Getting Started in iSIS:
Access iSIS through your internet browser.
- Open your internet browser.
- Enter http://go.tufts.edu/isis
- Enter your Tufts user ID and password.
- The iSIS Home Page will appear.

Defining Enrollment Requirement Groups in iSIS:

Enrollment Requirement Groups Page
Navigation: Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups
- Click on the Add a New Value Tab.
- Leave the default in the Course ID Field. Click on the Add Button. The Course Requisite Page will appear.

Course Requisite Page
- Complete the following fields:
  - Effective Date – Enter an effective date later than the effective date for the applicable requirements.
    - Note: For Tufts, the effective dates will be as follows:
      - Fall Semester – 08/01/yyyy
      - Spring Semester – 01/01/yyyy
      - Summer Semester – 05/01/yyyy
      - Annual Term – 04/01/yyyy
  - Description – Enter the name of the enrollment requirement group. Note that the Long Description, Short Description, Report Description, and Report Long Description Fields automatically populate with the data entered in the Description Field. Make changes as necessary.
  - Academic Group – Enter the abbreviation for the Academic Group. Use the search feature as necessary.
    - Note: Enrollment Requirement Group applicability can be narrowed down to a particular Subject Area or even a particular Course. As applicable, use the Subject Area and Catalog Nbr Fields.
  - Enable Catalog Print Checkbox – If you would like this information to print in the Course Catalog, leave the checkbox selected, otherwise click to de-select the checkbox.
    - Complete the following fields:
      - To specify parameters that will apply to all requisite detail lines in the group, click on the Requisite Parameters Tab and enter applicable data in the Requisite Parameters Page.
      - Click on the Requisite Detail Tab. The Requisite Detail Page will appear.

Requisite Detail Page
- In the Group Line Type Field, select the appropriate option from the Drop-Down, for example, “Requirement” or “Condition.”
  - Note: The fields will change in accordance with the selection in the Group Line Type Field. Enter data in the appropriate fields.
- To add an additional requirement to the requirement group, click on the plus sign to create a new requirement line item.
- Click on the Requisite Detail Parameters Tab. The requisite Detail Parameters Page will appear.
Requisite Detail Parameters Page
- The Requisite Detail Parameters Page allows you to further define the details of Course or WildCard Course group line types.
- Note: Use the Exclude In-Progress Credit Checkbox to indicate whether in-progress classes are allowed to fulfill the requirement.
- Click on the Save Button. You have created an Enrollment Requirement Group. Proceed below to attach the Enrollment Requirement Group to a course.

Attach the Enrollment Requirement Group to a Course
- Access the Course Catalog Component by clicking on the Curriculum Management link at the top of the page. Navigate as follows: Curriculum Management > Course Catalog > Course Catalog
- Use the Find and Existing Value Page to search for the course to which you wish to attach the Enrollment Requirement group. Click on the Search Button.
- The Catalog Data Page will appear populated for the selected course. Click on the Plus Sign to add a new row. Note that the Effective Date defaults to the current date, make changes as necessary.
- Click on the Offerings Tab. The Offerings Page will appear.
- In the Requirement Group field, enter the Requirement Group Number. Use the search feature as necessary.
- Click on the Save Button. You have attached an Enrollment Requirement Group to a course.