




Log In To SIS

Log in here: <https://sis.wiscweb.wisc.edu/login>

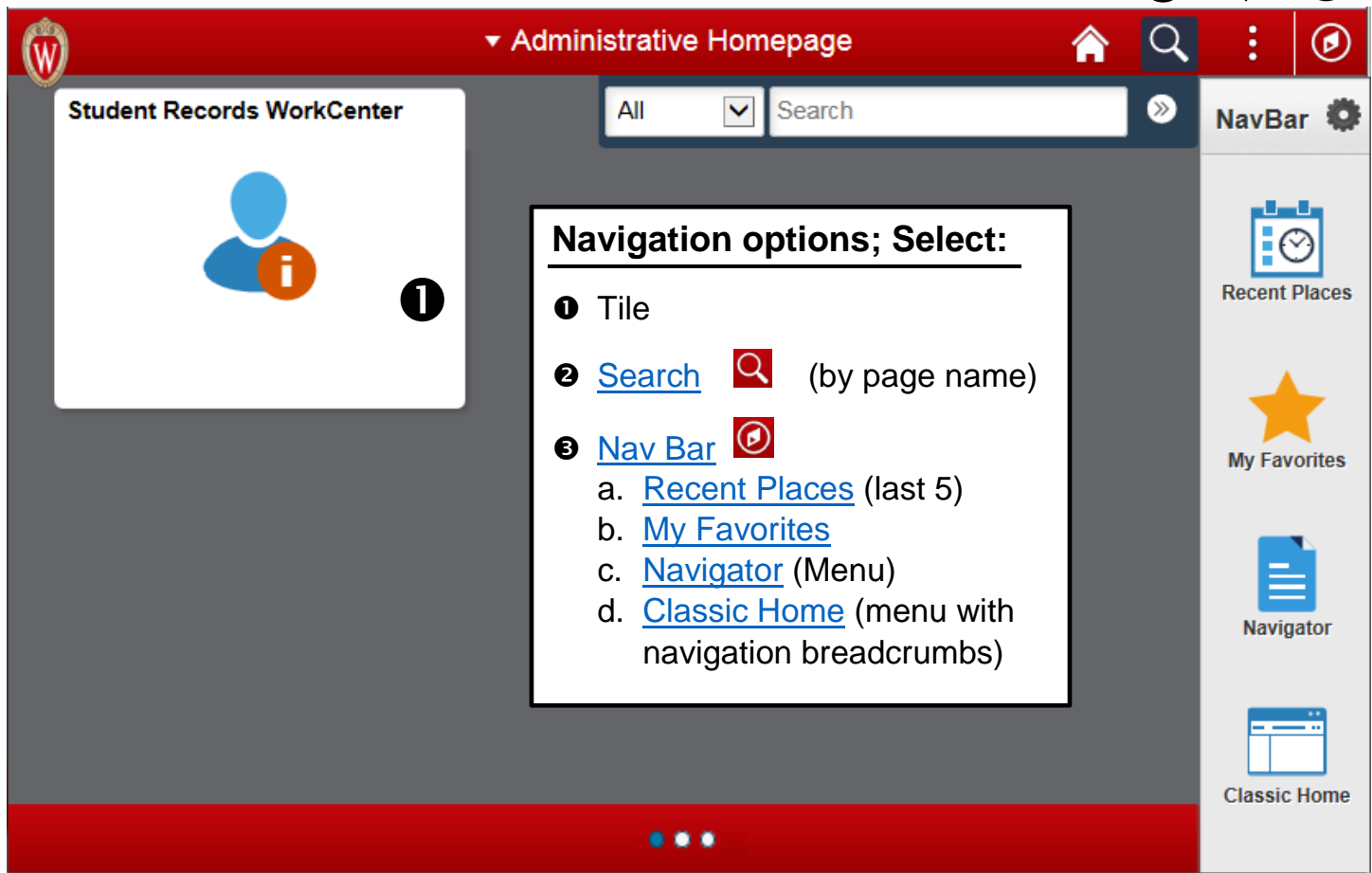
Once logged in, your Homepage displays .



Sign Out

1. If Main Menu  visible, select Sign Out.


1. Select Actions List 
2. Select Sign Out.

Navigating in SIS








The screenshot shows the SIS Administrative Homepage. At the top, there is a red header with the text "Administrative Homepage" and a dropdown arrow. To the right of the header are icons for Home, Search, Actions List (three vertical dots), and a play button. Below the header is a search bar with "All" and "Search" options. On the left, there is a "Student Records WorkCenter" tile with a person icon and an information icon, labeled with a circled "1". On the right, there is a "NavBar" with a gear icon and several navigation options: "Recent Places" (calendar icon), "My Favorites" (star icon), "Navigator" (document icon), and "Classic Home" (window icon). A central overlay box titled "Navigation options; Select:" contains a list of options: 1. Tile, 2. Search  (by page name), 3. Nav Bar . Under "Nav Bar", there are sub-options: a. Recent Places (last 5), b. My Favorites, c. Navigator (Menu), and d. Classic Home (menu with navigation breadcrumbs). Above the overlay, there are circled numbers "2" and "3" with arrows pointing to the Actions List icon and the play button icon respectively.

Homepages & Tiles

Tiles  on Homepages act as a direct link to items such as: pages in SIS, collections of page links, more tiles, external links. The tiles you see are based on your security.

You can do the following with homepages:

- Use the header's center button to switch between homepages. 
- View how many homepages you have based on the number of visible dots at bottom of page. (e.g., 3 )
- Rearrange by clicking-and-dragging tile into desired order.
- Personalize:
 1. From Home , select Actions List (3 vertical dots) 
 2. Select Personalize Homepage.
 3. Change desired settings using browser's Maximized view:
 - **Set Default Homepage:** In left column, click & drag homepage names into desired order; 1st=default
 - **Rearrange Tiles:** Click and drag tiles into desired order.
 - **Add Existing Tile:** Select [Add Tile]; Select existing Tile name from list.
 - **Add Homepage:** Select [Add Homepage]; Type new name; Select [Add].
 - **Rename Homepage you created:**
In left column, select Homepage name; change *Name* in middle section.
 - **Delete Homepage you created:** In left column, select  red circle with X to right of homepage.
 4. Select [Save].

Home

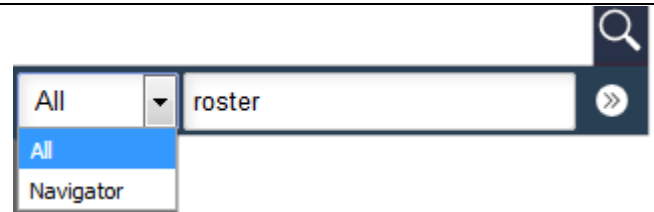


Select the Home button  at any time to return to your default Homepage.

Search




Use Search to find pages that match keywords; therefore, you do not need to know menu paths.



1. Select Search  or Main Menu .
2. Type keyword(s) into Search box.

Tips: If you select “All” the search will include pages whose descriptions match your search criteria.
If you select “Navigator”, the search will be limited to page names within the Navigator.

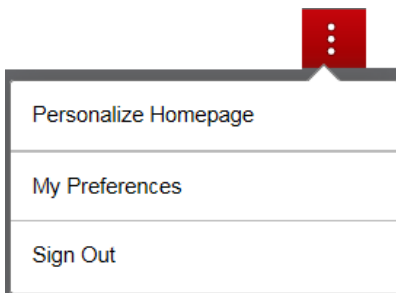
3. Select  >> or press [Enter] key.
Matching search results display with a link to the page and a description of that page.
4. Select desired page.

Actions List

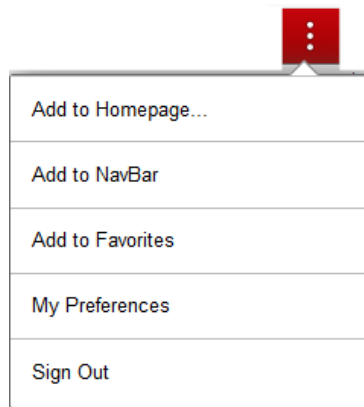


Use this option to **Sign Out** or quickly add a page to your Homepage, NavBar, or Favorites.
The actions list changes based on your location.

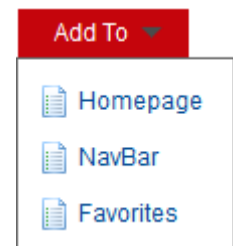
The Homepage displays this Actions List:



Subpages display this Actions List:



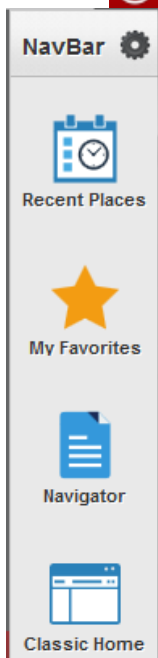
If Main Menu  visible, access the Actions List here:



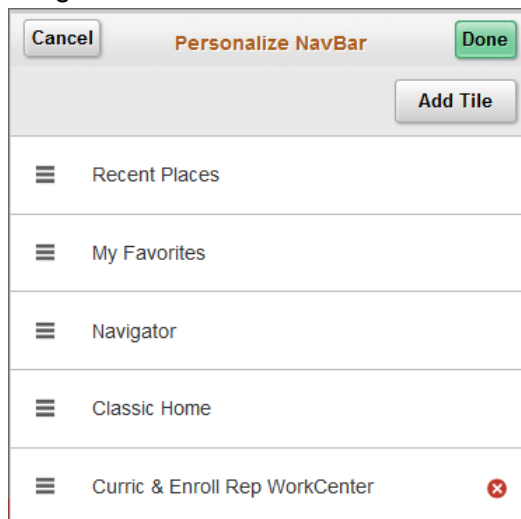
NavBar



Select the NavBar to access menu navigation options.



You can **personalize** the NavBar, using the Gear Icon.



1. Select NavBar .
2. Select NavBar gear icon .
3. Personalize NavBar as desired:


Add Existing Tile:

Select [Add Tile];
Select existing Tile from list.

Rearrange NavBar Items:

Click and drag NavBar items into desired order.

Delete Items you've added:

Select  red circle with X to right of item to delete.


4. Select [Done].


NavBar: Recent Places

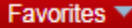
Recent Places shows the last five locations you have visited.

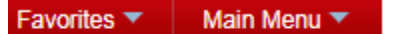
Use this option to quickly jump to one of those pages:



1. Select NavBar .
2. Select Recent Places.
3. Select an option in the list.

If Main Menu  visible:

1. Select Favorites .
2. Select Recently Used



Recently Used

-  Student Records WorkCenter
-  Manage Service Indicators

NavBar: Favorites







You can add quick access points to your favorite SIS pages using My Favorites.




Your favorites are stored within SIS; therefore, accessible wherever you work.

My Favorites



Create SIS Favorite

1. **Navigate** to page you want to set as favorite.
Tips: If you want a generic favorite, be sure to clear out student IDs or course/term information.
-If on a WorkCenter, fav only saves WorkCenter.
2. If Main Menu  visible, select Favorites  or Add To . Otherwise, select Actions List (3 vertical dots) .
3. Select Add To Favorites.
4. Type in new Description if desired.
5. Select [OK].
6. Select [OK].

Edit Favorites

1. Select NavBar  and select My Favorites.
-or- If Main Menu  visible, select Favorites .
2. Select Edit Favorites.
3. Change desired settings:
 - o **Order:** Type new Sequence number; Display order is lowest (0) to highest number.
 - o **Rename:** Type new Favorite name.
 - o **Delete:** Select [-] to right of favorite; Select [OK].
4. Select [Save].

Use Saved Favorites

- Select NavBar  & select My Favorites & item.
- Main Menu: select Favorites  & My Favorites item.


NavBar: Navigator

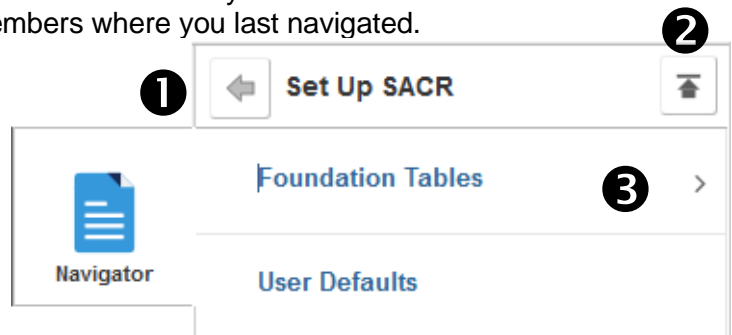


Navigator

The Navigator is your menu navigation to all items to which you have access.

Tip: When you return to Navigator, it remembers where you last navigated.

1. Select NavBar .
2. Select Navigator.
3. Continue selecting menu items until you arrive at desired page.




- Tips:**
- ❶ Use Left Arrow to go back one menu level.
 - ❷ Use up Arrow to go back to Home menu level.
 - ❸ Folders display >; meaning they have sub-folders and/or pages.

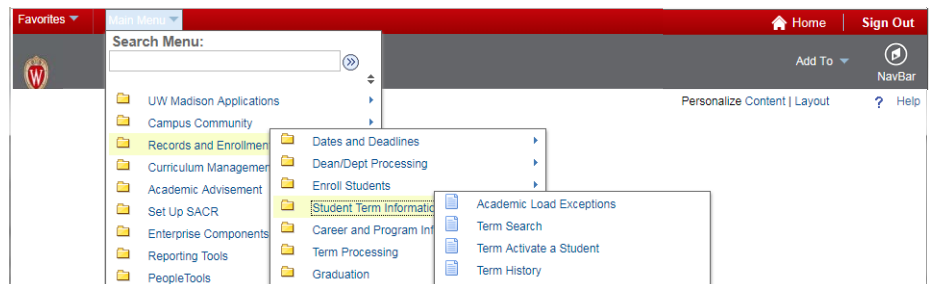
NavBar: Classic Home




Classic Home

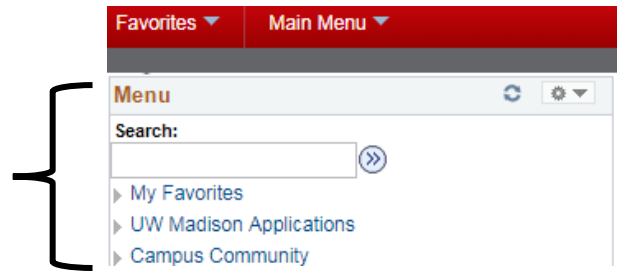
Classic Home opens an upper left Main Menu . Select desired menu item to view cascading menu and select page.

Navigating via Main Menu displays the actual menu path taken; You can navigate from any menu level here.

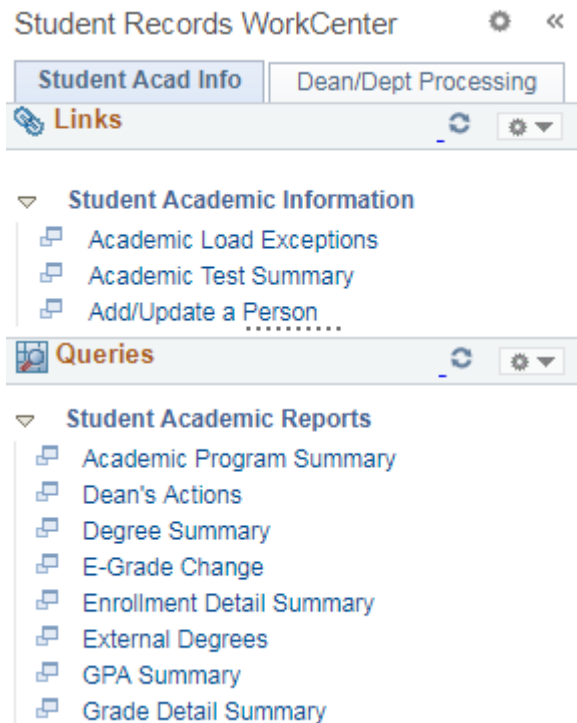


In **Classic** Main Menu view, to turn on a visible left Menu:

1. Select NavBar .
2. Select Classic Menu.
3. In upper right, select Personalize Content.
4. Select Menu (check=on).
5. Select [Save].



Work Center Tips



When using a WorkCenter:

- Notice multiple tabs; select tab to view.
- Hide/collapse sidebar using <<.
- Show/expand sidebar using >>.
- If visible, in that menu area:
 - Scroll using scroll bar or mouse scroll wheel.
 - Resize area: Hover over dots until double-sided vertical arrow, then click and drag up or down to desired size.


Running Student Queries:

1. Select Query/Report name.
2. If student's SIS *Empl ID* is known, enter 000... number.
-or-
If student's SIS *Empl ID* is **unknown**:
 - a) Select *Empl ID* magnifying glass Look up;
 - b) Select Advanced Lookup.
 - c) Search by known value(s), e.g. *Campus ID*.
 - d) Select [Look Up].
 - e) Select *ID* of correct student.
3. If needed, enter other prompts, e.g., *Term*.
4. Select [View Results].

Tip: Student *Empl ID* does not carry between queries; therefore, copy *Empl ID* if running multiple queries for the same student.

SIS Pages: Related Content



If you see a Red  diagonal triangle/upper-half of a square on SIS pages, **right-click** on this icon to view related content to this field/page/student. Select desired Action. This will open an additional window. Close window when done.