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# SIS Training Sessions

The Registrar's Office offers three types of training: Level I (beginner), Level II (advanced), and Level III (update).

## Level I on the Athens campus

*Prerequisite for Level I: Departmental CICS account and approval of application for access to the Student Information System (SIS).*

Your SIS user-ID and password will be issued at Level I training. Level I training will include the following:

1. **Logging on/off SIS**
2. **Basic screen functions**
3. **Moving around in the system**
4. **Basic SIS user documentation**

## Level II on the Athens campus

*Prerequisite for Level II: Completion of Level I training.*

A Level II training session is held at least once per quarter at the Computer Services Center Lab. Level II training includes:

1. **In-depth information about data stored in SIS related to student records, registration, and curriculum/classes**
2. **Screen descriptions**
3. **Advanced SIS user documentation**

*\*Note: You are required to bring your departmental CICS account and SIS sign on to Level II training.*

## Level III

*Completion of Level I and Level II is recommended prior to registering for Level III training.*

Level III is required for employees who have been given access to update data in SIS. The areas in the Registrar's Office that offer update training are: registration, grades, scheduling, and DARS. Questions about specific Level III training should be directed to the Office of the Registrar at 593-4180.

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To schedule Level I, Level II, and the Registrar-related Level III training, contact Brenda Nelson, Office of the Registrar, at 593-4180 or [nelsonb@ohiou.edu](mailto:nelsonb@ohiou.edu).

Additional training available:

- **Admissions** – Contact Jean Lewis at 593-4104 or [lewis@ohiou.edu](mailto:lewis@ohiou.edu).
- **Housing** – Contact Louise Bell at 593-4091 or [belll@ohiou.edu](mailto:belll@ohiou.edu).
- **Student Accounts** – Contact Janet Cullum at 593-4134 or [cullumj@ohiou.edu](mailto:cullumj@ohiou.edu).



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Ohio University

# SIS

## Student Information System



## Guide to User Access and Training

*Office of the University Registrar*

# Q & A: SIS User Access & Training

## What is SIS?

SIS is the acronym for Student Information System. SIS is an on-line, fully integrated system that supports the Admissions, Bursar, Housing, and Registrar offices.

## What type of access is available in SIS?

There are two types of access available in SIS.

- 1. View only** – allows the authorized user to view data in SIS.
- 2. Update access** – allows an authorized user to update (add, change or delete) data in the system.

## What do I need to have prior to requesting access to SIS?

- A CICS account. In order to use SIS, you or your department must have a CICS account. A CICS account may be requested by contacting Tammy Marshall at Computer Services (593-1049) or <marshall@ohio.edu>.
- An IBM compatible or MacIntosh computer with a TN3270 terminal

emulation client. (This is included in NetApps, which is available through Communication Network Services.)

- A legitimate need for viewing/updating data in SIS. You will need to discuss with your supervisor the type of information or access you will need for SIS.

## How do I obtain access to SIS?

Any Ohio University employee requesting access to SIS should complete the Request for Access to the Student Information System (SIS) form along with a FERPA Compliance Statement. These forms must be submitted to your supervisor/chair/director/dean for approval. Once approved, the supervisor must submit the request forms to the Registrar's Office, Ohio University, 1<sup>st</sup> Floor Chubb Hall, Athens, OH 45701.

## After I request access, what happens next?

The Office of the Registrar will evaluate each request for access based upon the employee having a "legitimate educational need." Once approved, you will be issued a unique SIS user ID and password. If you are an Athens campus

employee, a trainer from the Registrar's Office will schedule an appointment to provide Level I training at your office and will issue your user ID. If you are a Regional campus employee, your user ID and Level I training documentation will be mailed to you.

## What are my responsibilities once I receive access?

- You are responsible for the security of your password and protection of the information in the Student Information System (SIS).
- You should never share your password with another person or display it in public view.
- You must always follow the proper procedures for signing off the system when finished.
- If you terminate employment or transfer to another department, you must contact the Registrar's Office to have your access removed. (If transferring departments and your new position requires access to student records, you must submit a new request for access with appropriate approval from your new department.)