# Viewing and Adding Comments

## Viewing or Appending an Existing Comment

**Path:** Campus Community > Comments > Comments Person > Person Comment Summary

1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. Click **Search**. A list of any comments assigned to that student appears. **Note:** You can only see comments for the Administrative Function(s) to which you have security.

3. Click **View** next to the comment you want to view. The Personal Comment Entry page opens in a separate window. **Note:** If you wish to add a comment to an existing Comment, click **Edit**. Enter your additional comments in the Append Comments text box.

4. Click **Save** if you have appended a comment.

5. After you have finished viewing or editing the Comment, close the Personal Comment Entry page. The Comment Summary page reappears.

## Adding a New Comment

**Path:** Home > Student Financials > View Customer Accounts

1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. Click **Chat**.

3. In the **Comment Category** field, enter the appropriate Comment Category, or click **Look Up** next to the Comment Category field, click **Look Up** and then select the appropriate category. **Note:** To add a memo that is non-specific, select the Comment Category of **SFMEMO**.

4. If you wish to add your own text to the defaulted text, enter the additional text in the **Append Comments** edit box.

5. Click **Save**.

**Note:** In order to save a new comment, the **Variable Data** must include **UCONN** as the Business Unit. Tip: See **Set User Defaults** to set the Business Unit to UCONN.