HOW TO FIND A STUDENT’S CAMPUSCRUISER ADDRESS AND/OR PREFERRED E-MAIL ADDRESS IN COLLEAGUE GUI

Type SPRO in the Quick Access Box and click on Go or Press ENTER on the keyboard. You may also double click on SPRO under the XINQ folder.

This will bring you to the Student Profile screen. You must enter the student info – name, SS# or student ID# and ENTER or click the OK button.
In SPRO, click on the little box next to the Demographics field.

Choose the Name and Address (NAE) screen by double clicking on that selection or typing the mnemonic NAE and press ENTER or click on OK.
You will find the student’s CampusCruiser e-mail address in the E-Mail Adr window. If the student has provided the College with a preferred e-mail address, this will appear first in the box. If that is the case you will find the CampusCruiser e-mail address by clicking on the little arrow and choosing CC Campus Cruiser.