Tufts’ new Integrated Student Information System (iSIS) has been designed to support the needs of Tufts’ students, faculty, staff and schools. iSIS completely replaces the student records portion of legacy ("old") SIS, which includes grades, records, transcripts, graduation and advising. iSIS revises how students view their financial accounts, and it includes technical interfaces to all Tufts admissions and financial aid systems. iSIS also interacts with a new data warehouse, which enhances our ability to report institutional data to federal and state agencies.

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While the concept of "integration" is not new for Tufts, iSIS marks the start of a new era for student services, one that relies on an Integrated Student Information System.

## An Overview of iSIS for Administrators and Staff at Tufts

**Why do we need a new SIS?**

Portions of the current Student Information System are 25 to 30 years old. The old system is cumbersome and inefficient to use, does not interface well with related, modern applications, and challenges us to provide needed cyber-security. In addition, it is difficult and risky to make changes to SIS, including modifications needed to support changes in academic policy.

**Will I use iSIS?**

If your role involves the management or input of official student or course data, you may be an iSIS user. Your school representative or registrar will notify future iSIS users. If your role involves the consumption of official student or course data, e.g., for departmental planning, you may not be an iSIS user.

### Classroom Training Schedule for Staff at Tufts, as of January 2013

Training fosters practical experience in the skills necessary to use iSIS. Opportunities to learn will be coordinated with local Training fosters practical experience in the skills necessary to use iSIS. Opportunities to learn will be coordinated with local

## What to Expect in the Months Ahead

The Tufts community moves to iSIS in the 2013/14 academic year. The following timeline illustrates project-specific milestones and represents the earliest occurrence of an event at Tufts. Your school may be impacted at a later date.

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Integrating data across Tufts.

A Glimpse of iSIS

One Integrated Student Information System for Tufts

iSIS will be used by students across all Tufts schools. At its core, iSIS provides critical administrative support for all offices and functions that rely on student information.

How to Access iSIS

iSIS authenticates students, faculty, and staff with their Tufts UT LN, the same ID and password you use to access library resources and services such as Trunk, TUSK, and the Tufts wireless network.

iSIS identifies students, faculty, and staff using the Tufts ID, a single numerical identifier that synchronizes iSIS with the PeopleSoft systems that support Human Resources and Finance.

Navigating iSIS

Learn more about universal navigation elements, navigation features, and more on the SIS Project website at go.tufts.edu/is/is.

Searching in iSIS

iSIS represents an integrated connection between people and data. As data is updated in iSIS, changes will be broadcasted through the system.

Test iSIS

Two to three months before an iSIS component goes live, a small number of end-users work with SIS Project staff (your representatives) to test the system and make sure all works as expected.

Training

Classroom training and See It, Try It, Print it online tutorials are available at go.tufts.edu/is. Specific training dates and ranges are settled closer to go-live.

All Kinds of Support

The SIS Project will support iSIS users in many ways. We will provide classroom training, online tutorials that can be done anytime and from anywhere, and plenty of documentation. Visit these learning aids on the SIS Project website today at go.tufts.edu/is.

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Your Representatives

iSIS has been designed by Tufts’ registrars, bursars, admissions, financial aid and student services personnel, and information technology experts.

All or part of the search parameter

• Wildcard symbols that stand for one or more characters in a search parameter (%, _)
• Drop-down menus to select the appropriate operator for a specific search criterion.

A Look Up Icon (magnifying glass) next to a field opens a Pop-Up Window that will help you find a valid value to enter in that field.

Search Results appear below the Search Criteria and are viewed and navigated in a variety of formats.

Term Code Crosswalk

<table>
<thead>
<tr>
<th>Term</th>
<th>Legacy SIS*</th>
<th>iSIS</th>
</tr>
</thead>
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<tr>
<td>Fall</td>
<td>2013F</td>
<td>2128</td>
</tr>
</tbody>
</table>

* Legacy SIS uses the academic year.
** For converting historical terms into iSIS, 2126 is the correct conversion number for the second session of the summer 2013 term. Going forward (as of 2016) there will be only one summer term, with two sessions. For example:
• Legacy Summer Term 2015A will be Term: 2145 Session: A
• Legacy Summer Term 2015B will be Term: 2145 Session: B

Populating Terms in iSIS

In iSIS the Term Code consists of four digits = CYYT (Century, Calendar Year, Term Value).

To enter Search Criteria, you can use:
• All or part of the search parameter
• Wildcard symbols that stand for one or more characters in a search parameter (%, _)
• Drop-down menus to select the appropriate operator for a specific search criterion.

Find an Existing Value tab typically opens when a page is selected. The Add a New Value tab allows you to add a new row of data to search by.

The iSIS home page will appear:
• Enter your Tufts ID (UT LN) and password
• iSIS times out in 20 minutes and will require you to login again.

The Universal Navigation Header on the top of every iSIS page contains the following links:
• Home = Returns you to the Home page.
• Add to Favorites = Adds the current page to your Favorites list, which is maintained under the My Favorites folder in the menu pagelet.
• Sign Out = Logs you out of iSIS.

Wildcards

If you are looking for a specific search criterion that is used often, you can expand and collapse the topic (folders) in the menu pagelet by clicking on the triangle to the left of the topic.

Alternatively, you can click on the topic link to open a navigation page.

ISIS uses a menu pagelet, located on the left side of the Home page, to help you navigate.

You can expand and collapse the topics (folders) in the menu pagelet by clicking on the triangle to the left of the topic.

Instead of a menu pagelet, you can use the Universal Navigation Header at the top of every iSIS page to access the menus below.

When you click on a menu pagelet, the menu pagelet is expanded to reveal the options that are available for your role at Tufts.

Help opens PeopleBooks, which displays specific guidance for the current page.

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Accessing iSIS:
• Open your internet browser
• Enter: https://sisidm.utl.tufts.edu/psp/sp1/apr/dm15fnd=login
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