

OASIS FOR ADVISORS

(Access instructions)

In order to use OASIS For Advisors, you must first have an account in SIS (Student Information Systems). If you do not have a SIS account, you should contact the User Coordination Group. (Complete information regarding access as well as a downloadable form is available at: <http://www.usc.edu/isd/sis/> or by calling x05337. Completed forms must be submitted either in person or via mail; FAX copies will not be accepted).

After you have logged into SIS, type in the following process at the command line at the bottom of the page: SIS.U.WWWOAR; hit enter. If you receive a response that says you do not have access to this process, contact the User Coordination Group and ask for assistance. Once you have logged into the SIS.U.WWWOAR process, your employee ID will appear at the top of the page. Under your employee ID is the password field. Enter a password. The password will hold up to 12 characters and accepts both alpha and numeric. (Should you ever forget your password or wish to change it, simply retype a new password.) In the list of services, return to the column headed with "Req." If you would like to have that service in OASIS for Advisors, enter "Y." If you already have a corresponding access in SIS, you will automatically be granted that service in OASIS for Advisors, evidenced by the appearance of "Y" in the column headed with "App," for approved. If you do not have the corresponding access in SIS, the "App" field will appear with a "P," for pending. **This will deny access to the corresponding service in OASIS for Advisors.** If you feel you need access to this service in OASIS for Advisors, you should submit a SIS access request to the User Coordination Group asking for access to that service in SIS. Once you have been granted access to this service in SIS, return to SIS.U.WWWOAR and restate your request for that service. Two services will automatically be given to advisors: "Book List" and "Guest Account History."

N.B. When you have accessed SIS.U.WWWOAR, the list of services that appear on the page may stop with "Permit to Register." Continue to return through the fields. There are three additional services that appear after "Permit to Register;" "STARS Report," "Transfer Credit Report," and "Verification of Enrollment."

The OASIS for Advisors website can be found at:

www.usc.edu/oasis4adv

Questions or suggestions should be directed to Associate Registrar Stephanie Murguia at:

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