**Advanced Search** is a function in Campus Connect that allows users to create unique sets of students based on specific search parameters.

Users can access the Advanced Search feature by navigating to the search icon on the left-hand menu.

**NOTE:** Students do not have the Advanced Search option. Be sure to toggle to Staff or Professor Homepage to view full left-hand menu.
Users can refine their search by selecting filters from the expandable “drawers.”

Use the gray text to determine what filters are contained in each drawer.

Click the dropdown arrow on the right to expand each drawer and select filters.
Select the appropriate filters for the unique students queried in the advanced search. *(Ex. Female, Hispanic students who are also First-Generation students)*

Once all filters are selected, click the Search button.
Results will be displayed in alphabetical order with 100 results per page. Total results will be displayed in the bottom right-hand corner.
Click the checkbox to the left of the NAME field to select students:

**Note:** *Only the first 100 results are selected to select all items, click the blue text to select all.*

The Actions menu allows you to export results to Excel, message students, or create student list from results.
Users can save searches to run later with pre-configured filters or save students into a student list.

**Note:** Student Lists are static and will not change even if student information changes. Saved Searches are dynamic and change as students fall in and out of the search criteria.

Questions? Contact us

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