



Syracuse University Project Advance

Guide to PASS for High School Administrators

<https://pass.supa.syr.edu/administrators>

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May 25, 2010 v2

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Login

Getting Started | Mail :: Inbox | Latest Headlines | SUPA - Academic Cal... | Windows Live Hotmail

SYRACUSE UNIVERSITY
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Project Advance Student Services for School Administrators

SUPA Home | Administrator Home |

Need Assistance
(315) 443-2404 | Chat
help@supa.syr.edu

About SSL Certificates

Welcome,
This portal is for **SU Project Advance school administrators ONLY**.
Please login using your username and password.
PASS will give you access to
- Class lists for all SU courses offered
- Student information who have registered for the SU course

Login below to access PASS

USERNAME
PASSWORD

Login as Administrator

[I cannot login to PASS](#)

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1 Go to <https://pass.supa.syr.edu/administrators>

2 Enter your username. (If you do not remember your username or password, see Note A below.)

3 Enter your password. For first time users, your password is in the letter you received. Once you have successfully logged in, you should change your password.

4 Click Login as Administrator.

A If you have forgotten your username or password please click on "I cannot login to PASS" and follow the instructions.

B If you have any problems or questions, click "**Chat**" for live assistance Monday through Friday, 8:30 am to 5:00 pm. The "**Chat**" link is found on all pages in this system.

Home

Home

https://pass.supa.syr.edu/administrators

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Project Advance Student Services for School Administrators

SUPA Home | Administrator Home | Logged in as Mr (Logout)

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Login
Home
Course Sections
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VeriSign Secured
About SSL Certificates

Home A

Welcome, we have recently updated PASS incorporating several requests and feedbacks from our instructors.

Apart from the new look and feel, we have added some new interesting features like

1 Viewing your class information from past semesters, all the way back till Spring 06. Just click on 'Course Sections' to get started.

5

IMPORTANT NOTICES

- + Reported classlist for MAT 222 as Accurate
- + Reported classlist for ECS 100 as Accurate
- + Reported classlist for MAT 295 as Accurate

4

- 'IMPORTANT NOTICES' that will highlight things that need your immediate attention, you can click on links to get to them directly.
- Javascript enabled pages, so that the pages feel more responsive.
- 'Chat' : talk live to a SUPA Staff member for immediate assistance (available during normal business hours).
- Send us your feedback.

2

3

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- 1 The section you are currently viewing is designated by an orange background in the menu on the left.
- 2 Once you have logged in you will see your name.
- 3 You can click Logout to exit the system at any time.
- 4 In the main part of the window you will see a summary of new functions and features.
- 5 In the **Important Notices** you will see important reminders regarding SU classes at your school. Please note deadlines!

A When you first login to the PASS system, you will be at the School Administrators Home page.

Course Sections - Application List

The screenshot shows the SUPA Administrator Portal interface. The browser address bar displays <https://pass.supa.syr.edu/administrators>. The page header includes the Syracuse University logo and the text "Project Advance Student Services for School Administrators". The user is logged in as Mr. [Name] with a Logout link.

The main content area is titled "Courses" and contains the following text:

"the following SU classes have been assigned to be taught at your school for the current semester. Click on a class to view more details."

"Click [here](#) to view your classes from past semesters."

A table lists the following course sections:

Year	Semester	Course	RefNo	Section	Instructor
1. 2008	Spring	MAT 222	39741	011	Mrs. [Name], Venice
2. 2008	Spring	ECS 100	34047	004	Ms. [Name], Carin
3. 2008	Spring	MAT 295	39926	033	Ms. [Name], Carin

 A yellow callout '1' points to the first row of this table.

Below the table are tabs for "Application List", "Class List", and "Class Schedule". A yellow callout '2' points to the "Application List" tab.

The "Application List" tab is active, showing the following text:

"Students listed below have applied online to register for the SU course. Their 'App Status' lists the most current status of their application. Upon successfully completing the application process they will be officially registered for the SU course and will appear in the 'Class List'."

The page title is "Application List for MAT 222, 39741:011".

A table lists the following students and their application details:

Student	Applied On	App Status
1. [Name], Drew	09/13/2007	Registered
2. [Name], Katelynne	09/18/2007	Registered
3. [Name], Evelyn	09/14/2007	Registered
4. [Name], Kimberly	09/13/2007	Registered
5. [Name], Bradley	09/10/2007	Registered
6. [Name], Kristen	09/12/2007	Registered
7. [Name], Sara	09/13/2007	Registered
8. [Name], Kristen	09/13/2007	Registered
9. [Name], Jenna	09/13/2007	Registered
10. [Name], Ryan	09/17/2007	Registered

 A yellow callout '3' points to the first row of this table.

To the right of the table is an "Application Status Legend":

- Green square: Successfully registered
- Yellow square: Waiting to receive signed application
- Red square: Incomplete application, have student call our office

 A yellow callout '4' points to the "As PDF" link below the legend.

At the bottom of the page, there is a link "Print applications for entire class" and a yellow callout '4' pointing to the "As PDF" link.

- 1 Click on a class to open the associated Student Application List.
- 2 Click on the Application List tab to view the names of students who applied for SU credit.

You will see a listing of the students sorted by last name and the date when each student completed his or her online application for Syracuse University credit. In the App Status column you will see each students' application status, also designated by the color coded numbers to the left of each student name. The color indicates his/her registration application status. Use the Application Status Legend to view each student's status.
- 3
- 4 You can export the Application List by class as an Adobe PDF by clicking the appropriate icon.

Course Sections - Class List

https://pass.supa.syr.edu/administrators

Project Advance Student Services for School Administrators

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Course Sections

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About SSL Certificates

Courses

the following SU classes have been assigned to be taught at your school for the current semester. Click on a class to view more details.

Click [here](#) to view your classes from past semesters.

Year	Semester	Course	RefNo	Section	Instructor
1.	2008 Spring	MAT 222	39741	011	Mrs. , Venice
2.	2008 Spring	ECS 100	34047	004	Ms. , Carin
3.	2008 Spring	MAT 295	39926	033	Ms. , Carin

Application List | Class List | Module

Students listed below under the status of 'ADD' will appear in the official SU class list to receive their grades for the course.

Class List for MAT 222, 39741:011

Student	SU ID	Status
1.	, Drew	ADD
2.	, Katelynne	ADD
3.	, Evelyn	ADD
4.	, Kimberly	ADD
5.	, Bradley	ADD
6.	, Kristen	ADD
7.	, Kristen	ADD
8.	, Jenna	ADD

Class verification history
Response - Class list is accurate

Export class list
[As Excel](#) [As PDF](#)

1 Click on a class to open the associated Class List.

2 Under the Class List tab the student list appears for the chosen class.

You will see a listing of the students sorted by last name and their status.

ADD = student is officially registered for Syracuse University credit.

3 DROP = Student has submitted a request to drop the course for SU credit.

WD = The student has completed official documentation to withdraw from the class.

If a student requests a drop, please be sure they complete the process to drop the class with Syracuse University (see note B below).

4 You can export a class list as an Excel spreadsheet or an Adobe PDF by clicking the appropriate icon.

5 Each SUPA instructor is required to verify the accuracy of their class list as these students are registered with SU and will receive an SU transcript. Class verification history indicates whether the Class List has been verified by the instructor.

A View classes from past semesters.

B Go to the SUPA Home page for Drop and Withdrawal forms.

Course Sections - Schedules

Course Sections - Schedules

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help@supa.syr.edu

Course Sections

Class Schedule

Year	Semester	Course	RefNo	Section	Instructor
1.	2008	Spring	MAT 222	39741 011	Mrs Martin, Venice
2.	2008	Spring	ECS 100	34047 004	Ms Rounds, Carin
3.	2008	Spring	MAT 295	39926 033	Ms Rounds, Carin

Class Schedule for MAT 222, 39741:011

Please enter the class times and click on 'Save Schedule'. This information will appear as is during online registration to help your students select the correct section.

Class Time: Period 4, 10:25-11:06

Free Period: Period 3, 9:41-10:22; Period 8, 1:13-1:54

School Holidays

Rotating schedule. If its a block schedule, please enter the class times and fax a copy of the schedule to our office at (315) 443-1626.

- 1 Click on a class to open the associated Class List.
- 2 Under the Class Schedule tab you should see the associated class time and period for the selected class.
- 3 The Class Time block should contain the time and period entered by the instructor.
- 4 The Free Period block indicates when the teacher is free. Project Advance staff will plan to contact or meet with the instructor at those times.

Students

The screenshot shows the SUPA Administrator Portal. The browser address bar displays <https://pass.supa.syr.edu/administrators>. The page header includes the Syracuse University logo and the text "Project Advance Student Services for School Administrators". The navigation bar shows "SUPA Home | Administrator Home" and "Logged in as Mr (Logout)".

1 The left sidebar contains a "Need Assistance" section with contact information and a "Login" section with links for Home, Course Sections, **Students**, Manage Password, and Logout.

2 The "Students" section contains a list of 21 students with their names and SU IDs. An Excel icon is located at the top left of this list.

3 The "Registered Classes for selected student" table shows the following data:

Year	Sem	Course	RefNo	Section	Status	Instructor
2008	Spring	MAT 222	39741	011	ADD	Mrs
2008	Spring	ECS 100	34047	004	ADD	Ms
2007	Fall	MAT 221	22791	009	ADD	Mrs

4 The "About SSL Certificates" link is located at the bottom left of the page.

- 1** This section is the Students page. In this section you can view course registration information for an individual student.
- 2** In the middle of the page you can see the list of students who have registered for SU classes at your school.
- 3** Click the excel icon to download the list of students.
- 4** Clicking a particular student's name reveals the classes the student is registered for.

Manage Password

Manage Password

https://pass.supa.syr.edu/administrators

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1 Login
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Manage Password

, please confirm your present password and enter your new password.

Your password should be between 6 and 8 characters. We recommend that password contain atleast 1 lowercase, 1 uppercase, 1 digit and 1 special character.

Note: The password is case-sensitive and blank spaces are NOT allowed. A

All fields marked in **bold** are required.

Old Password

New Password

Verify New Password

Update

About SSL Certificates

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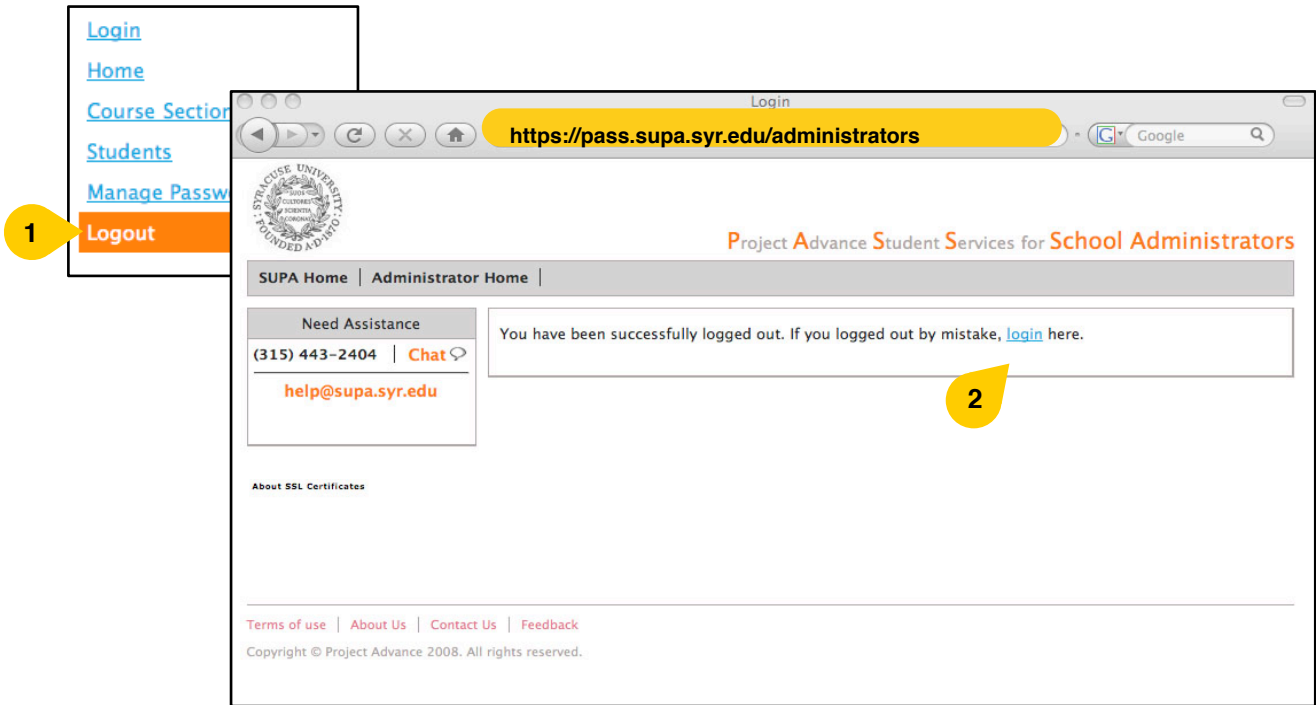
1 This section is the Manage Password page.

2 To change your password, confirm your old password and enter a new password. You are asked to verify your new password by typing it in a second time.

3 Click Update.

A Please note that your password is case sensitive. If you must write your password down please keep it in a secure location. You are responsible for safeguarding your password.

Logout



1 You can click Logout from any page.

2 After you logout, you will see the screen shown on the right above. If you need to log back in, click Login.

Please remember that this is secure information so it is important that you logout when finished viewing information.