

## Procedures for Entering an Instructor or TA in SIS for Purposes of Accessing Rosters in CUConnect

**Instructors and TA's should be entered into SIS as soon as they're known because it takes approximately 48 hours after they're added to SIS to get access to rosters in CUConnect.**

**Whoever updates the class schedule data in SIS has access to do the following:**

A) On screen 1C1 enter employee ID\* (preceded by three zeros) in SID field on action line (CRS field doesn't need to be filled in).

B) Enter last name, comma, first name, department rostered, and teaching faculty stat = 1

**NOTE: You only need to do steps A and B if the individual is NOT already set-up as an instructor on SIS.**

C) Go to screen 130 for the course and section and setup as a 100% instructor (and leave SCH PRT field blank if you don't want the name to appear in the course listings; otherwise enter Y).

NOTE:

- An instructor's or TA's employee ID must be active in PeopleSoft (check with the payroll liaison in your department).

- If you want to add someone as an instructor for purposes of getting access to the class roster but they're not teaching the course/recitation/lab in question, then set them up as a zero% instructor. *This would be true for an instructor of a lecture who wants to be able to view the associated recitation or lab sections but he/she is not teaching these sections.*

- Only the first 3 instructors listed for each section of a course on SIS will have access to view rosters in CUConnect.

D) Approximately 48 hrs. later, the individual should have access to view their rosters in CUConnect. (NOTE: They need to subscribe to the Faculty Course Toolkit in CUConnect if it isn't found in the Courses tab: Log into CUConnect, click on Make Changes in the upper right hand corner, click on Add Channel, then Faculty and Staff Tools, then Faculty Course Toolkit – subscribe to this channel, then “Add Channel Here” wherever you want to add it.) If the individual can't see their course rosters 48 hrs. later or can't subscribe to the Faculty Course Toolkit, he/she should contact the ITS help desk (x5-4357).

\*NOTE: For those instructors/TAs who do NOT have an employee ID (or who have an employee ID but are NOT active in PeopleSoft), but need to be added to SIS as an instructor, their “uuid” (university unique identifier) number should be used. To obtain a “uuid” number:

A) Access CU Home Page <http://www.colorado.edu/>. In the “Search CU Boulder” box, type the individual's full name, and bullet in the “people” circle, hit the “go” button.

B) Click on the name for more information.

C) In the address box, at the top of the page, is the uuid number:

(e.g. <http://dirwww.colorado.edu/whitepages/ldapdrill.xml?cnfull=100060292> .....**100060292** is the uuid number). If the instructor is not found in the People search, contact the IT Service Center (x5-4357) to determine the UUID or request a sponsored entry.

D) Once the instructor/TA gets an employee ID and is active in PeopleSoft, contact Academic Scheduling (x2-6619) so that the UUID can be replaced with the employee ID on all courses the individual teaches.

How to get help:

- If you've set-up an instructor on SIS and they don't have access to see their class rosters 48 hours later (but they can see the course tool kit), who do you call?
  - o If you entered the individual's employee ID, check with your payroll liaison to make sure the individual is active in PeopleSoft and that you entered the correct employee ID number.
  - o Call academic scheduling to make sure the instructor is set-up correctly in SIS.
  - o If they're set-up correctly in SIS, then call the ITS help desk (x5-HELP).