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○ July

○ 2007

SHARING PROJECT UPDATES AND TIPS
FOR GETTING THE MOST OUT OF THE
SYSTEM AND ADDRESSING THE NEEDS
OF DIVERSE CONSTITUENTS.

ISIS

focus

ISIS focus is a monthly newsletter to share project progress, useful advice, and more.

SSS Go Live: July 16th

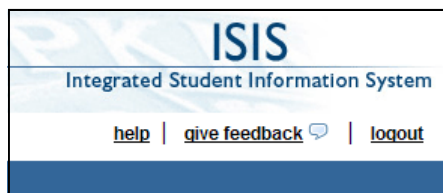
Anticipation is building for the July 16th SSS go-live. Testing and re-testing continues on a daily basis to further refine the system and shake out any last minute problems while training progresses rapidly to reach a substantial user population.

As the go-live approaches, some important dates to keep in mind:

- July 2nd through July 27th @ 10AM-- daily conference calls among SSS implementation team (division and project staff)
- July 11th @ 9 PM -- USIS becomes read-only; no further updates including through web registration
- July 13, 14, 15 -- System Downtime during Migration & Go-Live activities
- July 16th @ 7AM-- SSS Go-Live! (8AM for Self-Service)
- July 16th through July 20th -- on-site support for SSS users in DC, East Baltimore & Homewood; other locations and dates will be added as needed
- July 16th through July 27th -- support hotline available for quick response to staff in Registrar offices; students, faculty and other users will contact their Registrar's Offices directly with questions and concerns

Self-Service Updates

The Self-Service team is working hard on new features and enhancements to be ready for the July 16th SSS go-live. The team continues to work on new functionality such as a



grade roster for faculty and new adviser features. The team is also promoting enhancements to the existing Self-Service site to production, as they are ready. One new feature that was just made available is a "Give Feedback" link at the top of every Self-Service page. This provides all users with a quick and easy way to let us know what they think of ISIS Self-Service. This feedback will be vital in our continual efforts to improve the site and make it as user-friendly as possible.

Open Lab Sessions to Support SSS Go Live

As part of the ISIS training effort, we have scheduled Open Training Lab sessions at each of the campuses immediately following the Records and Registration (SSS) go-live.

These sessions will generally be held from 9 a.m. - 4 p.m. each day. These sessions provide an opportunity for any users that need additional training or support on the Records and Registration application to come to a lab for individual attention from the ISIS training team. Users can drop by with any questions or bring work to walk through it in the training environment before performing the work in Production. p



- Friday, July 20 - Washington DC - Bernstein Office Bldg - 1717 Massachusetts Ave, NW; Room 418
- Monday, July 23 from 12 p.m. - 5 p.m. - Homewood Campus - Maryland Hall 226
- Tuesday, July 24 - Columbia Center - 6740 Alexander Bell Drive; Computer Lab 328
- Wednesday, July 25 - Downtown Center - 10 North Charles Street; Lab L06
- Thursday, July 26 - Public Health - Location TBA
- Friday, July 27 - Montgomery County Center - 9601 Medical Center Drive; Building 3 - Lab 127
- Tuesday, July 31 - Dorsey Center - 6810 Deerpath Road - Lab TBA

If you would like to add a session at any other locations, please contact Nicole Westrick at nmwestrick@jhu.edu as soon as possible.



Policy Guidance on the Hopkins Unique Identifier (Hopkins ID)



The following is a statement from Steven Knapp, Provost and Senior Vice President for Academic Affairs, on June 21, 2007 regarding the JHU Unique Student Identifier ("Hopkins ID") that is to serve as guidance pertaining to its use:

The Hopkins ID is a six character alphanumeric identifier which uniquely identifies a member of the Johns Hopkins community. The purpose of the Hopkins ID is for identification of individuals at Johns Hopkins in connection with routine institutional business. It is intended to replace social security numbers for this purpose, thus reducing the risk of identity theft. The Hopkins ID is not used for authentication or access to any systems or services, and, like names, it is neither private nor confidential. It will be used solely by institutional officials in carrying out official business activities.

I hope you find this statement helpful. Please incorporate it where relevant for use on your websites and in your publications. If you have any questions concerning the statement or its use, please feel free to contact Darren Lacey, Chief Information Security Officer, at (410) 735-4477.

*Steven Knapp
Provost and Senior Vice President for Academic Affairs*

The Hopkins ID is stored in ISIS as "Identifier 1" once it has been received from JHED. Please visit the *Identifiers in ISIS* page (<https://know.isis.jhu.edu/x/BSI>) in Confluence for more information about the Hopkins ID and other identifiers. Please refrain from including SSNs in emails, letters, and JIRA issues. When a student needs to be uniquely identified, please use the ISISID or HopkinsID as an alternative identifier and not the SSN.

Billing Updates [SBS]

ONLY 2 WEEKS TO GO! The SBS Team is continuing to test our rules and rates for Tuition and Fee Calculations, based on SSS data in the development environments. We are fine-tuning our tuition rates and schedules, especially for our part-time interdivisional registrants who are visiting other JHU divisions. We're also running various "event cases" by posting new transactions, then advancing the system calendar to simulate time passages for changes to refund rates.

We're also preparing for our Fall 2007 Pre-Billing in early July, with several divisions acquiring charges from USIS, while others are awaiting an ISIS driven tuition assessment after July 16th. For those billing from USIS, we'll be "tricking" ISIS into thinking it charged the fees, and then ISIS will con-

Financial Aid Updates [SAS]

In January of this year, JHU and SunGard Higher Education (SGHE) began a series of weekly meetings to design, prototype and test improvements to the aid and disbursement functionality (and screens) in ISIS. I am happy to report that SGHE will issue a beta release with this functionality later this month. Once the release has been processed and applied to a test environment, the JHU SAS user community will be invited to test. Some of the changes (Aid Details Screen) are dramatic, and will require retraining for users who routinely package and revise awards.

In August, several members of the JHU SAS user community will attend a 2 hour SAS transaction code training session. Once trained, every division will have a new point of contact for transaction code configuration requests. The distribution of this work will improve turn around time on new code requests.

Later this month, a new SAS Student Aid miscellaneous field called "Lender Name" will be available in production, enabling users to record the name of the bank or lending institution associated with student records at the award level. This field will also be used to generate lender volume reports from within ISIS.

Next SAS Users Group Meeting ...

The SAS user group meetings for July and August have been canceled. The next scheduled meeting is September 11, 2007. There will be an in person meeting in July (date TBD) to discuss the PINE survey results with David Paolino.


SAS Tip for the Month

In preparation for year end reporting, be sure to review the SAS Fund configuration settings for Source, Title IV Type and IPEDS Aid Type for all of your 2006-2007 and 2007-2008 funds.

tinue creating new charges and credits after the Go-Live cut-over.

At this time of year, we're also trying to complete our reconciliation of the 2006-07 SBS Accounts Receivable budget for the entire JHU system. Plus we've been handed the challenge of separating the SPSBE division into their two new components: Carey Business School and the School of Education, so they can begin their 2007-08 fiscal year with new codes and accounts.

We wish Linh Ung at SAIS a happy retirement, and hope that everyone involved with the SSS Go-Live stays healthy, focused, and above all... sane!

 **Next SBS Users Group Meeting: July 17th at 1pm in Davis Bldg, Room B-133.**

ISIS Tips and Tricks

ISIS Homepage Configuration

ISIS allows you to customize the appearance of your home page using the Home Page Maintenance function. The Home Page is the first window that appears after you log in and select a role. Based on your security and permissions, your home page can display a variety of information, including:

- Pending contacts,
- User actions,
- Letters,
- E-mails, and
- a record of your stored queries.

Note: The more items you select to be shown and expanded on your home page, the longer it will take your home page to load. It is recommended that you expand only one or two items as the default.

To Configure Your Home Page Settings

1. Sign on to ISIS and select your role.

The Home Page window appears. (Fig. 1)

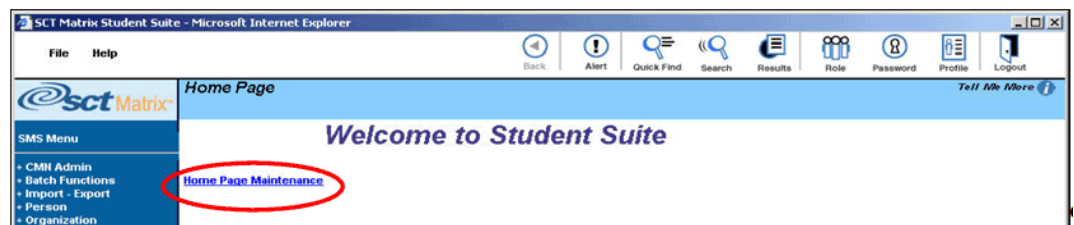


Fig. 1

2. Click the **Home Page Maintenance** link.

The Home Page Maintenance window appears. (Fig. 2)

3. Select the checkboxes for the regions that you want to display.

4. Select **Expanded** for those regions that you want to be automatically expanded on your home page.

5. **Save** your work.

You can quickly view the changes to your home page by clicking the Menu Name below the Hopkins logo. .

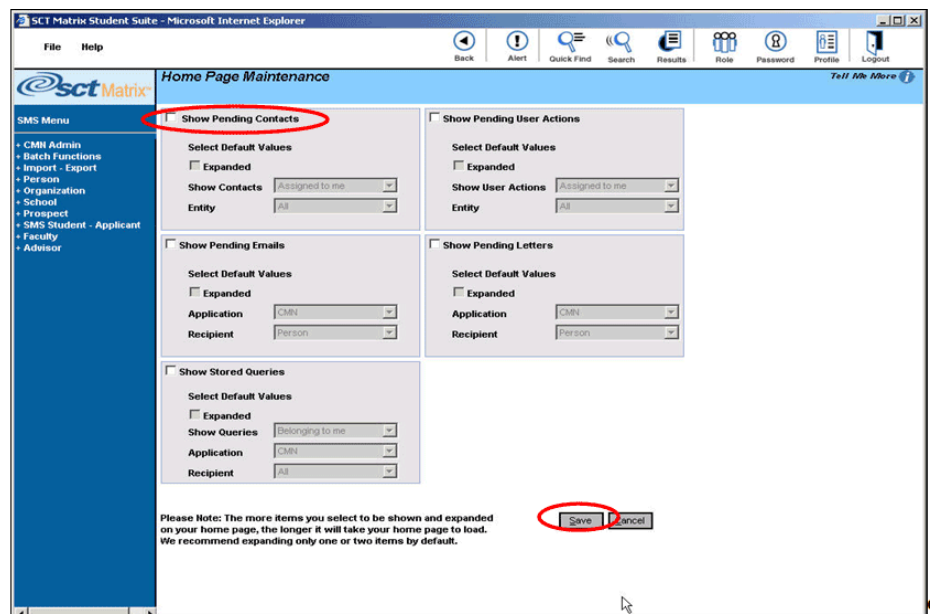


Fig. 2

Upcoming ISIS Training

* Dates offered with seats available as of this publication date.

Course Title	Time	Location	Date(s) Offered *
Creating and Maintaining Student Records IS01.403.07	1-4pm	Eastern B104	7/9/2007
Enrollments IS01.404.07	9am-12pm	Eastern B104	7/10/2007
Grading and Grade Point Average (GPA) IS01.407.07	9am-12pm	Eastern B104	7/11/2007
Graduation IS01.411.07	11am-12pm 3-4pm	Homewood, Maryland Hall 226 Eastern B104	7/2/2007 7/12/2007
Interdivisional Registration IS01.405.07	1-3pm	Eastern B104	7/10/2007
ISIS for ASEN Directors of Undergraduate Studies IS01.940.07	9am-12pm 9am-12pm	Homewood, Maryland Hall 226 TBA	7/23/2007 8/30/2007
ISIS Records and Registration Training for AS/EN Administrators IS01.920.007	9am-12pm	Homewood, Shaffer Hall 1	8/1/2007
Reporting IS01.410.07	1-4pm 9am-12pm 9am-12pm	Homewood, Maryland Hall 226 Homewood, Maryland Hall 226 Eastern B104	7/2/2007 7/3/2007 7/12/2007
Self-Service IS01.409.07	9am-11am 1-3pm	Homewood, Maryland Hall 226 Eastern B104	7/2/2007 7/12/2007
SSS Registration and Records Overview IS01.402.07	1-3pm 10am-12pm 1-3pm	Downtown Baltimore Center - L06 Eastern B104 Downtown Baltimore Center - L06	7/3/2007 7/9/2007 7/17/2007
Transcripts IS01.408.07	1-4pm	Eastern B104	7/11/2007
Transfer Articulation and Transfer Credits IS01.406.07	3-4pm	Eastern B104	7/10/2007
Using Communications in ISIS IS01.400.07	9am-12pm	Eastern B104	7/13/2007

To Register... for any of these courses or for more information, call the Office of Training and Education at 443-997-6453 or visit them on the web @ <http://training.jhu.edu>.

Web-Based Training

There are also several E-Learning courses available for anyone to take at any time. Each of these courses take about an hour to complete.

ISIS: 100 - Navigating in ISIS
 ISIS: 110 - Departmental Graduate Aid
 ISIS: 120 - Financial Aid Inquiry
 ISIS: 130 - Student Billing Inquiry

UPDATE! The *Protecting Sensitive Information* online training program is in its final stages of production. It has gone through several rounds of testing, and is currently awaiting final approval. It should be available in the very near future. This online training will be mandatory for all ISIS users. More details to follow!

Departmental Training Available

The ISIS Training team is happy to provide training for your department. For more information, please contact Nicole Westrick at nmwestrick@jhu.edu.

Security Tip of the Month

Avoid Phishing Attacks

What is a phishing attack?

Phishing attacks use email or malicious web sites to collect personal, often financial, information. Attackers may send email seemingly from a reputable credit card company or bank that you would normally do business with. The email usually suggests that there is a problem and requests your account information to resolve it. When users respond with the requested information, attackers can use it to gain access to the accounts.

How can I avoid becoming a victim?

- Be suspicious of unsolicited phone calls, visits, or email messages. If an unknown individual claims to be from a legitimate organization, try to verify his or her identity directly with the company.

- Do not provide personal information or information about your organization, including its structure or networks, unless you are certain of a person's authority to have the information.
- Do not reveal personal or financial information in email, and do not respond to email solicitations for this information.
- Pay attention to the URL of a web site. Malicious web sites may look identical to a legitimate site, but the URL may use a variation in spelling or a different domain (e.g., .com vs. .net).

Information about known phishing attacks is also available online from groups such as the Anti-Phishing Working Group (http://www.antiphishing.org/phishing_archive.html).



Meet the ISIS Staff...Natalya Bankova

I was born in Minsk, Belorussia. From my father I inherited the love of nature. Belorussia is very beautiful green country which has lots of lakes, rivers and forests. My favorite hobbies are fishing, camping and hiking.



After school I went to the Minsk Radio Technical Institute, which had been known as one of the most difficult colleges in Belorussia.

My first job was with Belorussian National Radio and Tele Communications Data Processing Center as a Systems Analyst/Programmer. For the first couple of years I was writing programs and implementing mainframe applications. Sometime around 1988 new trend of personal computers emerged in IT. The most adventurous programmers hopped on it. It was a real challenge. Hard drives were a "luxury". Try developing a decent usable application for a stand alone personal computer which had two 720k floppy drives as the only available storage media.

In 1992 our family immigrated to Baltimore. It was an extremely difficult decision. The two countries are complete opposites. I wasn't sure if I would be able to successfully settle down and find a job in Information Technology — which had been my passion "from my first line of code".

In the US, my first job was a night tape room operator – contractor for USF&G located in the very same building we are now. This was not a job that I had dreamed about, but it paid the bills.

A few weeks later I started my next job as a Programmer/Systems Analyst at Sutton Place Gourmet Corporate office in Rockville. It was a nice and friendly small IT shop which served several gourmet stores in MD, VA and Connecticut.

Five years later I joined Bureau of Labor Statistics in the heart of DC right next to the Union Station. (I miss those cherry blossoms!) In an effort to try and move my job location closer to Baltimore, I switched to Sequoia Soft-

ware Company (which was later bought by Citrix) in Columbia at the end of 2000. The commute became much more tolerable and a year later I had my second son Phelix.

I joined JHU in 2002 just in time for ISIS first phase go-live. I dived into the world of data conversions and interfaces. My very first data conversion was the migration of student person information from USIS and legacy Admissions systems into ISIS, followed by the development of the Generic SMS Import. Currently I am completing an effort to migrate USIS students' registration information into ISIS.

ISIS is by far the most complex and comprehensive system I've worked with during my 20+ years in the IT field. The biggest challenge in supporting it for me is to learn to trace the thoughts of the generations of its developers.

Ironically when working as a tape room operator for USF&G at this same location, Davis Building at Mt. Washington — I dreamed about how wonderful it would be to have a "real" job in this beautiful Mt. Washington campus. Now I know that every dream sooner or later comes true, because many years later, I am working on the Mt. Washington campus again for JHU. On a more serious side, I absolutely love the knowledge, support and respect of our leaders. I can't even describe how comforting it is to know that you can come to your boss with any technical problem or question and you will be understood, and even more, you will get a valuable advice, solution or suggestion.

When I am not at work, I am with my family – my oldest son Nik, who is continuing his second year of Scientific Glass Blowing at Salem Community College and my little one – Phelix who will start kindergarten at Glyndon Elementary School in Reisterstown this fall.

...It's the simple things in life that make it complete – a pretty sunset, the smell of pine in the park, a smile of a baby.

What do YOU think of this newsletter?

Your comments, and suggestions are always welcome at isis@jhu.edu.



Looking for Past Issues of ISIS Focus?

You can find all past issues of *ISIS Focus* on our website at: <http://www.jhu.edu/isis/newsletter.htm>



ISIS FOCUS CONTRIBUTORS

Special thanks to this month's ISIS Focus Contributors:

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