

CHEAT SHEET FOR COMMON POPULATIONS

○ *To All Cadets:*

Target Audience = (Role = aac_cadet AND Role = public)

You will **click +** and choose *Role*. Find *aac_Cadet* in the alphabetical list. **Check the box for *aac_cadet*** on the right hand side of the screen and **click *Mark Selected*** and click **Done**. **Click Done** again.

○ *To All Students:*

Target Audience = (Role = aaa_student AND Role = public)

You will **click +** and choose *Role*. Find *aaa_Student* in the alphabetical list. **Check the box for *aaa_Student*** on the right hand side of the screen and **click *Mark Selected*** and click **Done**. **Click Done** again.

○ *To All Students minus Cadets:*

Target Audience = (NOT (Role = aac_Cadet) AND Role = aaa_Student AND Role = public)

You will **click +** and choose *Role*. Find *aaa_Student* in the alphabetical list. **Check the box for *aaa_Student*** on the right hand side of the screen and **click *Mark Selected*** and click **Done**. Then **Click +** again and choose *Not*. **Click +** and choose *Role*. Find *aac_Cadet* in the alphabetical list **Check the box for *aac_cadet*** on the right hand side of the screen and **click *Mark Selected*** and **click Done**. **Click Done** again.



CHEAT SHEET FOR COMMON POPULATIONS

○ *To All Faculty:*

Target Audience = (Role = *aaa_Faculty* AND Role = public)

You will **click +** and choose *Role* and find *aaa_Faculty* in the alphabetical list. Check the box for *aaa_Faculty* on the right hand side of the screen and **click *Mark Selected*** and **click Done**. **Click Done** again.

○ *To All Staff:*

Target Audience = (Role = *aaa_Staff* AND Role = public)

You will **click +** and choose *Role* and find *aaa_Staff* in the alphabetical list. Check the box for *aaa_Staff* on the right hand side of the screen and **click *Mark Selected*** and **click Done**. **Click Done** again.

○ *To All Faculty and Staff:*

Target Audience = ((Role = *aaa_staff* OR Role = *aaa_Faculty*) AND Role = public)

You will **click +** to choose *OR* then **click +** again and choose *Role* and find *aaa_staff* and *aaa_Faculty* in the alphabetical list. Check the box for both *aaa_Faculty* and *aaa_staff* on the right hand side of the screen and **click *Mark Selected*** and **click Done**. **Click Done** again.



AVAILABLE ROLES LISTED IN ALPHABETICAL ORDER IN LESESNE GATEWAY.

ROLE	DESCRIPTION
aaz_activedutystudent	Active duty military personnel registered to take classes
aac_cadet	All members of the Corps of Cadets
aac_cadetfirstyear	First-year cadets (regardless of class standing)
aac_cadefreshman	Freshman status cadets
aac_cadetjunior	Junior status cadets
aac_cadetsenior	Senior status cadets
aac_cadetsophomore	Sophomore status cadets
aaa_staff	All Currently Staff at The citadel.
aag_cgcstudent	All currently enrolled students in a program with CGC oversight
aag_cgcstudentgrad	Currently enrolled Graduate Students
aag-cgcstudentundergrad	Currently enrolled Undergraduate Evening Students
aaa_Employee	All current Staff or Faculty employed by The Citadel.
aaa_Faculty	All current Faculty (full-time and adjunct) at The Citadel
aap_nopayroll	Employees of The Citadel not on Citadel payroll
aap_payroll	Employees on The Citadel's payroll
aag_Student	All currently enrolled students (Cadets & CGC & Undergrad eve & Active Duty students)
aaz_Studentfemale	Students that are females
aaz_studentmale	Students that are males

