

INSIDE THIS ISSUE:

- ISIS Governance Update...page 1
- ISIS for Students, Faculty and Advisors Updates. . . page 2
- User Group Updates . . . page 3—4
- Meet the SSET Staff—Carlos Rodriguez...page 4
- ISIS Tips & Tricks—Astra Schedule...page 5
- Using JHConnect—the new VPN solution...page 5
- Astra and ISIS Training Schedule...page 6

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

ISIS

○ June 2009

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

focus

ISIS Governance Update

In early May, the ISIS Steering Committee held its first meeting. Bill Conley, Dean of Enrollment and Academic Services for Homewood, and Betsy Mayotte, Associate Dean for Professional Schools Administration (PSA), serving the Carey Business School and the School of Education, co-chair the ISIS Steering Committee.

What's the purpose of the ISIS Steering Committee?

The goal of the ISIS Steering Committee is to provide strategic direction, such as high-level prioritization and oversight, for the implementation and management of the university-wide student information systems and services. Each Dean has appointed a senior administrator responsible for student affairs as well as a functional representative. The chart to the right shows the representatives for each school.

How is the ISIS Steering Committee different than the former ISIS Executive Committee?

Bill Conley said, "Having served on the much larger ISIS Executive Committee during the development phase of ISIS, ... this leaner steering committee is the perfect fit for the demands of managing the priorities and resources of the Matrix modules."

What will the ISIS Steering Committee be working on?

Over the next several months, the ISIS Steering Committee will meet to review and set priorities across the ISIS modules. Another key focus will be the preliminary investigation of student information system options for 2014 and beyond when our vendor support from SunGard Higher Education ends.

"This new ISIS Steering Committee will foster the kind of communication and close collaboration among the divisions and with SSET that is essential to managing our ISIS system effectively for today, and planning strategically for the future."

— Betsy Mayotte

School	Senior Administrator	Functional
ASEN	Bill Conley	Chris Pace
KSAS-AAP	Monica Moore	Craig Jones
WSE-EP	Alison Milligan	Doug Schiller
Peabody	Gayle Ackley	Tom McDermott
Carey	Pam Cranston	Twana Mason
Education	Betsy Mayotte	John Bates
SAIS	Bonnie Wilson	Lisa Kahn
Medicine	Terra Jones-Sims	Melvina Johnson
Nursing	Sandra Angel	Linda Blankenship
Public Health	Mike Ward	Steve Bazzetta
Institutional Research	Cathy Lebo	
IT@JH	Stephanie Reel Geoffrey Corb Irene Zvagelsky	

ISIS User Conference Deadline Self-Service Update

Register for the 2nd ISIS User Conference by June 15!

The last day to register for the annual ISIS User conference is June 15, 2009. The ISIS User Conference is scheduled for Thursday, July 23, 2009 at the Mt. Washington Conference Center.

Representatives from SunGard Higher Education are confirmed. Sessions are planned for both functional and technical users. The \$75 registration fee (per person) covers the cost of the conference and includes a continental breakfast and lunch.

View session descriptions and register for the conference at:
<http://www.jhu.edu/isis/2009conference/2009ConferenceRegistration.html>

We can't do it without you—Volunteers Needed!

Would you like to volunteer on the day of the conference? We need people to distribute evaluations, and assist with registration and various other tasks. If you are interested in participating, please feel free to contact Nicole Westrick at 410-735-7260, or by email: nmwestrick@jhu.edu.



The Student and Faculty Experience team is busy making improvements to a number of areas. Currently, we are busy implementing enhancements to Financial Aid, developing the Distributed Graduate Aid (DGA) application, and making updates to the online graduation application.

Graduation Application—June 18, 2009

The changes necessary to accommodate multiple graduation dates are available for testing. We encourage all divisions to complete testing as soon as possible.

Financial Aid Enhancements—June 2009

A live-demo of the financial aid enhancements will be shown at the June User Group meeting. This will provide the background necessary for extensive testing during June and July 2009.

Distributed Graduate Aid (DGA)—Summer 2009

We are working with a subset of the DGA User Group to refine requirements and answer outstanding questions related to the upload capability. We hope to bring the entire group together in July for a demonstration of the new application.

Peabody Prep Phase 2—Summer 2009

We continue to work on the items required for phase two of the Peabody Prep ISIS implementation.

2009 User Group Meeting Schedule

Learn what's happening with each module—Attend a user group meeting and add these to your 2009 calendar! Meetings are held at Mt. Washington with conference call options for those at other campuses. The 2009 User Group meeting schedule is also available on the ISIS calendar at: <http://www.jhu.edu/isis/calendar/index.html>

Admissions 2—3 p.m.	Astra Schedule 3—4:30 p.m.	Billing 9:30 a.m.—Noon	Financial Aid 9—11 a.m.	Records & Registration 9—11 a.m.
June 16	<i>no meeting**</i>	June 16	June 9	June 4
July 21	no meeting	July 21	July 14	July 9
August 18	August 25**	August 18	August 11	August 6
September 15	no meeting	September 15	September 8	September 10
October 20	October 13	October 20	October 13	October 1
November 17	no meeting	November 17	November 10	November 5
December 15	no meeting	December 15	December 15	December 3

Financial Aid Updates [SAS]

A great advantage of having an active user group is when users share their knowledge and ideas for using the system. At last month's meeting, Amanda Pflaumer casually mentioned the "smart" spreadsheets that she developed as a reporting tool for the School of Nursing financial aid staff. Amanda, (a.k.a. Amazing Amanda among her School of Nursing colleagues) has combined SQL and an Excel spreadsheet to provide department staff with up-to-date information in standard report formats. The Excel reports provide details on fund management, pending disbursement, and COD Direct Loan origination status. They are used daily to monitor operations and identify issues. Nursing's creative use of "smart" spreadsheets reduces reliance on SSRS report subscriptions and provides an essential tool in making accurate, real-time data easily available to the end users.

Create a "Smart" Excel spreadsheet for ISIS:

Do you want to set up your own "smart" spreadsheets? Check out complete instructions and sample SQL in Confluence at: <https://know.isis.jhu.edu/x/w4TU>.

- ♦ Establish an ODBC connection to the ISIS reporting database. Step-by-step instructions are available at: <https://know.isis.jhu.edu/x/o5Wf>.
- ♦ Write a SQL query to link the data to the "smart" spreadsheet. This link is the key to allowing users to refresh the data on-demand and have easy access to current ISIS data.
- ♦ Provide the "smart" spreadsheet to your users.

The next SAS User Group meeting will be Tuesday, June 9, at 9 a.m. At this meeting, we will be reviewing the enhancements to ISIS for students in preparation for testing during the month of June.

ISIS Downtime:

Mark your calendars—We have scheduled some downtime to migrate to new hardware.

- ♦ **June 5—June 7:** Reporting services (including SSRS) and all supporting systems (Astra Schedule, Confluence, JIRA and Subversion) will be unavailable.
- ♦ **June 12—June 14:** ISIS for Students, Faculty/Advisors and the administrative application will be unavailable.

Billing Updates [SBS]

The SBS Team has survived another graduation! We are now in Summer registration and payment mode and we will soon begin the advance charging and preparation for Fall 2009.

We continue to utilize and familiarize ourselves with SSRS and its amazing possibilities. The university-wide audit of SBS is still underway, as well as a separate review of business practices for possible consolidation of reports or activities between divisions.

Students continue to increase their ISIS usage and generate suggestions for improvements and enhancements. We continue to modify our divisional websites to match the on-going improvements in ISIS for Students.

Enhancements to Distributed Graduate Aid (DGA) are in development. These changes include significant improvements to the DGA award process and SAP account validation. We look forward to testing these changes later this summer.

The next SBS team meeting is scheduled for Tuesday, June 16, at 9:30 a.m.

Astra Schedule Updates

In early May, a long-standing Astra request was addressed to make more frequent updates to scheduled building and room information in ISIS. A job was promoted to Production that runs the schedule portion of the Astra interface hourly between 7 a.m. and 8 p.m. from Monday through Saturday. This job updates ISIS with building and room data that has been scheduled in Astra.

The next Astra Schedule User Group meeting will be Tuesday, August 25, at 3 p.m.

Admissions Updates [SMS]

Many admissions offices are wrapping up this year's admission process and preparing for the next admissions cycle. Over the Summer, the SMS User group will be working on several items:

- ♦ Addressing the new federal requirements for the tracking of race information;
- ♦ Investigating how schools with ISIS online applications can display requirements and status information through self-service; and
- ♦ Reviewing the Admissions web-based training course content.

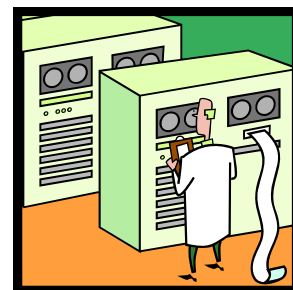
The next SMS team meeting is scheduled for Tuesday, June 16, at 2 p.m.

Records and Registration Updates [SSS]

SSS Prepares to Archive USIS Content

July 2009 will be the two-year anniversary since SSS was fully implemented. As planned, and in anticipation of the overall decommissioning of the mainframe, USIS content will be archived this summer. All students active from the academic year 2000-2001 and forward were migrated to ISIS which became the Registrars' system of record for this data. The older records and data remaining in USIS will be archived in three categories:

- ♦ Images of transcripts for students not previously migrated to ISIS will become accessible for viewing and printing (but not editing) from a new search screen within ISIS. Registrar staff in several divisions have been working for many months – often referring to paper records – to ensure the USIS data is “clean” enough to produce transcripts. Registrar staff will conduct testing of transcript images in late June and throughout July.
- ♦ “Frozen” extracts, as defined by registrar staff, will be migrated from the mainframe to SQL Server tables in their existing structure. These form the basis of university reporting and referring to older files is sometimes required.
- ♦ “Raw data” from USIS will be transferred in its existing structure to SQL Server tables. This data is not particularly useful without an application layer but will be retained as a reference.



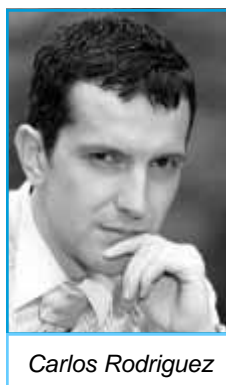
The next Records and Registration (SSS) User Group meeting will be Thursday, June 4, at 9 a.m.

Meet the SSET Staff...Carlos Rodriguez

Please join us in congratulating Carlos on his recent promotion to the Records and Registration (SSS) Technical Lead!

What's your role on the ISIS Project?

This spring, I transitioned from the Student Billing (SBS) team to my current role, Technical Lead for the Records and Registration (SSS) team. In this role, I am involved in most SSS-related projects. I frequently serve as a point of reference to both developers and users working in Matrix.



Carlos Rodriguez

What did you do before working at Hopkins?

I worked for 4 years at Florida State University as an IT Manager for the International Programs office and their satellite institutions in Spain, Italy and the UK. There, I designed and directed the implementation of a “mini-ISIS” system with marketing, registration and billing sub-systems. In many ways, I was laying the ground work and creating a foundation for my work at Hopkins. Of course, I didn't know that at the time.

What is your educational background?

As a Spaniard (free public education), my bachelors of science and masters work took place in a couple of education institutions from my home town of A Coruña. Since then, both the web and local libraries have played a big role keeping my skills up to date.

What do you do for fun?

Since my first daughter was born in February, I only have one hobby—watching her grow. I kind of remember that I used to have more hobbies, but those days in February where I slept less than 3 hours a night made them so blurry that I can't recall them anymore.

What do you like about working at SSET/Hopkins?

I appreciate the open minds of the people I work and interact with here. Most of us come from very different backgrounds which is very enriching. We manage to create a very supportive and cohesive group. The entire ISIS project is a testament to that effect.

ISIS Tips and Tricks—New VPN Solution

Do you use any of the non-Production ISIS environments (such as Development; Pre-Prod/Test; or Weekly/Daily) and are not connected to the Hopkins network?

If you answered yes, then you are probably using a VPN (virtual private network) connection when you are not working on the Hopkins network. If you telecommute or if you do work when you are out of the office attending a conference, you likely have used VPN to connect to the non-Production environments.

Johns Hopkins recently replaced the prior VPN, JHSecure, with a new web-based solution, JHConnect. JHSecure will be completely retired effective June 30, 2009.



The JHConnect tool uses browser technologies to create secure connections to the Johns Hopkins network. No additional software installation is required. Any issues or problems with JHConnect should be reported to the Help Desk at 410-516-4357. Additional information is available at:

<https://portalcontent.johnshopkins.edu/sslvpn/JHConnect-FAQ.html>.

Using JHConnect—Step-by-Step Instructions

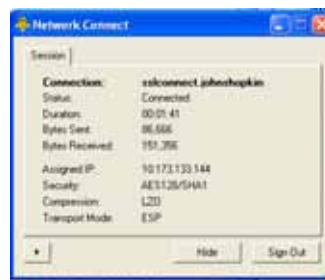
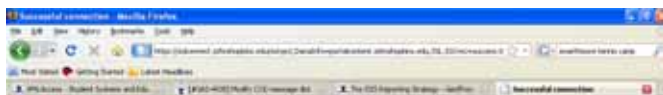
To connect to the Hopkins network using JHConnect, follow these four simple steps:

1. Navigate to the JHPortal at <http://my.johnshopkins.edu/>
2. Sign on using your **JHED ID** and **password**.
3. Click the **JHConnect icon**. It looks like lock with green spikes.
You will be taken to the JHConnect page.

4. Click the **Connect Now** icon.

If you connect successfully, several things occur:

- ♦ a successful connection page appears.
- ♦ a summary window appears
- ♦ a JHConnect icon appears in your taskbar.



[Connect Now](#) | [Acceptable Use Policies](#) | [Troubleshooting & Support](#) | [FAQ](#)

[Windows](#) | [MAC](#) | [Linux](#)



NOTE: The first time you connect, you may receive a security warning. Click **Yes** to continue with the connection.

2009 ISIS and Astra Training Schedule

Course Title	Time	Location	Date(s) Offered
Reporting in ISIS—½ day course	9am-12pm	Eastern B104	July 22 November 10
Astra Schedule—1 ½ day course	Day 1: 9am-4pm Day 2: 9am-12pm	Eastern B104	August 11 and August 12
Using Communications in ISIS— ½ day course	9am-12pm	Eastern B104	June 23 October 13
ISIS Open Lab Sessions—1 day	9am-4pm	Eastern B104	June 17 July 15 August 19 September 23 October 21 November 18
ISIS Web-Based Training: ♦ Navigating in ISIS (ID: ISIS.100.01) ♦ Departmental Graduate Aid (DGA) (ID: ISIS.110.01) ♦ Financial Aid Inquiry (ID: ISIS.120.01) ♦ Student Billing Inquiry (ID: ISIS.130.01) ♦ Protecting Sensitive Info (ID: ELC.999.01) ♦ Records and Registration Overview (ID: ISIS.140.01) ♦ Astra Schedule Navigation (ID: ASTRA.100.01)	Anytime	Web-Based	Anytime

LearnShare: Learning Management System...

You can quickly find all ISIS or Astra courses by typing ISIS or Astra in the search field at the top right corner of the course catalog page.

Open Lab Training format...

The Open Lab training format has been receiving great response. This is your opportunity to come and receive one-to-one support from the ISIS trainer, Sasha Grutzeck, and ISIS Business Solution Manager, Nicole Westrick.

The Open Lab sessions require registration and we tailor the session to meet the specific needs of the registered participants. This also ensures that you will not have to wait more than one month to train new employees. To register, contact Sasha Grutzeck at sgrutzel@jhu.edu.

How to Register:

1. Navigate to <http://training.jhu.edu>
2. Click the myLearning@johnshopkins link.
3. Log onto the system with your JHED ID and password.
4. Click the Course Catalog button.
5. Click the Johns Hopkins University tab.
6. Click the Program Catalog link.
7. Click the Integrated Student Information System (ISIS) link. You'll see a list of ISIS/Astra classes.
8. Click a class name to see the description, objectives, and dates when it's offered (for instructor-led training).
9. To register, click the Take Course button.

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.html>



ISIS FOCUS CONTRIBUTORS

Special thanks to this month's ISIS Focus Contributors:

Sarah Abaza	Steve Hellen
Beth Bishop	Sam Livingston
Linda Blankenship	Chris Pace
Todd Bullock	Carlos Rodriguez
Anita Dinwiddie	Jason Schnell
Matt Dragon	Nicole Westrick
Sasha Grutzeck	
Kelly Heese	