



# Chancery SMS

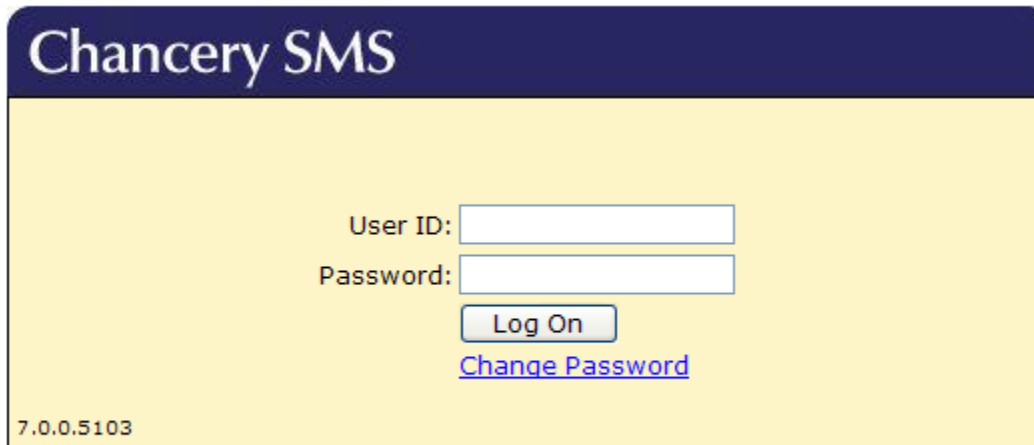
## Student Comments Training

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## Log onto the System

1. *Type* **User ID**
2. *Type* **Password**
3. *Click* on the **Log On** button.

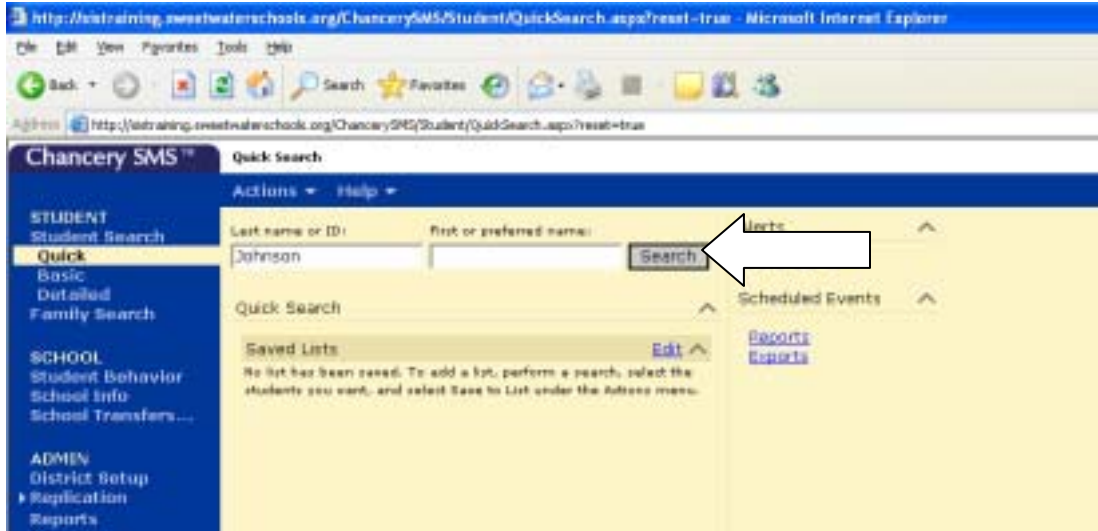


The screenshot shows the login page for Chancery SMS. It features a dark blue header with the text "Chancery SMS" in white. Below the header is a light yellow background containing the login form. The form includes two text input fields: "User ID:" and "Password:". Below the "Password:" field is a "Log On" button and a blue underlined link for "Change Password". In the bottom left corner of the form area, the version number "7.0.0.5103" is displayed.

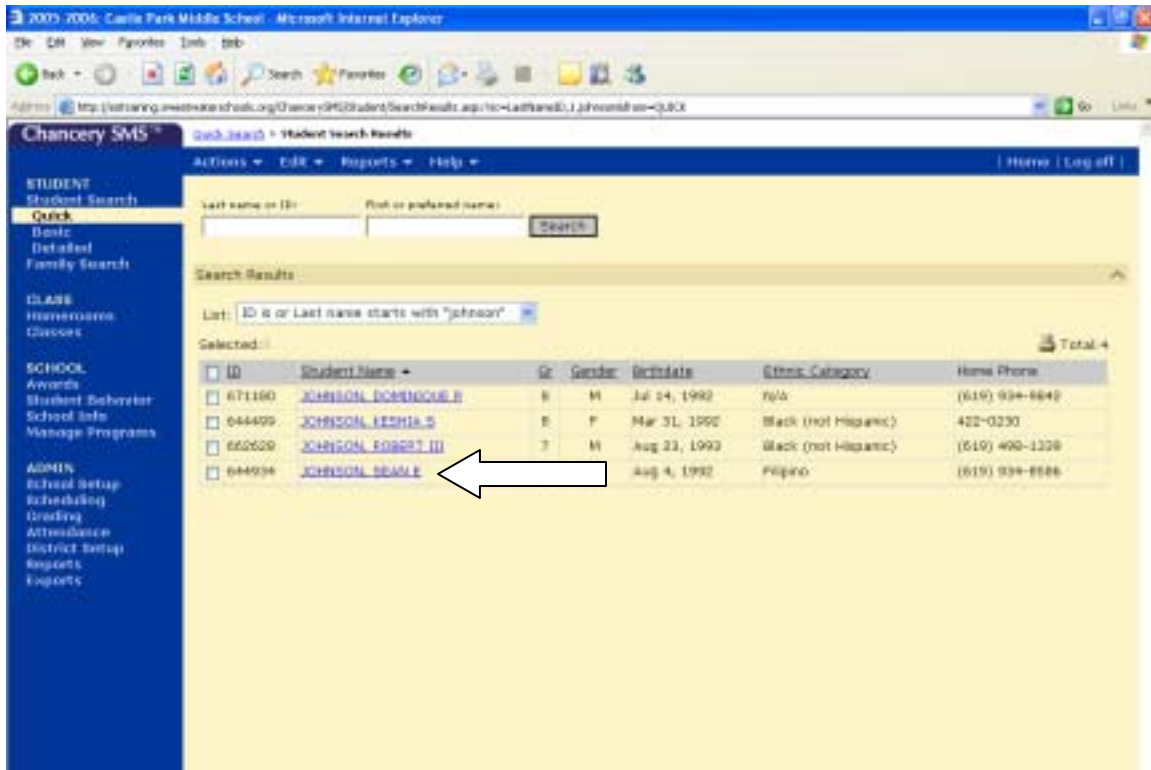
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# Search for a Student

1. *Type* in the students' **Last Name, First Name**, or **ID**.
2. *Click* **Search** button.

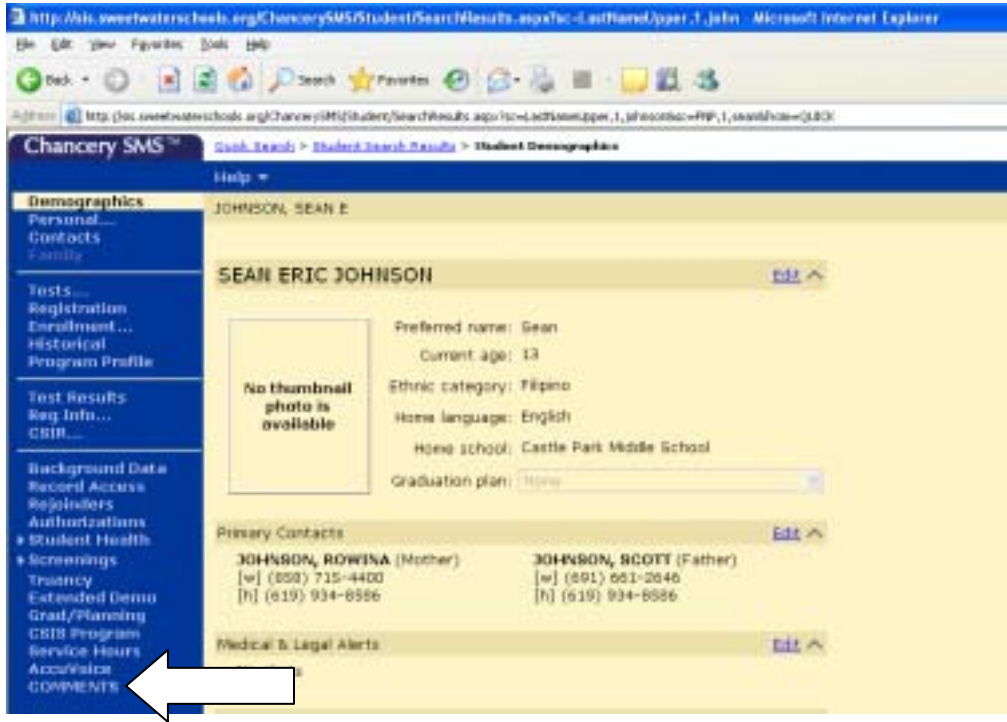


3. In the **Student Name** Column, *click* the student's name.



# Adding a Student Comment

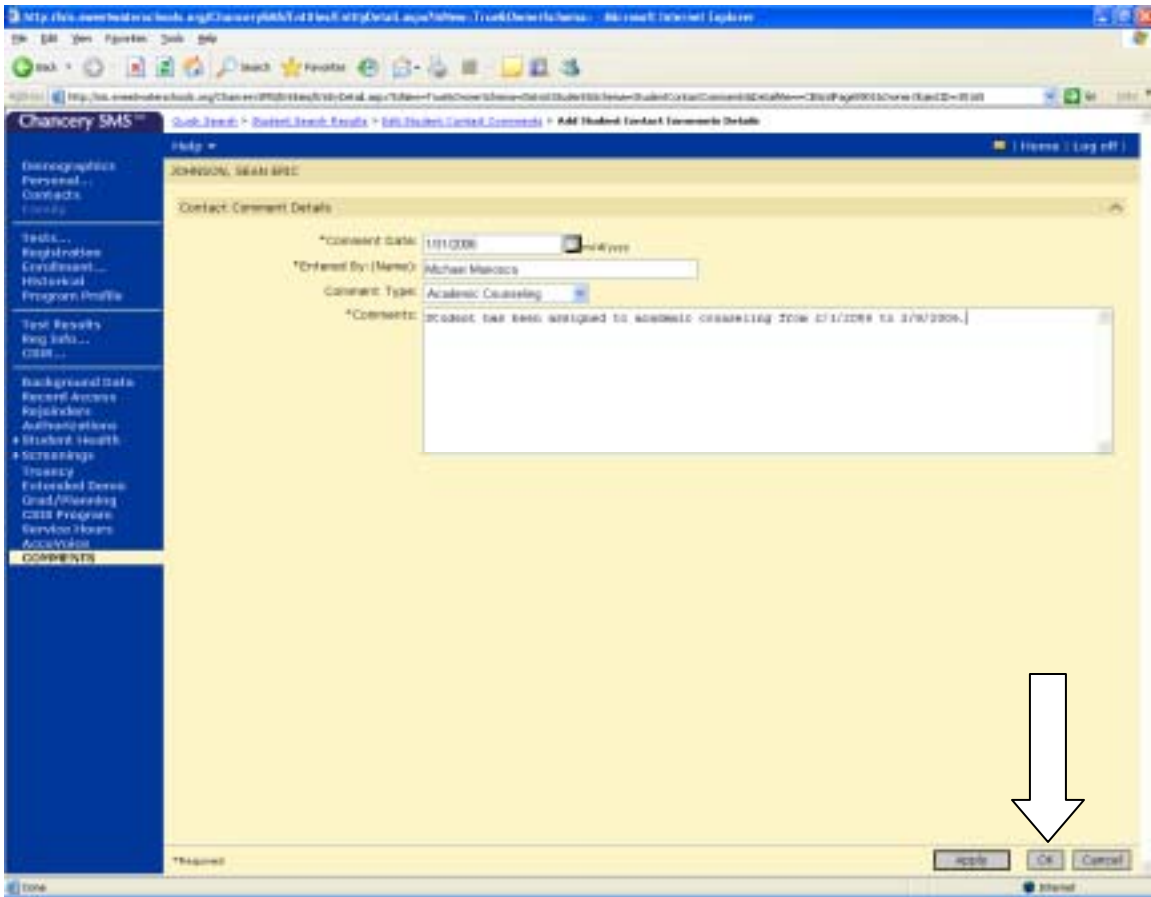
1. On the Student Demographics page, *Click COMMENTS* on left toolbar.



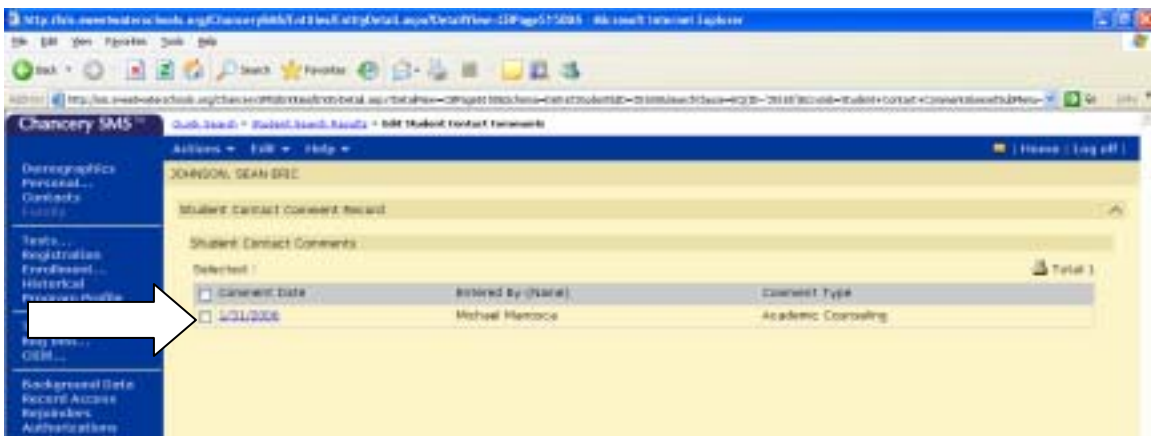
2. To ADD Comments go to Actions > Add Student Contact Comments...



3. Enter Comment Date, Entered By:(NAME), Comment Type, and Comments information.
4. Click OK.

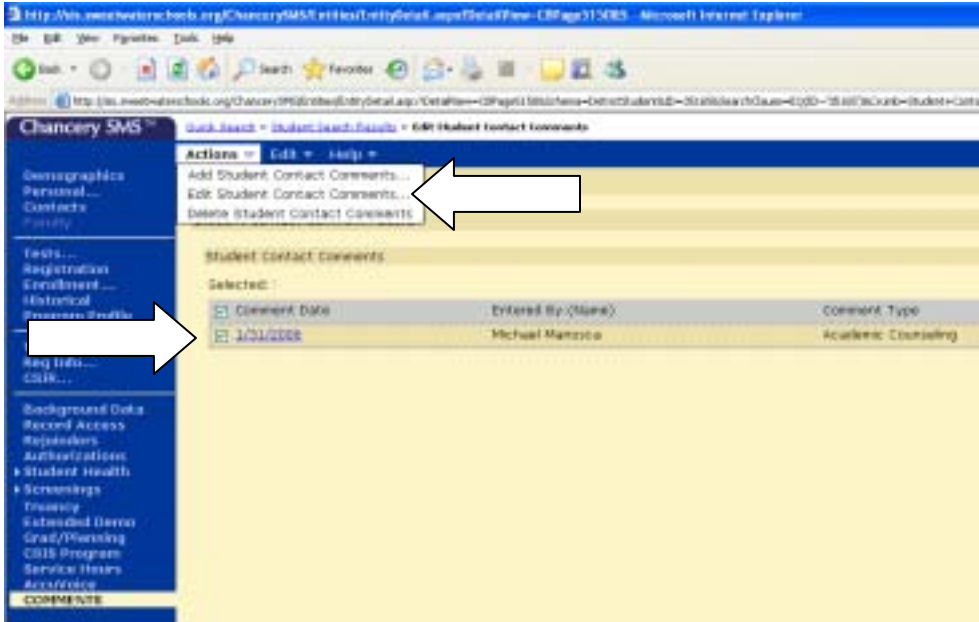


5. Comment Record will be displayed for that student.



# Editing a Student Comment

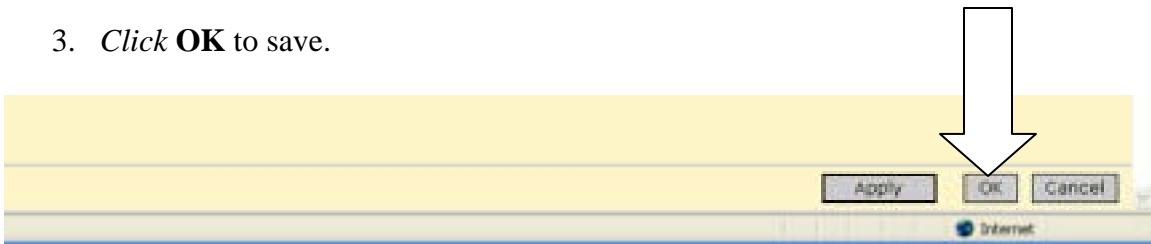
1. To **EDIT Comments** *click* the **checkbox** next to the comment date > go to **Actions > Edit Student Contact Comments.**



2. Edit Comment information as needed.

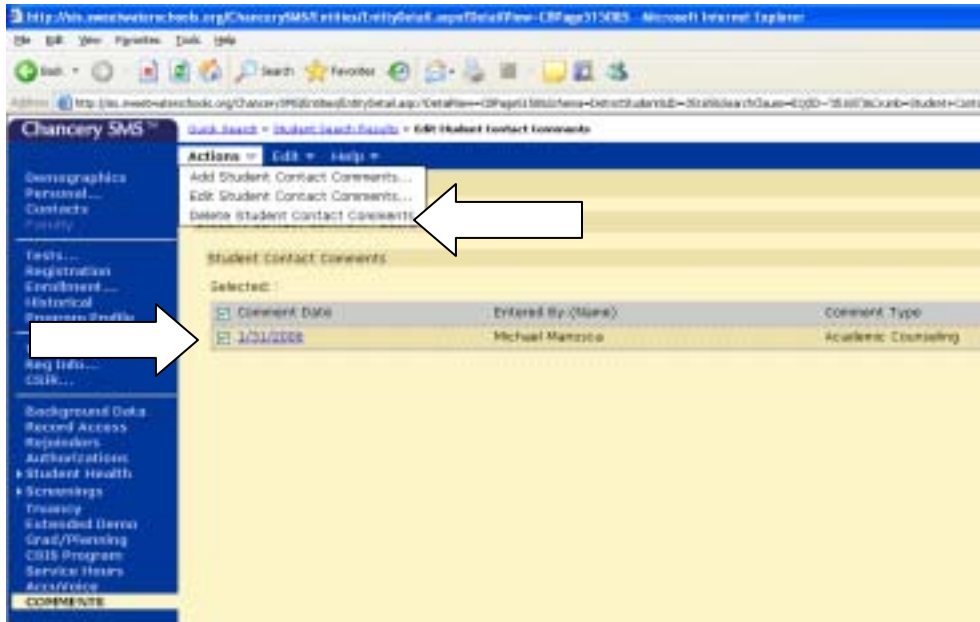


3. *Click* **OK** to save.



## Deleting a Student Comment

1. To **DELETE** Comments *click* the **checkbox** next to the **comment date** > go to **Actions > Delete Student Contact Comments.**



2. Confirm the deletion by *clicking* **OK.**

