

Useful Tips for SIS

There is functionality in SIS to make your using experience easier (and hopefully better). Some of these are detailed in this document.

User Preferences

Users can set certain defaults in User Preferences. These default settings can relieve the user of completing certain fields in search criteria throughout the system. These preferences also include the ability to indicate any ferpa restrictions for the user.

Navigation: Main Menu > Self-Service > Campus Personal Information > User Preferences



User Defaults Tab - Security

Field	Description/Instructions
Institution	Choose the institution that should default in search criteria.
Academic Career	Choose the academic career that should default in search criteria. This is good to use if you only work with Credit or Non-credit. If you work with both you may not want to complete this field.

Term	Choose the term that should default in search criteria. This is helpful for faculty to limit term choices in self-service. Completing this field normally requires a modification to User Preferences each term.
Aid Year	Choose the financial aid year to default in search criteria. If you have no access to few financial aid staff pages this field will not be very helpful.

Enter information in the desired fields and click the  button.

With the following settings the user sees this in search criteria from the Faculty Center Search Tab:

User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution ▼

Academic Career ▼

Term 🔍 2017 Spring

Aid Year 🔍 Federal Aid Year 2017-2018

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[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Class Search](#)

Test Advisor Counselor

Faculty Center
Advisor Center
Search

search for classes
browse course catalog

Search for Classes

Enter Search Criteria

Search for Classes

Institution ▼

Term ▼

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Subject select subject

Course Number ▼

Course Career ▼

Campus ▼

Mode of Instruction ▼

Show Open Classes Only

Open Entry/Exit Classes Only

▶ **Additional Search Criteria**

FERPA Restrictions

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Favorites Main Menu > Self Service > Campus Personal Information > User Preferences > FERPA Restrictions

Test Advisor Counselor go to ...

Personal Information Security Participation

ferpa restrictions user preferences

FERPA Restrictions

Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release. Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.

Warning: Setting FERPA restrictions may limit services provided.

No current FERPA restriction information found.

EDIT FERPA/DIRECTORY RESTRICTIONS

Personal Information Security Participation

To set restrictions on information that can be legally shared with outside sources click the **EDIT FERPA/DIRECTORY RESTRICTIONS** button.

Clicking the Explain link returns this message:

Message

FERPA Custom SelfServ Message - DERIVED_CS.FERPA_PB (20001.5)

Under the Family Educational Rights and Privacy Act, you have the right to restrict the release of certain categories of information. To restrict information, check Restrict next to the description. To restrict all types of a certain category, click Restrict All for that category. To restrict all types of all categories, click Restrict All Fields at the top of the page.

Note that when you choose to restrict the release of information, that information will not be released to any source, including publications such as telephone directories or other institutional publications.

To provide exceptions to the restriction of the release of information, click Release to Publication. Some form of a person's name must always be excepted from restriction as a minimum in order for other information to be shown in publications.

Warning: Setting FERPA restrictions may limit services provided.

OK

Addresses, Email addresses, Phones, and Names can be restricted via this page.

ORACLE SIS DEVELOPMENT

Favorites Main Menu > Self Service > Campus Personal Information > User Preferences > FERPA Restrictions

Test Advisor Counselor

FERPA Restrictions

Edit FERPA/Directory Restrictions [Explain](#)

restrict all fields release all restrictions

Restriction Categories

FERPA Address View

restrict all release all

Restrict	
<input type="checkbox"/>	Billing
<input type="checkbox"/>	Business
<input type="checkbox"/>	Campus
<input type="checkbox"/>	Dormitory
<input type="checkbox"/>	Home

Use of the **restrict all fields** button will mark every field on the page as restricted. Alternately, the use of the **release all restrictions** will mark all as not restricted. For each category there is a **restrict all** and a **release all** button. Also, individual fields in each category can be restricted by checking the box in the restrict column.

Restriction Categories	
FERPA Address View	
restrict all	release all
Restrict	
<input checked="" type="checkbox"/>	Billing Release to Publication
<input type="checkbox"/>	Business
<input type="checkbox"/>	Campus
<input type="checkbox"/>	Dormitory
<input checked="" type="checkbox"/>	Home Release to Publication
<input type="checkbox"/>	Legal
<input type="checkbox"/>	Mailing
<input type="checkbox"/>	Other
<input type="checkbox"/>	Other 2
<input type="checkbox"/>	Permanent

Note that when choosing individual fields a new link is displayed [Release to Publication](#). The VCCS does not currently use specific publication lists so this link offers no options to choose.

Once satisfied with the choices here, click the **SAVE** button at the bottom of the page.

Note: For FERPA the VCCS as a whole is considered one agency legally so therefore we can share data between VCCS agencies without concern.

Personal Information Tab

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Favorites Main Menu > Self Service > Campus Personal Information > User Preferences > FERPA Restrictions > Names

Test Advisor Counselor [go to ...](#)

Personal Information Security Participation

addresses names phone numbers email addresses emergency contacts demographic information ethnicity ethnicity

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary	Test Advisor Counselor	
Preferred	Test Advisor Counselor	edit

ADD A NEW NAME

This tab is one convenient place to view and maybe modify personal information. Included data is: Addresses, Names, Phone numbers, Email addresses, Emergency Contacts, Demographic Information (includes, gender, date of birth, **FULL** social security number, driver's license number, marital status, military status, citizenship, and Visa/Permit data if any exists in SIS), and ethnicity.

Not all fields here are modifiable by the user.

Participation Tab

The screenshot shows the Oracle SIS Development interface. At the top, there is a blue header with the Oracle logo and 'SIS DEVELOPMENT'. Below the header is a breadcrumb trail: Favorites > Main Menu > Self Service > Campus Personal Information > User Preferences > Honors and Awards. The main content area is titled 'Test Advisor Counselor' and has a 'go to ...' dropdown menu. Below this are three tabs: 'Personal Information', 'Security', and 'Participation'. The 'Participation' tab is selected. Underneath, there is a section titled 'Academic Honors and Awards' with a horizontal line. Below the title is a paragraph: 'Below is a list of your academic honors and awards. If the list is incorrect or you wish to add an honor or award you have received, please contact the appropriate administrative office.' Below this is a table with three columns: 'Honors and Awards', 'Grantor', and 'Issue Date'. The table contains one row: 'Dean's List', an empty cell, and '12/21/2010'. At the bottom of the screenshot, there are links for 'Personal Information', 'Security', and 'Participation', and another 'go to ...' dropdown menu.

This tab lists any honors or awards existing in the system for the user.

Favorites Functionality

This functionality allows the user to add pages frequently visited to the favorites list. The user can then choose the page from the favorites list and will no longer need to navigate individually to the page.

Warning: This functionality is great, but like favorites in an internet browser, if the list ever disappears (has happened with at least one upgrade to PeopleSoft for the VCCS) the user must remember the navigations again to re-create the favorites list.






The following example shows adding the Student Inquiry pages to the favorites list.

Navigation: Main Menu > VCCS Custom > Career and Program Information > Student Inquiry



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[Favorites](#) | [Main Menu](#) > [VCCS Custom](#) > [Student Records](#) > [Career and Program Information](#) > [Student Inquiry](#)

Recently Used

-  Student Inquiry
-  Permission Lists
-  Roles
-  User Profiles
-  Names


My Favorites


-  Add to Favorites
-  Edit Favorites

...e fields blank for a list of all values.

Campus ID:
National ID:
Last Name:
First Name:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Click the Favorites link on the navigation bread crumbs at the top of the page. The Recently Used list can be used to easily get back to a page in the list. If the user has the My Favorites list as well the user can add favorite pages here, including favorite queries. Just click  [Add to Favorites](#) to add anew favorite.

Add to Favorites

Please Enter a Unique Description for this Favorite

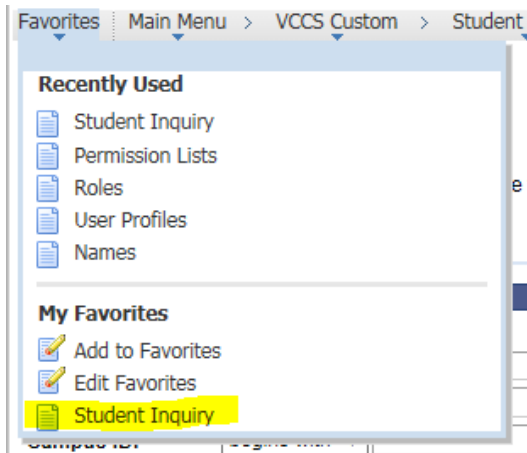
*Description

Accept the default name or name it something you prefer. Click .

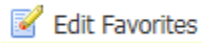
The favorite has been saved.

Click .

Note that Student Inquiry is now in the My Favorites list.



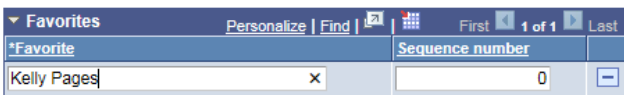
If the user decided to name Student Inquiry something else like say Kelly Pages, the user should click



Change the name to Kelly Pages.

Edit Favorites

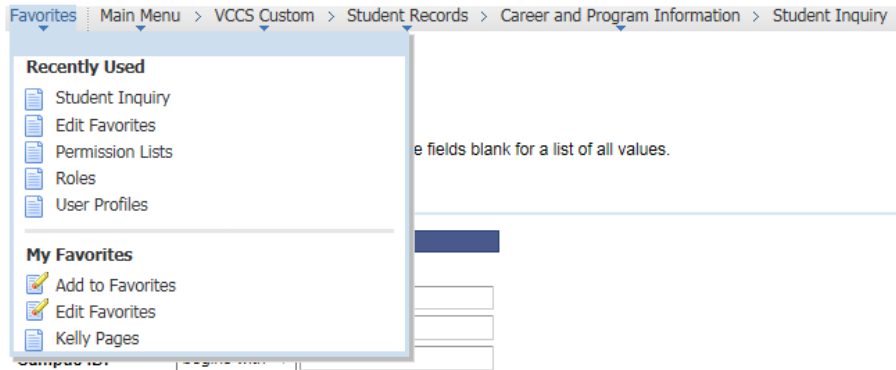
Click the Save button after editing or deleting favorites.



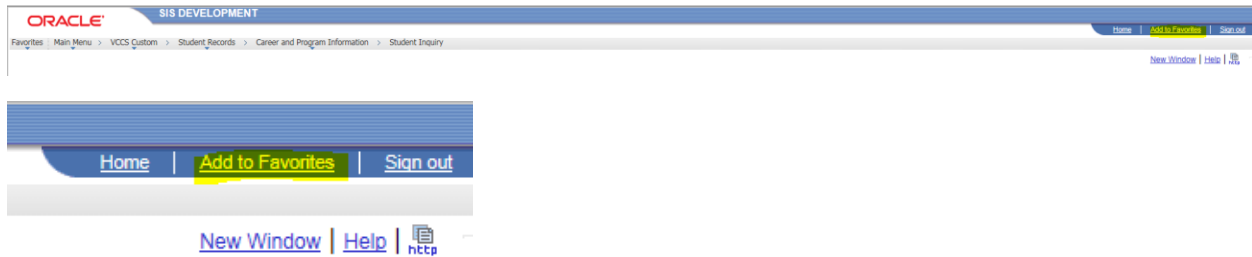
Click .

You will need to click another favorite or navigate to another page to leave the Edit Favorites page.

After clicking Favorites and Kelly Pages the following page is returned. Note: the Favorite list now displays Kelly Pages where it used to display Student inquiry.



If the user does not have the My Favorites list the first time the Favorites link is clicked, the user can use the Add to Favorites link found at the right top of the screen near the sign out link.



The Home link next to the Add to Favorites link is also useful if the user just wishes to get to the Main Menu.

