



Student Search Service[®] (SSS[®]):

What's New

SSS Version 2.11 – released August 6, 2009

Welcome to a new feature in Student Search Service (SSS)! This document will be maintained in our online User Guide and provides you with the latest information concerning the Recruitment & Admission website and SSS. If you have questions or comments about what is contained in this document, please contact Search Customer Service at searchcustomerservice@collegeboard.com.

Consultant/Vendor Orders Transfer Capability

In response to demand and to further increase security (no need to share log-in information), new functionality is available that provides users the ability to “assign” a consultant/vendor to their institution. The consultant/vendor is then able to access your order history, create and copy orders, and calculate volume. While the consultant/vendor is not able to submit the order on your behalf, they are able to set-up orders for you, then all you have to do is log-in, review and submit.

To designate a consultant/vendor for your account, simply go to the *Maintain Account* link from the *My Orders* page in Student Search Service. Scroll to the bottom on the page until you see a section called, “*Authorize Consultant/Vendor*.” Type in the name of the consultant (this can either be the actual name of the person with whom you are working, or the company name) and the email address. Please note the warning message about removal of the consultant/vendor. Click on the *Confirm* button and you will be returned to the *My Orders* page.

If you have questions about this process, please contact Search Customer Service.

Consortia De-Duping

For users that are also consortia members, new functionality has been added that allows de-duping between the consortia and member schools. This capability is only available by selecting the ALL Students data source. Conversely, if your school belongs to more than one consortium, you will be given the opportunity to choose against which consortia you wish for your order to be de-duped.

To de-dupe against consortia orders, select *New Prospects* within the ALL Students data source. If you are a consortium member, you will see a list of the consortia to which you belong. Select the appropriate consortium and your order will be de-duped against any lists previously purchased by the consortium lead.

New Majors Hierarchy

For your convenience, a new hierarchical display is included in the Intended Majors section. You are now able to expand and collapse major groups for ease in filtering your Search. Use the checkboxes to select Majors and/or Major Groups. Click (+) to show Majors within a Major Group. Click (-) to collapse back to the Major Group level. You can also select all and deselect all by using the radio buttons at the bottom of the Majors display table.