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 SAVE button.

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

FERPA Restrictions

To set restrictions on information that can be legally shared with outside sources click the

 button.

Clicking the Explain link returns this message:

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

Use of the **restrict all fields** button will mark ever 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		
☑	Billing	Release to Publication
☐	Business	
☐	Campus	
☐	Dormitory	
☑	Home	Release to Publication
☐	Legal	
☐	Mailing	
☐	Other	
☐	Other 2	
☐	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

ORACLE   SIS DEVELOPMENT

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

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

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 to add a new favorite.

Accept the default name or name it something you prefer. Click .
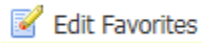
  Click .
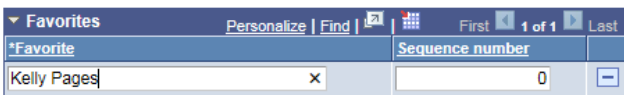
Note that Student Inquiry is now in the My Favorites list.
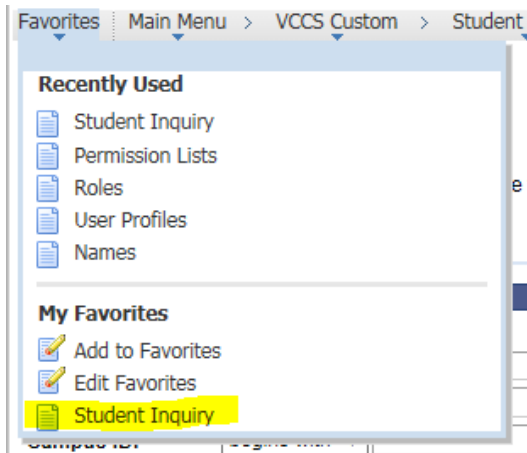
If the user decided to name Student Inquiry something else like say Kelly Pages, the user should click Edit Favorites .
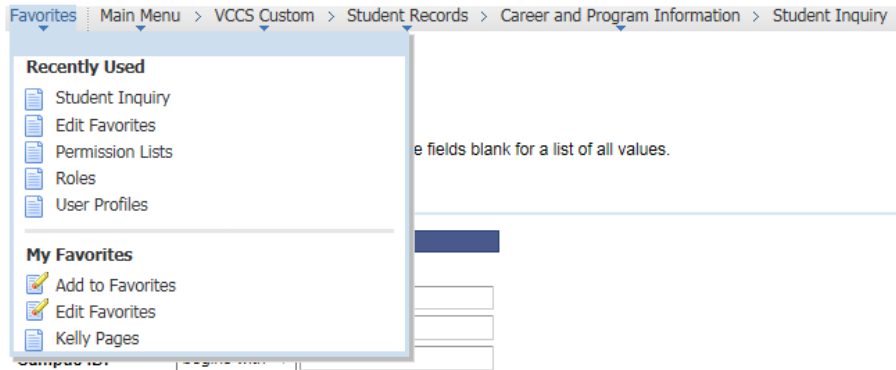

Change the name to Kelly Pages.

Click ![Save].

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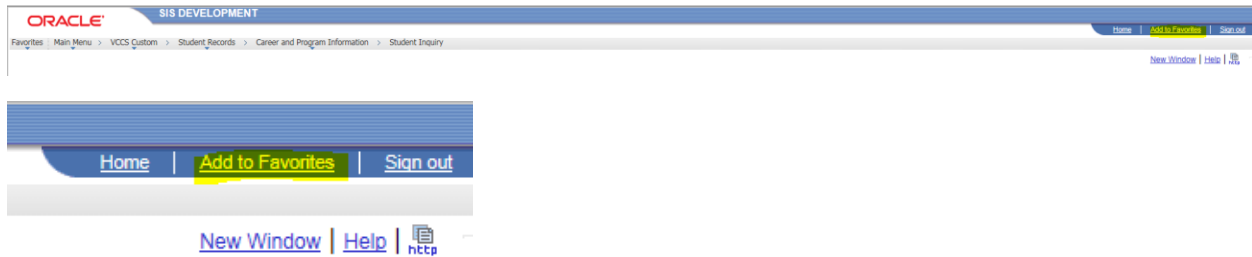
The Home link next to the Add to Favorites link is also useful if the user just wishes to get to the Main Menu.