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○ May

○ 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.

Self-Service Updates

Nursing Registration on ISIS Finds Success

Nursing has conducted registration on Self-Service for both the summer and fall terms, and each event has gone very smoothly. Linda Blankenship, Registrar at the School of Nursing, commented "...our students have very readily adapted to using ISIS, and we've received nothing but positive feedback from them. I'm thrilled that this has been such a good experience for them--it's a terrific reward for all of the time and energy we put into the implementation effort."

I just registered for fall 07 and just wanted to say that the new ISIS system is great. It was so fast and so much easier than before, thank you so much for changing over to this system. :)

— Undergraduate Nursing Student

Statistics from Nursing's Registration on ISIS...

Summer 2007 Registration opened 4/3	Fall 2007 Registration opened 4/16
308 enrollments by 112 students in first 5 minutes	317 enrollments by 74 students in first 5 minutes
500+ enrollments by 200+ students throughout the day (most within first few minutes)	700+ enrollments by 160+ students throughout the day (most within first few minutes)
Page hits peaked at about 1,700 per min	Page hits peaked at about 800 per min

Development for July Go-Live Continues

The Self-Service development team continues developing and testing in full-force for the July 16th go-live with all involved schools. They are making good progress on the Faculty and Advisor functionality of the site as well as other enhancements. Representatives from each school continue with testing efforts on a weekly basis.

Billing Updates [SBS]

The SBS Team continues to work with Carlos Rodriguez, Lourdes Cordero, and Jason Shaffner to design rules and testing scripts for our Tuition and Fees Calculations, Refunds, and Inter-Divisional Registration calculations for SSS Go-Live in July. Our divisions have many variable codes, business processes, and regulations which make automating the previously manual procedures quite challenging...but with our 3 leaders, we're well on our way!



We also are working to complete the Post-Implementation Needs and Expectations (P.I.N.E.) project, as well as the SGHE spreadsheet of enhancements and previously submitted suggestions, to prioritize our SBS and CMN needs. We are also considering the Disaster Recovery timelines and our needs in relation to business during an extended outage of ISIS and facilities.

We have agreed with the recommendation that, after USIS closes down in mid-July, we will process any Spring 2007 (or 3rd- 4th term) adds and drops into SBS on a manual basis.

We will create a report to alert us to these post-semester changes, since those transactions will require prior fiscal year codes. We also have begun accessing reports directly from Chase Bank for Self-Service ACH chargebacks, to post the debits back onto SBS quicker.

The next SBS Users Group meeting is TBD.



Admissions Updates [SMS]

The SMS Users Group met on April 17, 2007. A key focus for the meeting was the prioritization of request for product enhancements (RPEs) and defects that have been submitted to SunGard. The focus of our review is Common and SMS modules. The list provided by SunGard includes RPEs and defects from all universities that are currently using Matrix. Please be prepared to discuss and review the following at our May 15 meeting:

- Identify the items can be removed from the list. Be sure to include the reason that item can be removed. Reasons may include: addressed through JHU customization, Fixed in 2.6.x release, no longer relevant, and not relevant to JHU.
- For those items remaining on the list, designate the priority as High, Medium, or Low.

Another key discussion topic for the April SMS Users Group meeting was race codes. Based on the data currently in ISIS, it is clear that each division is using the race code values differently. It is critical that all divisions use the race codes consistently. Due to changes required by federal guidelines related to university-wide reporting, proposed changes to race codes in ISIS were reviewed. Since there was not representation by every division, additional discussion is required before any changes are made. Additional discussion of this topic will occur at the May meeting.

The next SMS Users Group is scheduled for May 15, 2007 from 2 - 4 p.m. via conference call. You can add items to the agenda in Confluence. To review the minutes from April's meeting visit Confluence at:

<https://know.isis.jhu.edu/x/r5Q>

Records & Registration Updates [SSS]

The Nursing records and registration staff continue to progress with confidence in using SSS since the pilot go-live in March. Linda Blankenship, Registrar at the School of Nursing, reports that the second round of registration on ISIS worked like a charm. Linda also informed the team that she has



received much positive feedback from the student body about the ease of use of online registration. In addition, Linda reports that the new system has enabled her staff to process many administrative tasks in a more efficient and timely manner than was possible with the previous registration system.

The remaining divisions continue to work diligently to prepare for go-live this summer on July 16th. Testing, testing and more testing is the main theme of the team's efforts. We continue to have our weekly SSS Team Meetings although most SSS teams weekly activities center on lab exercises for student, faculty and advisor Self-Service, reports, transcripts, batch processes, data migration and interface testing.

Last month all use-case scenario sessions were completed. The information gathered from use-cases becomes the basis of integration testing. This activity gives divisions the opportunity to simulate registration activities and processes during an academic year as if they were conducted in real time. Integration testing not only gives each division the opportunity to confirm and test their efforts previously set forth from their configuration work but also, for the first time, validates the system functionality against each division's business practices.

Last month, Saad Katerji and Neelam Rungta from SunGard Higher Education spent a week with the SSS Team in Mt. Washington to offer support for the Nursing pilot, JHU custom work, and remaining defects. Their support was greatly appreciated. It was reassuring to receive their positive perspective and compliments on our readiness to use the new system come July 16th.

A Look at SSS Upcoming Events



The SSS project team, comprised of registrars and their staff as well as dedicated project staff have numerous activities planned for this month:

- 5/3 - Full Team Meeting, Self-Service Testing
- 5/4 - Batch Job Testing , Report Development Lab
- 5/7 - Start of Integration Testing for AAP, Tuition Integration Testing
- 5/8 - Tuition Integration Testing
- 5/10 - Full Team Meeting, Self-Service Testing
- 5/11 - Batch Job Testing, Report Development Lab
- 5/17 - Commencement Day — No SSS Activities
- 5/21 - Tuition Integration Testing
- 5/22 - Tuition Integration Testing
- 5/24 - Full Team Meeting, Self-Service Testing
- 5/25 - Batch Job Testing, Report Development Lab
- 5/31 - Full Team Meeting, Self-Service Testing

** Be sure to check the SSS Confluence space for specific locations and times as well as any schedule changes.*

Financial Aid Updates [SAS]

SunGard Higher Education and JHU continue to work together on the redesign of the SAS Student Aid and Disbursement functionality in ISIS. The first phase of the redesign effort includes a new Student Aid History function. This function started out as a method to capture aid and disbursement amount changes; however, the design team decided to extend this capability to other areas within the SAS module.

The proposed design includes a new menu item, "History", that will be part of the integrated student lookup function. When users access the History menu item, they will be able to search and display field level history for most of the data elements that are visible on the SAS Student Summary, Aid and Disbursement screens.

A functional specification for this enhancement will be distributed to the SAS user group for review and comment before the history functionality is finalized.

Figure 1: Example SAS Student History Screen

SUNGARD HIGHER EDUCATION

Student History - Arnold, Corp
 Govt ID: ████████ - Person ID: (none) - Type/Subtype: Ugrad/Full Time - AwardYear: 0708

Summary History ▾
Aid History ▾
 COA History ▾
 EFC History ▾
Disbursement History ▾
 ISIR Import History ▾
 Loan History ▾
 SAP History ▾
 Student Status ▾

Initial Payment Batch ID:

Field	Error Code	Value	Reported Value	Response	Batch	Date

SAS Tip for the Month

Consider using Stored Queries to manage financial aid work-flow.

For example, a stored query called "My Files to Review" can be configured to retrieve a list of student aid records that are ready to be reviewed and/or packaged. Working with a batch of student records in a stored query minimizes student searches and reduces your dependency on printed reports.

Next SAS Users Group Meeting...

Tuesday, May 8, 2007
9 - 11am

Dial 1-800-467-2166 and enter a participant code of 789978 to access the call.

Figure 2: Example SAS Student History Screen – field level history

Date / time ▾	Changed By	Changed field	Old Value	New Value
3/15/2007 02:40 PM	Tracey McCabe (summit)	Freeze	NULL	TRUE
3/15/2007 01:57 PM	Tracey McCabe (summit)	Rating	Old Value	New Value
3/15/2007 01:52 PM	Tracey McCabe (summit)	Projected Enrollment	Old Value	New Value
12/1/2006 10:18 AM	nh1user	Counselor	NULL	New Value
11/29/2006 01:08 PM	nh1user	Active	True	False
11/29/2006 01:07 PM	nh1user	Projected Enrollment	NULL	New Value
10/28/2004 03:19 PM	System Administrator	Active	NULL	True



Upcoming ISIS Training

Course Title	Time	Location	Date(s) Offered with seats
Astra Schedule (2 day course) AS02.001.100	9am-4pm (both days)	Eastern B104	6/20 — 6/21/2007
Course Maintenance IS01.301.07	9am-4pm	Eastern B104	5/4/2007
Creating and Maintaining Student Records IS01.403.07	1-4pm 1-4pm 9am-12pm 9am-12pm 1-4pm 1-4pm 9am-12pm	Columbia Lab 328 TBA Columbia Lab 328 Washington, DC Center - Lab 418 Columbia Lab 328 Montgomery Campus, Rm 127, Bldg 3 Downtown Baltimore Center - L06	5/21/2007 5/22/2007 5/24/2007 5/25/2007 6/12/2007 6/27/2007 6/28/2007
Enrollments IS01.404.07	1-4pm 9am-12pm 9am-12pm 1-4pm 9am-12pm 9am-12pm 9am-12pm	Columbia Lab 328 TBA TBA TBA Columbia Lab 328 TBA Washington, DC Center - Lab 418	5/24/2007 5/31/2007 6/4/2007 6/4/2007 6/5/2007 6/7/2007 6/8/2007
Grading and Grade Point Average (GPA) IS01.407.07	1-4pm 9am-12pm 9am-12pm 1-4pm 9am-12pm	TBA TBA Columbia Lab 328 TBA Washington, DC Center - Lab 418	6/6/2007 6/11/2007 6/12/2007 6/14/2007 6/22/2007
Graduation IS01.411.07	3-4pm 3-4pm 3-4pm	TBA Columbia Lab 328 Washington, DC Center - Lab 418	6/25/2007 6/26/2007 6/29/2007
Interdivisional Registration IS01.405.07	1-3pm 9-11am 1-3pm 1-3pm	TBA Columbia Lab 328 TBA Washington, DC Center - Lab 418	5/31/2007 6/5/2007 6/7/2007 6/8/2007
ISIS for AS/EN Academic Advising Offices (IS01.920.007)	9am-12pm 1-4pm	Homewood—Maryland Hall 226 Homewood—Maryland Hall 226	5/7/2007 5/7/2007
Reporting IS01.410.07	9am-12pm 9am-12pm 1-4pm 9am-12pm	TBA Columbia Lab 328 TBA Washington, DC Center - Lab 418	6/25/2007 6/26/2007 6/27/2007 6/29/2007
Transcripts IS01.408.07	9am-12pm 1-4pm 9am-12pm 1-4pm	TBA TBA Columbia Lab 328 Washington, DC Center - Lab 418	6/18/2007 6/18/2007 6/19/2007 6/22/2007
Transfer Articulation and Transfer Credits IS01.406.07	3-4pm 3-4pm 11am-12pm 3-4pm 3-4pm	TBA Columbia Lab 328 TBA TBA Washington, DC Center - Lab 418	5/31/2007 6/5/2007 6/6/2007 6/7/2007 6/8/2007
Self-Service IS01.409.07	1-3pm 1-3pm	Columbia Lab 328 Washington, DC Center - Lab 418	6/26/2007 6/29/2007
SSS Registration and Records Overview IS01.402.07	9:30am-11:30am 2-4pm 9-11am 2-4pm	Washington, DC Center - Lab 418 Washington, DC Center - Lab 418 Columbia Lab 322 Downtown Baltimore Center - L06	5/3/2007 5/3/2007 6/28/2007 6/28/2007
Using Communications in ISIS IS01.400.07	9am-12pm 9am-12pm 1-4pm	L06 Lab 418 Columbia Lab 328	6/13/2007 6/15/2007 6/19/2007

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

The ISIS Training team is currently developing two **NEW** web based courses to be available in Spring 2007. More on these coming soon!

- Astra Schedule Navigation
- Social Security Number Protection and Appropriate Use

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.



Meet the ISIS Staff...Julie McColley

Hi! You may not see my face around the office, but you hear my voice on the phone! I'm Julie McColley.

I have been with JHU for almost 6 years. I started in July 2001 after graduating from Salisbury State University on the Eastern Shore of Maryland with a BS in Information Systems. I went to school with Amanda Pflaumer (who now works for Nursing) and she told me to send me her my resume because Student Services was going to start hiring a bunch of people for a new project. When I started, we were in Garland Hall at Homewood, and I helped launch & administer ITS (our old tracking system that was replaced by JIRA), and was part of the team to launch SAS. I worked on the SAS Implementation until all schools were live & then moved to the SAS Prod Support team.

I have also worked on testing for all modules, SMS Implementations, Menu/Role design & configuration, User set-up & education, reporting, creating & maintaining ListProcs, new Instance configuration... you name it I've probably worked on it! I am most proud that I have been an integral part of each implementation & have a broad knowledge of ISIS Configurations – espe-



cially the front-end. Now, I am on the SMS Prod Support Team and working on the SSS Implementation.

I worked in Baltimore until November 2003, when I moved to Pensacola, FL because my husband is in the Navy and was training to be a helicopter pilot. Fortunately, JHU decided I was too much of an asset to lose at such a crucial time in the SAS project, that they decided to keep me. Since then, I have been telecommuting from Corpus Christi, TX, Pace, FL & now permanently (well, at least for 3 years) in Norfolk, VA, where my husband is a HM-53E helicopter pilot. I had my first child, Cecelia, in February 2006 and have a second on the way, a boy, due on July 22, 2007. I also have 3 dogs, Texas, Utah & Alabama. Recently, you could find me on TV at the 16th tee at the Masters Golf Tournament. I am from Annapolis and don't miss the commute to JHU at all! See you on the phone!

I am most proud that I have been an integral part of each implementation & have a broad knowledge of ISIS Configurations.

We're all connected...

From Your



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A**

At times, the data in a database appears like isolated records and a change to one row will not necessarily impact others....

But like dominoes, a change to one part of the database can impact many others. Here's an example:

When a student record is setup, the declared major name is copied and linked to the student from a master table listing all majors. So John Q. Student may be listed with a Major of "Advanced Basket Weaving". However, an administrative directive might change the name of the Major to "Basket Design Engineering".

In an ideal situation, this change should cascade through existing students and update all existing "Advanced Basket Weaving" references to "Basket Design Engineering". Unfortunately, this is not always the case in the ISIS database and various impacts happen when configuration data changes, sometimes a long time after the fact. Work is now underway to isolate and improve these types of cascading effects.

But like dominoes, a change to one part of the database can impact many others.



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>



Security Tip of the Month



Lock your computer when you are away from it.

Even if you only step away from your computer for a few minutes, it's enough time for someone else to access information they shouldn't. Locking your computer prevents another person from being able to simply sit down at your computer and access all of your information or any open connections you had at the time (e.g. your email program, a secure website you logged into, your database query window, etc.).

To "lock" your Windows computer:

press Windows logo key  + L

or press [CTRL] + [ALT] + [DEL] and then hit the "Lock Computer" button

Follow the instructions on the screen to unlock your computer when you're ready to use it again.

ISIS FOCUS CONTRIBUTORS

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