

Members:

Faculty: Pauletta Daw, Amanda Ryan Romo, David Hale, Sokie Quintero, Laura E Ramirez, Jeff Hernandez, Modesta Thurston
Administration: Jeremy Allred, Jimmy Kenny, Ming uei Lam, Armida Ornelas, Anna Salazar, Juan Urdiales, Julie Benavides
Staff: Linda Rafols, Juan Chacon, Elizabeth Arroyo, Krist n Van Hala
Anyone else want to join or become a faculty/staff mentor, let us know by contacting Jeremy Allred Jimmy.Kenny@elac.edu or Jeremy.Allred@elac.edu or Amanda.RyanRomoromo@elac.edu

Although we are experiencing various issues with the SIS, the hope is that in the future there will be an access for students and the new features of online payments, access to transcripts all nine colleges on one transcript, and ability to sort data more effectively will be realized. This adjustment phase has been challenging for our students, as well as for our staff. Kudos to Admissions and Welcome Center Staff for their hard work and dedicated efforts to assist students as best as possible considering their staffing issues as many of the problems have to be mitigated through manual input by the Admissions staff.

In order to best assist students and faculty with this transition, we are planning on a robust information campaign to ensure that students and faculty have information readily available. Beginning Tuesday, August 15th, we are setting up virtual information stations throughout the campus. We will expand the number of stations beginning August 21st. We have included a schedule (time and locations) of the virtual information stations below.

[Schedule for Week of August 14th -19th](#)

Monday- Thursday

Enrollment Center & Welcome Center will be open from 9:00- 7:00 pm

Thursday August 17th ELAC Live! 9:00 am- 8:00 pm

Friday- Enrollment Center & Welcome Center will be open from 8:00- 4:00 pm

Many of you have already logged into the new system and are already enjoying the new and improved ways to view/print rosters, take roll, add students, and enter grades. Since this is an entirely new system, we know that many of you will have questions and a learning curve to overcome; however, most faculty who've already used the new system are reporting a very positive experience.

SIS Mentors Your Department Chair and Deans have received some training on the SIS and they can help you with logging in as well. Training for Faculty will be offered during Opening Day on August 26. We will need faculty to serve as Mentors to other faculty.

To reset your Passwords You will need to contact IT (Information Technology), but since this isn't our old system they will need to get the district to change your password and it may take 2-3 days for password reset. So please write down your password and security questions.

Under the leadership of Pauletta Daw, the Distance Education department has organized several faculty training videos are on ELAC's Website under the Distance Education page. If you are teaching online, they have attached it to your Canvas portal, so please check out these videos and SIS resources <https://www.elac.edu/online/newSISStudent.htm>
[SIS Resources](#) We've included a Link and three one-paged documents that we hope will get you started:

- a) SIS Modernization-Faculty (Instructor) Portal Training Guide (88 Pages) [Link Below---](http://www.elac.edu/facultyStaff/resources/doc/FacultyPortalTrainingGuide.docx)
- b) How to Log into the New SIS System (1 page)
- c) How to View and Print Your Rosters (1 page)
- d) How to Add Students after the Classes Begin (1 page)

4. Passwords

Old-Fashioned Add Cards

IF YOU HAVE ANY PROBLEMS USING THE NEW ADD SYSTEM DESCRIBED ABOVE, YOU

