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Notes on the Setup of the Student Administration System Lite

Hint: It's often convenient to have two or more views of SAS open at the same time. To do so, log onto and press Control-N (or choose File-New-Window). You will see a new SAS page with the Welcome image. For IE 7+, you can open a new tab instead, but you'll need to enter the URL and log in again.

Suggested order of events to prepare the system.

1. A staff entry has been made for you. Go to the web address provided and enter the username and password that you used when you signed up for SAS-Lite.
2. Go to the Training Manual link at the bottom of the left-hand menu, download, and print the Training Manual. Note that the Manual is the same one as Regular SAS so that you can see what other functionality is available. You can ask for other menu options to be activated for $5 each per month.
3. Gather together all your contracts, application forms, letters, transcripts, certificates, etc. that you currently use and compare them to what is in SAS-Lite. There are certain to be differences. Some things like transcripts can be customized for you, but most things cannot be because all schools use the same programming files. If you require considerable customization, you can upgrade to Regular SAS.
4. Most areas of SAS have User-defined Fields that allow you to add fields to the Entry/Edit screens. These fields are set up in System Options - Configure User-Defined Fields
5. Under Staff – Edit Staff Info, fill in as much information as you want about yourself. Note: It is strongly recommended that all staff have a work email so that if an error message is sent to us, we can communicate directly with the staff member who experienced the problem.
6. System Options – School Options, Financial Options, and Calendar Options. Using the Training Manual, adjust these as required. You have one hour included in your implementation fee to help you set up SAS-Lite, so feel free to consult with us.
7. Campuses – Your main campus has been set up according to the information you provided when you signed up for SAS. If you have multiple campuses, you can request that we activate the two menu options that let you add and edit campuses. The cost is $10 per month.
8. Review the menu. You see all the possible items. You need to make decisions about which items your staff will be permitted to see. Look at the Staff Info section of the Training Manual for details about Security Access. You use System Options - Change the Menu to make a variety of changes, including wording and positioning of items.
9. Staff – Edit a Group: Review these and add, edit or delete as required for your school. Then check the rights for each Group using Staff – Adjust Group Access. The Groups are an easy way to assign rights to staff.
10. Add Staff. The Programs Coordinators and Instructors are only permitted to see the programs and courses that pertain to them. This is normally set up when you set up Programs and Courses, but you are able to do it manually as well. Note again: It is strongly recommended that all staff have a work email so that if an error message is sent to us, the SAS Administrator can communicate directly with the staff member who experienced the problem.

11. Add Programs
12. Add Courses
13. Add Students
14. Register Students
15. If you are using the Admissions module for marketing, sales, and contact management, become family with the options by reading the Training Manual.