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.

Entering an External Organization into iSIS:

Organization Table Component
Navigation: Main Menu > Campus Community > Organization > Create/Maintain Organizations > Organization Table

Note: The Organization Table search page will display two tabs: “Find an existing Value” and “Add a New Value.” It may be beneficial to first search for the organization using the Find an Existing Value page.

- Conduct a search for the organization by performing a broad search on city, state, country and/or partial names. In the Search Name you might use the “contains” option when trying to search by name. Remember many organizations could be abbreviated (i.e., Univ vs. University).

- After confirming that the organization does not yet exist in iSIS, click on the Add a New Value Tab.

- In the External Org ID Field, leave the default of “NEW.” Click on the Add Button.

- The Organization Table page will appear. Enter data as follows:
  - Effective Date – This field defaults to the current date, make changes as necessary.
  - Status – Select the current status of affiliation with the organization. Note that the field defaults to “Active.”
  - Description – Enter the name of the external organization.

- Press the Tab Key to refresh the page. The system will automatically populate the following fields: Long Description, Short Description, Organization Type, and Proprietorship. Make changes as necessary.
  - The Organization Type field is used to specify the type of organization (Business, Non-Profit, School, etc.). You can utilize the search feature as necessary.
  - The Proprietorship field is used to indicate the type of primary owner or funding source (Private, Public, Religious, or Other).

- Click on the Locations Button. The Location Summary page will appear.
  - Note: If you are entering an external organization that has a potential match against an organization already in iSIS, you will receive a Search/Match warning message with data on the potential match. Investigate before saving.

- Click on the Location Detail Tab or the Location Detail link. Enter data as follows:
  - Description – Enter the name of the Organization Location (may be the same as the name of the Organization).
  - Country – Specify the country of the organization location.

- Click on the Edit Address link. The Edit Address page will appear. Enter appropriate address information for the organization location. If the address is unknown, please type “Unknown” into Address Line One. Enter the City/State if appropriate or known.
Click on the OK Button. The Location Detail page will re-appear populated with the entered organization location information. (Note: to add an additional location, click on the plus sign to the right to add a new row).

Continue to enter organization location information, if appropriate, as follows:
- **E-mail ID** – Enter the contact e-mail for the organization.
- **URL Address** – As applicable, enter the organization website URL.
- **Phone Type** – Select the “Work” Option from the drop-down menu.
- **Prefix** – Enter the area codes for the organization location phone number.
- **Phone** – Enter the organization location phone number.
- **Extension** – As applicable, enter the organization location phone extension.

If the phone number entered above is the only contact number for this location, or if this is the primary contact number, click to select the **Preferred Checkbox**. To add another phone number to this location, click on the plus sign to the right to add a new row.

Click on the OK Button. The Organization Table page will re-appear.

In the Organization Type Related Information section, click on the **Organization School Data link**. The School Data page will appear.
- **Note:** The Organization Type Related Information Section will have organization type-specific links to enter additional information. For the purpose of this document, we will be using “School” as the Organization type example.

In the School Data page, enter data as follows:
- **Offers Courses Checkbox** – Click to select.
- **School Type** – Select the School Type from the drop-down menu (HS, 2YR, or 4YR).
- **School Codes Section**
  - **ATP** – enter the CEEB number validated by ETP or the unique school-generated CEEB number.
  - Or
  - **FICE** – enter the FICE code, if appropriate for your school

Click on the OK Button. The Organization Table page will re-appear.

Click on the **Save** Button. Note the system generated **Org ID** number at the top of the page.

You have successfully added a new external organization to iSIS.

**Next Steps:**
- If your school is able to receive the newly created organization data back via the interface, then you may let this data load to your external system and then upload to the proper organization in iSIS the next time the process is run. If you are a school that is loading unknown external organizations to the 8888888 number, later you will need to manually remove the placeholder external organization number of 8888888.
- If your school is not able to receive your newly created organization data back through the interface, manually add the new organization to the Education pages and delete the temporary external organization number of 8888888.
- For information regarding these next steps, refer to the **Resolving Records with External Org Not Available Errors Quick Guide**.