

CREATING NEW STUDENT GROUPS

1. A Student Group request form is received from a College Office and/or Department, the group will need to be created.

*Verify the desired code for the group has not already been used within the system.

Navigation

The screenshot shows the navigation path: Favorites > Main Menu > Set Up SACR > Common Definitions > Student Group Table. Below this, the title "Student Group Table" is displayed. There are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted. Below the buttons, there are input fields for "Academic Institution:" with the value "DPAUL" and a search icon, and "Student Group:" with the value "HIT1". A blue "Add" button is positioned below these fields. At the bottom, there are links for "Find an Existing Value" and "Add a New Value".

2. Enter effective date and description for the new group and save the page. I usually use the current date.

Student Group Table

The screenshot shows the "Student Group Table" form. The "Academic Institution:" field is set to "DPAUL DePaul University" and the "Student Group:" field is set to "HIT1". The form contains the following fields:

- *Effective Date: 09/20/2017 (with a calendar icon)
- *Status: Active (dropdown menu)
- *Description: Harper - Information Technolog
- *Short Description: Harper - I

At the bottom of the form, there are several buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

3. After the group has been created you will need to assign the group to the owner &/or any additional college/dept. staff.

Navigation

Favorites Main Menu > Set Up SACR > Security > Secure Student Administration > User ID > Student Group Security

Student Group Security

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

Find an Existing Value

Search Criteria

User ID:

Academic Institution:

Case Sensitive

Limit the number of results to (up to 300):

Search Clear Basic Search Save Search Criteria

- Click on the + sign to add the new group to the designated individual/s.

Student Group Security

User ID: JSEYER Name: Seyer, Jennifer L
 Institution: DPAUL DePaul University

*Student Group		Inquiry Indicator	Update Indicator		
5301	5/3 Bank-SNL W2016 UG Cohort	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
ATHL	Student Athlete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
BOSC	Bosch CEO Cohort Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
		<input type="checkbox"/>	<input type="checkbox"/>	+ -	
CATH	Catholic Cohort	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
DPRP	DePaul Prep dual enrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
FYAS	First Year Academic Success	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
GCSR	Graduate Concentration-Seeking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
GPPB	Global Pathways - Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
GPPC	Global Pathways - CDM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	

Save Return to Search Notify

- Next indicate if the person will be able to review the group and/or make updates to the group via a student's record.

Student Group Security

User ID: JSEYER Name: Seyer, Jennifer L
 Institution: DPAUL DePaul University

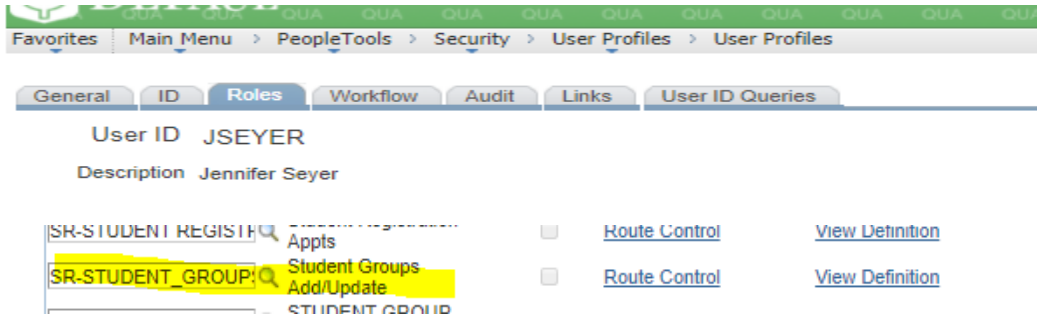
*Student Group		Inquiry Indicator	Update Indicator		
5301	5/3 Bank-SNL W2016 UG Cohort	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
ATHL	Student Athlete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
BOSC	Bosch CEO Cohort Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
HIT1	Harper - Information Technolog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
CATH	Catholic Cohort	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
DPRP	DePaul Prep dual enrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
FYAS	First Year Academic Success	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
GCSR	Graduate Concentration-Seeking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
GPPB	Global Pathways - Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	
GPPC	Global Pathways - CDM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ -	

Save Return to Search Notify

-Be sure to save the page.

6. If the individual comes back & is unable to view the student group, verify that they have the role associated w adding/updating student groups.

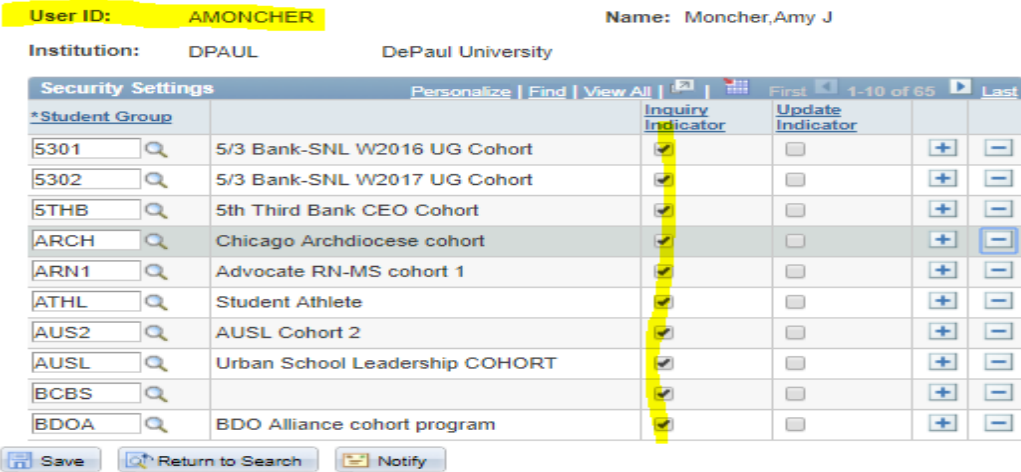
Navigation



SR-STUDENT_GROUPS_NC....this role is granted to College Office/Dept. staff.

7. Finally the student group will also need to be added to the Financial Aid Staff. These individuals will have Inquiry Indicator only.

Student Group Security



8. Finally you will notify the person whom submitted the Student Group request but also several other individuals;

-Michael Wright, Davinia Chan, Jermaine Baker, Joe McGuire, Amy Moncher, + Person whom requested request & **CC: Dara Crowfoot, Ikeer Savage, David Gasparic, & Vikas Seth**

From: noreply@depaul.edu

Sent: Thursday, September 14, 2017 9:13:10 AM (UTC-06:00) Central Time (US & Canada)

To: SRSecurity; Wright, Michael; Chan, Divina; Baker, Jermaine; McGuire, Joe; MGLICK2@depaul.edu; Moncher, Amy

Subject: Student Group Form Submission

A new **Student Group** Form has been submitted.

[Click here](#) to view the list.

First Name: Sharon

Last Name: Eul

DePaul User ID: 0177877

Title: Office Manager

Department: Kelltadt

Email Address: seul@depaul.edu

Extension: 2-5632

Is this a new or existing **Student Group**?: New

Indicate Reason for Request:

New CEO Cohort Salesforce MBA program