SIS FACULTY & ADVISORS SELF-SERVICE
REQUEST FOR PIN and ACCESS

Complete form, sign and fax to IRIM/SIS Production at 405-744-4834.
Retain the remaining pages of this document.
Contact IRIM/SIS Production at 405-744-6698 for assistance.

USER INFORMATION	
NAME	**CWID (CampusWideID)**
DEPARTMENT	**CAMPUS ADDRESS**
TITLE	**E-MAIL ADDRESS**
TELEPHONE NUMBER	Phone number is **required**.

○ **FAC Faculty Access**
Input & view grades, view & download class rolls, view contact information for students in your classes, send e-mail to your class, view your teaching schedule. Access is limited to **YOUR** courses. Search for classes and create GenEd course lists.

○ **ADV Advisor Access**
Place & release advising holds, view schedules, transcripts, enrollment status, holds, & addresses for students assigned to you. Contact advisees via e-mail. Produce GenEd course lists and search for available classes. Limited online degree audit.

SIS Faculty and Advisors Self-Service access is limited to Faculty and Advisors.
New PINs are activated upon receipt of a properly signed request for access. You may not use your O-Key login address to access SIS until you have signed and submitted this form to SIS Production. IRIM/SIS Production will contact you by phone to help you set a personalized PIN. After the PIN is created, you may use either your O-Key Login Address and Password or CWID and SIS PIN to access SIS.

Confidentiality Information

Access to OSU's Student Information System (SIS) gives you access to sensitive personal information. You recognize the responsibility of maintaining the confidentiality of this information and protecting the privacy of OSU students, faculty, and staff. FERPA (the Federal Educational Right to Privacy Act) covers educational information. Without a signed release from the student, educational records including grades, enrollment information, and financial information may not be released. **OSU abides by these mandates and any confidential information should remain confidential and restricted to those who have a legitimate educational interest in such information, as outlined in the requirements of their job.** Exceptions are rare and entail the use of subpoenas in conjunction with legal proceedings. Personal use of SIS is not permitted. Login information and PINs are considered confidential information and are not to be released to anyone, including co-workers. Writing login information and/or PINs in a readily accessible location shall be considered release of this information and is not permitted.
The signature below may be used as the instructor's official signature on file for the Registrar's Office.

Completion of University-sponsored FERPA training is required before access will be granted (OSU Policy 2-0701).

I have read and understand the above information and agree to comply with the policies contained in this agreement. I understand failure to comply can result in loss of access privileges or disciplinary action.

____
User Signature & Date

☐ **Payroll Record OK** Notes: ______________________________

☐ **Screen 1F3 OK** ______________________________

Employee Contacts ______________________________

____

____
(Signature & Date)

IRIM/SIS Production Use Only

SIS FACULTY AND ADVISORS SELF-SERVICE

WHAT IS SIS AND WHY DO I NEED IT?

Use the **S**tudent **I**nformation **S**ystem (SIS) to view information about your advisees and classes. **SIS is used to receive official class lists, submit mid-term and final grades, input concurrent enrollment information for Student Financial Aid, and report academic issues.** An online classroom system (D2L) that complements SIS is monitored by ITLE (the Institute for Teaching and Learning Excellence).

Teaching Faculty

- View a summary of your courses each term:
  - How many students have enrolled?
  - Where and when does the class meet?
- Download your class rolls into Excel to create a personal grade book.
- When are grades due?
- Submit official grades or view previous term grades.
- Merge multiple sections of a course into a single section in the Online Classroom (D2L) environment.
- View your class rolls and analyze composition:
  - Has a student withdrawn from this class?
  - Are any sophomores enrolled?
- Send e-mail to one or all students in your class.
- Report excessive absence or other academic issues for students in your classes.

Advisors

- Release Advising holds.
- View and download lists of your advisees.
- Contact your advisees via e-mail:
  - Send to one student or a group of students.
- View your students' data:
  - Addresses and phone numbers.
  - Registration status and holds.
  - OSU transcripts and transfer work.
  - Advisee grades by semester.
  - Student schedules.
- Perform multiple course search functions.
- Find Registrar class information.
- View lists of GenEd courses.
- Create unofficial degree audits.
- Input concurrent enrollment for your advisees.

SECURITY/CONFIDENTIALITY

The Family Educational Right to Privacy Act (FERPA) covers student records. You may not share this information without prior authorization. Further, you may only view your own advisee records or class information.

HOW DO I GET ACCESS TO SIS?

1) Take the required OSU-approved FERPA training (OSU Policy 2-0701) at http://registrar.okstate.edu/index.php?option=com_content&view=article&id=12&Itemid=8
2) Print a copy of the confirmation obtained in step one.
3) Complete a request for access form (http://sis.okstate.edu/InformationManagement/Forms/FacWebAccess.pdf) and fix it, along with your confirmation, to 405-744-4834.
4) We will contact you to activate your security.

Faculty PINs (**P**ersonal **I**dentification **N**umbers) control access to your SIS Faculty & Advisors Self-Service records. They are **NOT** created until you request one, nor may they be used to create your O-Key master account. You must use an assigned PIN to activate your SIS access.

Your O-Key login address may be used to access SIS **AFTER** you have created a personal SIS (Faculty) PIN.

INITIAL SIGN ON (ACTIVATE SIS)

Access to SIS is **NOT** automatic. You must submit a request for access to IRIM/SIS Production. We will call you to activate your access, and answer your questions about using Faculty/Advisor Self-Service.

Activation takes approximately five minutes. You will need to access the internet while on the phone with our office.

Activate SIS

You may not activate SIS without assistance from the SIS office. Your PIN will be assigned and you will be required to change it during a phone conversation.

- Contact the SIS Office at 405-744-6698.
- Open a Web browser; go to http://sis.okstate.edu/ and select "Web for Faculty".
- Click "Login to Faculty/Advisor Services".
- Select the 2nd login option.
- Key your CWID (**C**ampus **W**ide **ID**) and assigned PIN in the boxes. Click "Login".
- Re-key your initial assigned PIN.
- Key and verify a **new** six-digit PIN.
- Click "Submit", then "Log In".

Sign On (After Activation)

1. Go to http://sis.okstate.edu/; select "Web for Faculty".
2. Click "Login to Faculty/Advisor Services".
3. Click in the box labeled "O-Key Login Address".

4. Key your O-key login address and O-Key password.
5. Click “Login”; then review the confidentiality statement.
6. Click “I acknowledge the above information”.

Note: You may use your CWID and PIN to access SIS.

Exit

Click the “Exit” link in the upper right corner any page.

FACULTY SERVICES

Changing Selected Information

SIS retains the information you chose last—the student name, the class or grade roll, the term, and the page you were viewing—until you change it. That is, each page you view displays the same term, student or class until you select another term, student or class.
Drop down boxes containing class lists or grade rolls do not include the course you are currently viewing.

Select Another Term

Multiple academic terms are available in SIS. Most pages display the term parameter. Some pages permit you to select a term if multiple terms are available for that function.

1. Highlight “Select Term/Change PIN” in the navigation bar.
2. Click “Select Term” from the pull-down menu.
3. Highlight a term from the drop down box.
4. Click “Submit”.

View Faculty Schedule

You may view a one-page summary of your classes each term. This includes class numbers, titles of each section, when and where the classes meet, and how many students are currently enrolled. Session dates for non-standard classes are included.

1. Highlight “Faculty” on the navigation bar; click “Faculty Schedule” from the pull-down menu.

❖ Tip: Click the number in the “enrolled” column to transfer to that class list.

To view information for other available terms, highlight “Select Term/Change PIN”; then click “Select Term”.

View Class Rolls

1. Highlight “Faculty” on the navigation bar; click “Class List” from the pull-down menu.
2. If necessary, highlight a course from the drop down box and click “Submit” or “Select Another Course”.
3. Scroll down to display the list.
4. Click the blue “Records” numbers to view additional pages of the class roll.

Repeat as necessary. Note that the class roll already displayed is not included in the drop down list of classes.

View Grade Rolls

1. Highlight “Faculty” on the navigation bar; click “Final Grades”, from the pull-down menu.
2. If needed, highlight a course in the drop down box. Click “Submit” or “Select Another Course”.

Use “Select Term” to view grade rolls from other terms. Mid-term and 10 week rolls are available at selected times during a term.

Download Class Rolls

1. Highlight “Faculty” on the navigation bar and click “Download Class Lists” on the pull-down menu.
2. Review the informational data; then select the link to “Download Class Lists”.
3. Login to the class roll database with your O-Key login address.
4. Select a term, and click “Submit”.
   Note: your browser may block the pop-up from the Web Focus database. To add that to your accepted sites, see “Pop-up Blockers”.
5. Use your browser’s download functions to access the file, name it, and choose a location to store the records.
   You may be asked to re-verify your O-Key information.
6. Close the download window if necessary.

Combine Multiple Sections in Online Classroom

Note: This option is only available through the first week of class. Courses that may have grades (including automatic “W” grades) may not be combined.

1. Highlight “Faculty” on the navigation bar and click “OCC Mapping” from the pull-down menu.
2. Check the displayed term and change it if necessary.
3. Identify the sections of a course you want to combine into a single OCC section; select “MAP” from the drop down box in the “Action” column for each of these courses.
4. Select “Submit”.
5. Click the radio button next to the course title; click “Continue”.
6. Repeat to merge other sections.

See SIS help screens and links for more detail.

Grade Input and Academic Alerts

Select the “Grading Schedules” link from the Faculty Web home page for grade due dates, valid grade types, grading rules, grade correction info, and how to input Honors, “F” and “I” grades. Follow the links to the Registrar’s page for official grading policies.

Thesis/Research/Dissertation Grades

For Masters (5000) and Doctoral (6000) research/ thesis/dissertation courses, use “SR” for Satisfactory Research or “UR” for Unsatisfactory Research.

Grade Changes

Submitting a Letter Grade to Replace an “I”
Grade change forms are available on line at http://registrar.okstate.edu/. Select the “forms” link.

Changing an Official Grade

Contact your Department Head if you need to change an official grade after on line grading closes for a term.

Academic Alerts

You may report academic issues such as failure to attend class or poor quality work to a student's advisor. An e-mail with details of your concerns will be sent to the student.

1. Highlight "Faculty" on the navigation bar; click "Academic Alert" from the pull-down menu.
2. Select a class if necessary.
3. Locate the student, then use the boxes to report appropriate attendance data, poor quality or missing work.
   - ❖ Choose an attendance status from the drop down box. If the student has "stopped attending, click the calendar icon and select a date.
   - ❖ To report poor quality work or missing work, select "true" from the appropriate drop-down box(es).
   - ❖ If the remaining course work will not suffice to earn the student a passing grade, select "true" from the drop-down box in the column "Cannot Pass with Remaining Course Work".
4. A free-form "Instructor Comments" is available to record additional information.
   - ❖ Click into the "instructor comment" box to open a larger input box.
   - ❖ Record your comment, which will be included in the e-mail sent to the student and stored in SIS for the advisor to view.
5. Select "enter comment for…" to record the information.
6. <Tab> or use the mouse to select another student.
7. Click "Submit" when you have finished input on a page.
8. Review the information and make changes if necessary.

Mid-Term Grades

Mid-term grades are generally not required for upper division classes. SIS creates "N" (not required) grades for students who do not need a mid-term grade.

1. Highlight "Faculty" on the navigation bar and select "Mid-terms (six-week grades)" from the drop down menu.
2. If necessary, highlight a course from the drop down box containing your courses.
3. Click "Submit"; then scroll down to display the roll.
4. Enter the grades in the column labeled "Midterm Grade".
5. <Tab> or use the mouse to move to the next field.
6. Click "Submit" to record the grades.
7. Click the blue "Records" numbers at the top of each grade roll to display additional pages.
   If you did not click "Submit" to record the grades before you select the next page of the grade roll, SIS will display a reminder. Click "OK" to record the grades and verify them.

Ten-Week Grades

SIS is used to collect additional grading data for certain student populations. Consequently, not all students will be displayed on these grade rolls.

1. Select "10 Week Grades" from the "Faculty" drop down menu.
2. Input grades. No special processing is necessary.

If you have no students in the selected population group, no grade roll is displayed. When this special process is not available, a "Function Not Available" message is displayed.

Final Grades

The drop down boxes used to select classes assigned to you includes the number of grades submitted for each class. Check to ensure that all your grades have been submitted before the deadline.

1. Highlight "Faculty" on the navigation bar and select "Final Grades" from the drop down menu.
2. If required, highlight a course from the drop down box.
3. Click "Submit" and scroll down to display the roll.
4. Key the grades in the Column labeled "Final Grade".
5. <Tab> or use the mouse to move to the next field.
6. Click "Submit" at the end of each page.
7. Verify the grades and make needed corrections.
8. Click on the blue "Records" numbers at the top of each page to display additional pages.
   If you have not submitted your grades, SIS will remind you to do so when you request the next page of grades. Click "OK" to submit the grades. SIS will display the submitted grades for you to check.

"F", "I" and Honors Grades

These grades require additional information. Refer to the SIS Help Screens for full details. Collect the information **before** you begin grade input.

Grades of "F" require you to report whether the student attended, did not attend, or stopped attending the class.

If you choose "stopped attending", a date is required before the grade will be accepted. The date may be based on assignments not submitted, quizzes not taken, or missed exams. You may review and change submitted comments until the grade system closes for the term.

"I" grades require an explanation of what must be done to complete the course and the due date for the work to be submitted to the instructor.

Further, "I" grades require a default grade. This is the grade the student would earn if no further work to complete the course is done. If no grade change is submitted at the end of the extended class period, the default grade will replace the "I" grade on the student's permanent record.

If a student has submitted an honors contract for this course, you are required to report whether or not the student completed the requirements for the contract.

Regardless of the grade, a "Y" or "N" value must be entered for every student with a pending contract.

Entering “F” Grades

1. Key “F” in the “Grade Entry” field.
2. <Tab> to the “F Grade Attendance Status” column.
3. Select “Attended”, “No Evidence of Attendance” or “Stopped Attending” from the drop down box.
4. For students who stopped attending, select a Month, Day, and Year from the drop down boxes in the next column.
5. <Tab> to the next record, or select “Submit” to record the grade.

Entering “I” Grades

1. Key “I” in the “Grade Entry” field. <Tab>.
2. Select a default grade from the drop down field. <Tab>.
3. Explain the requirements to complete the course in the “I Grade Comment” box. <Tab> to the next field when the comment is complete.
   Comments are limited to 250 characters.
   Do not use special characters such as the ampersand (&). They are reserved for system use and may cause the system to malfunction.
4. Select a Month, Day, and Year that the work is due from the drop down boxes. Tab to enter another grade, or select “Submit” to record the grade.

Entering Honors Grades

1. Enter a letter grade in the “Grade Entry” field. <Tab>.
2. Select “Yes” or “No” from the drop down box in the “Honors Complete” column.
3. <Tab> to enter another grade, or select “Submit” to record the grade.
4. If you enter an “I” or “F” grade for a student who has elected honors credit for your class, you must also enter the appropriate information for an “I” or “F” grade.

ADVISOR SERVICES

View Advisee Lists

1. Highlight “Advisor” on the navigation bar; click “My Advisees” from the pull-down menu.
2. Scroll down to view the lists.

Use the blue “Records” numbers to display additional pages.

If your advisees do not appear, try selecting another term. If the problem persists, contact your Dean’s Office or Department Head to verify that students are assigned to you.

Download Advisee Lists

Check the “My Advisees” list. Contact your Dean’s Office if no students are assigned to you.

1. Highlight “Advisor” on the navigation bar; click “Download Advisee List” from the pull-down menu.
2. Review the information on the page; then select “Download Advisee List”.
3. Enter your O-key login address and password in the boxes.
4. Select a calendar year and term from the drop down box.
5. Click “Submit”.
6. Use your browser’s download functions to access the file, name it, and choose a location to store it.
7. Close the dialog box and download window if necessary.

Release Advising Holds

Advising holds are automatically placed as students are entered into the SIS database. Spring undergraduate advising holds are placed each September. Summer/ Fall advising holds are re-created in February. Graduate student holds are **not** reset for succeeding terms.

1. Select a student from the “My Advisees” display (click the radio button by a student’s name).
2. Highlight “Advisor” on the navigation bar; click “Release Advising Hold” from the pull-down menu.
3. Release (or place) the hold for the correct term(s).
4. Click “Submit”.

Repeat steps 1 through 4 as necessary.

View Student Addresses

1. Highlight “Advisor” on the navigation bar; click “Contact a Student” from the pull-down menu.
2. If necessary, select a student from the “My Advisees” display.

SIS displays active OSU e-mail addresses on this page. No other e-mail is shown.

View Transcripts

1. Highlight “Advisor” on the navigation bar; click “Unofficial Academic Transcript” from the pull-down menu.
2. If necessary, select a student from the “My Advisees” list.
3. If required, select a level (doctoral, masters or undergraduate) from the drop down list.
4. Click “Submit”.

“Institutional Coursework” and “Unofficial Academic Transcripts” contain the same information in different formats. “Transfer Credit” limits the display to coursework that has been accepted for credit at OSU.

View Term Grades

1. If necessary, select a student from the “My Advisees” list.
2. Highlight “Advisor” on the navigation bar; click “Grades” from the pull-down menu.

You may view additional terms by selecting any available term.

View Student Holds, Registration Status or Student Schedule

1. If necessary, select a student from the “My Advisees” list.

2. Highlight “Advisor” on the navigation bar; click an option from the pull-down menu.

Advising holds indicate the student should “see your advisor”. Registration holds display the office that placed the hold. A hold placed by “Academic Colleges” may be a hold placed by an advisor, but is NOT an “advisor clearance hold”. It may be necessary to contact your Dean’s Office for assistance.

View Records for a Student Who Is Not Listed

1. Highlight “Advisor” on the navigation bar; click “My Advisees” from the pull-down menu.
2. Scroll to the end of the page.
3. Click the link to “Advise by Student ID”.
4. Enter a student ID in the “Student ID” box; click “Search”.
5. Scroll down to the student display and click the radio button to select the student.
6. Select the page you want to view.

If you access a student and the “Which Advisor?” column says “not assigned”—the student has not been assigned *to you*. An advisor may have been assigned for the student, but you are neither the primary nor secondary advisor for that student.

Degree Audit

Limited online degree audit is available. Contact your Dean’s Office if the program you want is not available. Advisors may view an unofficial degree audit for students. There are two versions of the report. A summary report lists the requirements that remain for the student to complete the selected degree. The full report consists of four sections. It includes a summary of the student’s program, the remaining requirements for that degree, requirements completed or in progress, and completed courses that do not meet the requirements for the specified degree.

1. Select a student from the “My Advisees” page.
2. Highlight “Advisor” on the navigation bar; click “Degree Audit”.
3. Verify the student’s name; click “Submit”.
4. Select “View Unofficial Full Report” if you want all available information.

To print a copy for your records select either the “Print normal sized” or “Print condensed sized” link.

Record Dual/Consortium Enrollment

Advisors may input concurrent enrollment (at another institution) for courses that apply to OSU degrees. The student must be enrolled in the course for the appropriate term. Input is term specific.

1. Obtain the other institution’s course ID from the student who is enrolled at the other institution.
2. Check the displayed term and change it if necessary.
3. Highlight “Advisor” on the navigation bar; click “Dual/Consortium Enrollment” from the pull-down menu.
4. If necessary, select a student from the “My Advisees” display (click the radio button by a student’s name).
5. Choose an institution from the pull down menu.
6. Enter the other institution’s Course ID (not OSU course prefix and number) that will be accepted for OSU degree work.
7. Enter the title of the other institution’s course.
8. Select “submit” to record the entry.

Course titles may be changed, but incorrect Institution names or Course IDs may not. If necessary, you may delete an entry.

SHARED SERVICES

E-MAIL

Send E-Mail to an Individual Student

Faculty

1. Display the class list; locate the student on the roll.
2. Click the student’s e-mail address.
3. Your e-mail package should open a new message.
4. Add appropriate subject to the message.
5. Type your message.
6. Send the message.

Advisor

1. Select “My Advisees” list and locate the student.
2. Click on the student’s e-mail address.
3. Your e-mail package should open a new message.
4. Type an appropriate subject on the subject line.
5. Type the message.
6. Send the message.

Send E-Mail to Multiple Students

Faculty

1. Display the class list.
2. Click “Send E-Mail to Class”. You may include students who have withdrawn by selecting that link.
3. Click the link for “E-mail Group”. If there are multiple links available, send the message to each group. This keeps your e-mail under prescribed limits and prevents it from being classified as spam.
4. Your e-mail package should open a new message with all students listed in the BCC address slot.
5. Add appropriate subject to the message.
6. Type your message (or copy it from a previously prepared text) and send.

Advisor

1. Highlight “Advisor” on the navigation bar; click “My Advisees” from the pull-down menu.
2. Click “Send E-Mail to My Advisees”.
3. Click the first link for “E-mail group”.
4. Your e-mail package should open a new message with all students listed in the BCC address slot.
5. Add an appropriate subject to the message.
6. Type and send your message.

If necessary, select the second e-mail group and repeat the process.
Students with no valid OSU e-mail address are listed as “Unavailable by E-Mail“.

Search for Courses

You may search for all classes, including closed classes by using the “Available Courses” link from the Web for Faculty Home Page. If you have logged in, follow these steps.

1. Highlight “Courses” on the navigation bar; click “Course Search” from the pull-down menu.
2. Verify that the correct term is displayed. Use “Select Term” to choose another term.
3. Highlight a “Subject” from the drop down box.
4. Select the day(s) to search.
5. Choose start times, sessions, Section Status, Levels, Colleges and other options as desired.
6. Click “Submit”.

To search for additional classes, click “Select Another Search” at the top of the list.

View GenEd Courses

1. Highlight “Courses” on the navigation bar; click “General Education Course Index” from the pull-down menu.
2. Select a term and GenED code from the drop down boxes.
3. Click “Submit”.
4. You may use the “back” button to return to the form and display another list.

Close the browser window when you have finished searching.

Summer Short Session Search

During summer terms, you may limit searches to the three-week pre-session or the four-week sessions offered in June and July.

1. Highlight “Courses” on the navigation bar; click “Summer Course Sessions for 3 and 4-Week Sessions”.
2. Complete the form. Select a calendar year, term and session from the drop down boxes.
3. Click “Submit”.
4. Close the window to return to SIS.

Browser Set-Up Tips

Pop-Up Blockers

SIS uses multiple windows and JavaScript™ pop-ups to provide instruction and information to you. Options on the browser you are using, options controlled by your ISP (Internet Service Provider) and software installed on your machine individually and collectively affect what you may view. These tips may help you access the information you need.

- Many ISPs automatically provide pop-up blocking services. Most browsers have a link for pop-up settings and additional information.
- Try holding down the Control key or Control+Alt when clicking a link. That may override your pop-up blocker.
- If you’ve turned off the message that indicates a site has been blocked, you may miss information telling you how to access information you want to download.

“White List” OSU Sites

When you receive a “pop-up blocked” message, click on the pop-up message bar to receive options and instructions specific to your browser. You can choose to temporarily permit the pop-up or set your browser to always permit a pop-up from the SIS Web page.

Internet Explorer

1. From the browser menu, select “Tools”, then “Pop-up Blocker”, then “Pop-up Blocker Settings”.
2. Type the URL of the site you want to trust, e.g. http://prodfosu.okstate.edu in the box. Click “Add”.
3. Check the boxes to “Play a sound when a pop-up is blocked”, and “Show Information Bar”.
4. Select “Close” to record your changes.

Mozilla

1. From the browser menu, select “Tools”, then “Options”, then “Content”.
2. Click the “Exceptions” button adjacent to “block pop-up windows”.
3. Type the URL of the site you want to trust. Click “Allow”.
4. Close all dialog boxes.

E-Mail Set-Up

E-mail programs do not reside in a browser or on a server. They reside on your computer. Therefore, Web for Faculty uses whatever e-mail package is installed *and* set up on the computer you are using. If an e-mail package has not been set up and you attempt to send e-mails from Web for Faculty, the computer may invoke a mail set-up wizard that asks you to provide server names and other information relevant to the e-mail package on that machine. Contact your ISP (Internet Service Provider) for help. The following are links to some local ISP configuration pages.

http://support.provalue.net/projects/knowledgebase/ (select E-mail, then e-mail setup).

http://www.suddenlink.com.

http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.mspx

Select Your Default E-Mail Program

Some browsers allow you to set a preferred e-mail application such as Lotus Notes, Microsoft Outlook or Outlook Express.

Internet Explorer

1. Click "Tools" from the Internet Explorer menu.
2. Click "Internet Options" from the drop down menu.
3. Click the "Programs" tab.
4. Select an e-mail program from the drop down "E-mail" list.
5. Click "OK".

Use Commas to Separate E-Mail Addresses

Outlook uses a semicolon to separate multiple addresses. To accept both semicolons and commas from Microsoft Office:

1. Open Outlook.
2. Select "Tools" from the menu.
3. Click "Options", then "Preferences", then "E-mail Options".
4. Click "Advanced E-mail Options".
5. Click "Allow comma as address separator".

Click "OK"; continue to click "OK" until all option windows are closed.

SIS E-mailing Tips

- Many servers and e-mail software packages limit the number of addresses you may use for one e-mail message. SIS automatically creates multiple e-mail groups that remain below OSU's established limits. For large classes or advisee groups, it may be necessary to send the message to multiple groups to ensure everyone is included.
- Always use descriptive subjects when creating e-mail messages. The recipient's spam blockers may automatically move 'no subject' messages to junk mail or students may not recognize the address and delete your message without reading it.
- SIS places student e-mail addresses in the blind copy address area as required by FERPA. Address a copy of the message to yourself. This ensures that you have a copy of what you sent. Further, some ISPs and e-mail packages won't send messages unless one address is not in the "blind" option.
- Your e-mail package may not immediately send messages, even though you click the "send" button. It may just place the message in an outgoing mail box. Click the "Send/Receive" button to move mail from your outbox into the delivery system. Check your e-mail "Tools" menu. You may be able to adjust your settings.

Need More Information?

- Select the links for Academic Calendar, Grading Schedules and Final Schedules on the Faculty/Advisor SIS home page.
- Choose the "Registrar" link for grading policies, the FERPA fact sheet and on-line training, degree sheets, lists of short courses, Internet and CD classes, and much more.
- Click the "Grading Tips" link for grade input information.
- Contact SIS Production at 405-744-6864. Send an e-mail to SIS-DM@okstate.edu.
- For On Line Classroom/Desire 2 Learn (D2L) assistance, contact the ITLE office at 744-2161, or see the help screens at https://oc.okstate.edu/.