student center general info admissions transfer credit academics finances financial aid

Service Indicators Student Groups National ID Addresses Email Addresses

Initiated Checklists Personal Data Names Phones

Click a link and it takes you to the indicated area on this (general info) tab.

Click the Details link to see the service impacted and the impact's description. From the Details page, click Cancel to come back to the General Info tab.

Icons represent types of indicators.

edit service indicators

Service Indicators	Type	Details	Start Term	End Term	Start Date	End Date	Department
Dean Stop	Positive	Block All Enrollment Actvty					Dean Undergraduate Studies

Services Impacted

Impact	Description
1 CENR	Block All Enrollment Actvty

Service Indicator Date Time: 03/11/2013 9:20:23AM
 User ID: TRAINID16

OK Cancel Apply

NOTE: Service indicator data comes from the legacy system. If you are adding and/or removing an indicator that impacts a student's enrollment appointment, and that appointment's activation is imminent, you must make the change in both the legacy system and Student Central. Reason: the temp interface might not refresh quickly enough to capture the data in Student Central.

5. *NAMES

Favorites | Main Menu > Campus Community > Student Services Ctr (Student)

Names

Suzy Seminole 200086976

Name Type	Name	Effective Date	Status	Updated By	Updated	Name History
Primary	Suzy Seminole	01/16/2013	Active	Suzy Seminole	01/16/2013 12:05:15PM	Name History
Preferred	Sue Seminole	03/13/2013	Active			Name History

Add/change a name

Type of Name: Preferred
 Effective Date: 03/13/2013
 Status: Active
 *Format Using: English
 Prefix:
 Last Name: Seminole
 Middle Name:
 Suffix:
 Display Name:
 Formal Name:
 Name:
 Submit Reset

Legal documentation is required to change a student's primary name. However, the preferred name and the degree name are editable. From the **Type of Name** drop-down box, choose the type of name. Enter name values as necessary and click **Submit**. The added name appears in the **Current Names** area displaying the effective date of the edit. Click **OK**. You're returned to the **General Info** tab. In this example, after clicking **Submit**, a third row appears in the **Current Names** area with today's effective date.

7. *PHONE NUMBERS

Favorites | Main Menu > Campus Community > Student Services Ctr (Student)

Phone Numbers

Ree Seminole

Add phone numbers here by clicking **Add** to obtain a new line. **Do not use** numbers listed here as emergency contact numbers. The emergency contact number link is located on the **Student Center** tab under the **Personal Information** area. Here, you **must** indicate the preferred number by selecting the check box next to the preferred phone contact number.

*Phone Type	*Phone Number	Extension	Country Code	Preferred
Home	701/729-1248			<input type="checkbox"/>
Cell	321/123-4567			<input checked="" type="checkbox"/>

Add

8. EMAIL

NOTE: The student selects his or her preferred email. However, no matter what email address is designated as the preferred one, official FSU communication goes only to the official FSU email address. You may use unofficial addresses, but do not send any confidential information to an email other than the official FSU email. Questions? See the Registrar's website for FERPA guidelines. <http://registrar.fsu.edu/ferpa/apdefault>

edit email addresses

Email Type	Email Address	Preferred
Personal Email Addr	GoinatoFSU@gmail.com	<input checked="" type="checkbox"/>

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* The steps outlined in these examples require update access. Many users have view-only access. Information is intended to help view-only users understand how values are obtained in some cases.

6. *ADDRESSES

Favorites | Main Menu > Campus Community > Student Services Ctr (Student)

Addresses

Ree Seminole 000085367

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	515 Oak St N Fargo, ND 58102-3823 NON-FLORIDA	10/04/2012	Active		10/04/2012 9:12:24PM	Edit/View Address Detail
Mailing	6789 Spanish Moss Blvd. Tallahassee, FL 32303 Leon	03/13/2013	Active		03/13/2013 12:06:00PM	Edit/View Address Detail

Add Address

Effective Date: 03/13/2013
 Status: Active
 Country: USA United States
 Address: [Edit Address](#) [Address Linkage](#)
 Submit Reset

Add Address Types

- Home
- Mailing
- Business
- Check
- Legal
- Campus
- U-Box
- Billing
- Diploma
- Other 2
- Permanent
- Sevis

Select the check box indicating the Address Type to update, and click the **Edit Address** link.

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Edit Address

Country: United States [Change Country](#)

Address 1: 12345 W. 52nd St.

Address 2:
 Address 3:
 City: New York State: NY New York Postal: 10123
 County:
 OK Cancel

Fill in the form. If the address is in Florida, you **must** provide a county. Then click **OK**.

Addresses

Ree Seminole 00085367

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	515 Oak St N Fargo, ND 58102-3823 NON-FLORIDA	10/04/2012	Active		10/04/2012 9:12:24PM	Edit/View Address Detail
Mailing	6789 Spanish Moss Blvd. Tallahassee, FL 32303 Leon	03/13/2013	Active		03/13/2013 12:06:00PM	Edit/View Address Detail
Diploma	12345 W. 52nd St. New York, NY 10123	03/13/2013	Active		03/13/2013 12:13:53PM	Edit/View Address Detail

The new address appears in the address list. Click **OK** to return to the main Student Central interface.