



## How do I? Manage Communications

Version 9.0

### View Communications

1. **Click on Campus Community**
2. **Click on Communications**
3. **Click on person Communications**
4. **Click on Communication Management**
5. **Enter the Student ID number**
6. **Click on Search** .
7. **Click on the appropriate link from the search results.**
8. The Letter Code field indicates the communication that was sent.
9. The Communication Completed field indicates if the communication has been sent.

Add a New Communication  
(Indicates that a communication needs to be sent)

1. **Click on Campus Community**
2. **Click on Communications**
3. **Click on person Communications**
4. **Click on Communication Management**
5. **Select Add a New Value**
6. **Enter the Student ID number.**
7. **Click on Add.**
8. **Enter the Function, Institution, Category, Context, Method, and Direction.** (When your communications are setup you will be informed of the values to use.)
9. If you have already sent the communication you can check the Communication Completed box. (Do not check this box if the communication has not been sent.)

### Manage Communications

1. If the student does not receive the communication you can uncheck the Communication Completed box and next time communications are processed a communication will be sent to that student.