

PeopleSoft Campus Community enables you to maintain and manage a wide range of biographic and demographic information on people and organizations of interest to your institution, both internal and external. Staff will use the **Comments** feature of Campus Community to enter and review comments related to Admissions, Records and Enrollment, and Financial Aid.

All of the comments that were located on the CM DC screen in Orion will be displayed on the Person Comment Summary screen in Campus Solutions. In addition, comments made in the new Campus Solutions system for tasks and functions related to Admissions, Records and Enrollment, and Financial Aid will be displayed here as well. Each employee’s security access determines which comments can be viewed. It is important to note that what you see may not necessarily be a display of ALL COMMENTS.

Another option is to go to **Person Comments Summary**, where you also have the option to sort by **Comment Category**.

To view comments:

1. Security for the employee to access Campus Community Comments must be set up.

Step	Action
1.	Begin by navigating to the Person Comment Summary . Click the Main Menu > Campus Solutions > Campus Community > Comments – Person > Person Comment Summary
2.	Enter the Student information and click Search .

Person Comment Summary

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

Find an Existing Value

Search Criteria

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Step	Action
3.	Search by Category comment or click Search to view all comments by category.

Viewing/Adding Comments

[Comment Summary](#) | [Operator 3C Groups Summary](#)

Ima Student

Selection Criteria

Function: Variable Data

Category: Comment ID: [Search](#)

Search Results

Comment Category	Comment ID	Category	Description	Function	DateTime	Sequence
Edit	View					

Selection Criteria

Function: Variable Data

Category: Comment ID: [Search](#)

Search Results

Comment Category	Comment ID	Category	Description	Function	Date Time	Sequence
Edit	View	ENRVF	Enrollment Verification	SENR	04/04/2017 9:26:23AM	5
Edit	View	FINAID	General Financial Aid Comment	FINA	04/04/2017 9:24:36AM	4
Edit	View	FINAID	General Financial Aid Comment	FINA	04/03/2017 1:31:36PM	3
Edit	View	OFA		GEN	01/01/1901 12:00:00AM	2
Edit	View	OST		GEN	01/01/1901 12:00:00AM	1

OFA indicates that comments exist in Orion Financial Aid. OST indicates that comments exist in Orion Student.

Step	Action
4.	Click View on a specific comment.

Person Comment Detail

Ima Student ID: [Redacted]

Comment DateTime: 04/13/2017 11:14:46AM

Administrative Function: SENR Student Enrollment

Academic Institution: FSCJ1

Comment Category: RECLAS Variable Data

Comment Data	
Comment ID:	[Redacted] Perkins, Amy Burrows
Department:	
Comment Date:	04/13/2017
Comments	TEST Proof of Residency Submitted
Append Comments:	

Save
Return to Search
Previous in List
Next in List
Notify

Step	Action
5.	Click Return to Search to view additional Comments.
6.	Delete the Sequence Number if needed.
7.	Click Search .

Adding a Comment

Step	Action
1.	<p>Begin by navigating to the Person Comment Entry.</p> <p>Click the Main Menu > Campus Solutions > Campus Community > Comments – Person > Person Comment Entry</p> <p>OR from the myFSCJ landing page after logging in with your credentials: Click Student Services > Comments. This link automatically opens to Person Comment Entry.</p>