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Connect

Report

Success

Record

Custom Utilities

Common Utilities:

*Standard*

* Import Student Data – Use to manually run your Student/Data import.
* View Import Status – View the status of the last import run.
* Reset Center Status / Missed – Use to reset missed appointment counts and blocked status for students
* Copy Specialties – Copy tutor/advisor specialties from one term to the next.
* Resend Appt Confirmations – Use to send out appointment confirmations again.

*Advanced*

* Login as User – Use to become another user. (Very useful for troubleshooting what users/students are experiencing)

*Sys Admins*

* Upload Campus logo – Upload your campus logo!
* Reset Color Data – Customize the color theme for all users.
* Reset myPrefs – Reset the myPrefs for users.
* Activate Module – Activate or Deactivate add-on modules.
* Duplicate Group – Duplicate an existing Group Access group.

Important/Common Preferences:

Student Access – Manage messages for students as well as their Main Menu options and access.

CurrentTerm – Edit the current term in the system. By default this determines which registrations will be active upon next import. (Important for Changing Semesters)

SemesterStart and SemesterEnd – Set the semester start and end dates. Allows for quick reporting and searching by setting the parameter for “This semester”.

ApptToleranceFrom and ApptToleranceTo – Set the tolerance window for students to login for appointments on time.

FormatID – Format the display of Student IDs in the system.