

## SIS User Account Setup Instructions

To use SIS (Student Information System), you will need to have two login accounts:

- An account with the computer mainframe (RACF)
- An account with the SIS application

These two accounts use the same username (ID), so you will only need to log in one time when you want to use SIS. However, you do need to complete a separate application form for each account.

### FORMS:

For your convenience, we have assembled both application forms into a single packet of PDF forms. You can complete these forms on the computer and print them, or you can print them blank and fill them out manually. In any case, you should sign and date the printed applications in the box labeled "Applicant Signature."

There is no online submission for RACF/SIS applications. Only printed forms with original signatures (not a photocopy) can be submitted for RACF and SIS accounts. Your signed application should go to your supervisor or department chair for an authorizing signature. Then your application is sent to the RACF/SIS security coordinator(s), who will set up your account. You will be notified directly of your ID and startup password. Because of the multiple steps required, please allow two weeks for the entire process.

### PROCEDURE:

1. On the left side of the screen, you will see icons for **Step1-RACFApp\_Form** (2 pages) and **Step2-SISApp\_Form** (1 page). Click on the **Step1-RACFApp\_Form** icon to open the first form.
2. Note: If you prefer not to complete the forms online, print them now and fill out the fields manually.
3. On the form, you can **click** or **Tab** to move into each field and type the requested information.
4. When the data fields are complete, click the **Print Form** button or the Acrobat **Printer** icon to print the form.
5. Repeat by clicking on the **Step2-SISApp\_Form** icon, and repeat steps 2-5.
6. **Sign** and **date** both forms.
7. Give both forms to your supervisor or department chair for a signature and date.
8. Please make sure both forms are signed by both you (applicant) and your supervisor or chair before they are sent to the SIS security coordinator.
9. Once the form is signed by a supervisor or chair, it should be sent or delivered to the **SIS security coordinator** (send forms to John Bearce at CSN Mail Stop W3E). You and your supervisor/chair should make arrangements for this.

If you have questions about the RACF/SIS application process only, please contact John Bearce at [john.bearce@csn.edu](mailto:john.bearce@csn.edu). If you have questions about logging into SIS or managing your passwords, please contact the OTS Help Desk at 651-4567 (HELP).