

Student Information System – Scheduling Training

Effective Summer 2009 and forward, the Scheduling Office will be utilizing the new Student Information System (SIS) to maintain the schedule of classes, arrange events, and to manage university space. To sign up for a training session, please follow the directions below. Attending a training session is the only way to receive access to the scheduling related features of the Student Information System.

You must attend one of the Managing the Schedule of Classes training sessions to have access to the new SIS to enter your classes.

Please go to <https://registrar.oit.ohio-state.edu/lms/StudentCtr/sis/psciis.dll?mainmenu=sis> to sign up. Directions for enrolling are below.

1. Navigate to: <https://registrar.oit.ohio-state.edu/lms/StudentCtr/sis/psciis.dll?mainmenu=sis>.
2. Click "Class Catalog – Get Information, Enroll or Cancel a Registration".
3. Click to highlight "SR: Managing the Schedule of Classes Training" and then click "Go!".
4. Click "Select" for the desired session and then click "For registration information, click here".
5. Enter your OSU Internet Name (Lastname.#) and then click "OK".
6. Click "Enroll in this class" and then click "Yes".

You must also complete the Student Records Introduction on-line Carmen course prior to enrolling for Managing the Schedule of Classes training.

The Student Records Introduction is a Carmen course and takes about an hour to complete. You **MUST** complete the mandatory survey at the end in order to receive credit. Directions for enrolling are below.

1. Log into Carmen at <https://carmen.osu.edu>.
2. Click "Join" in the menu bar, review the JOIN instructions, and then click "Join...".
3. Click "Student Records Introduction" and then click "Register".
4. Complete the requested Registration Information, click "Submit", and then click "Finish".
5. Click "Go to Student Records Introduction" to begin reviewing the course.

Once you are registered, you can complete the course at your own pace. When you log back into Carmen, the link to the Student Records Introduction will be available from your home page under Special, Offices of the CIO. You can print the course content and review it offline if you prefer. Regardless of whether you review the course online or not, you will need to complete the mandatory survey to satisfy the prerequisite for future Student Records training. More information about Carmen is available online at <http://telr.osu.edu/carmen/>.