

BASIS - Student Information System

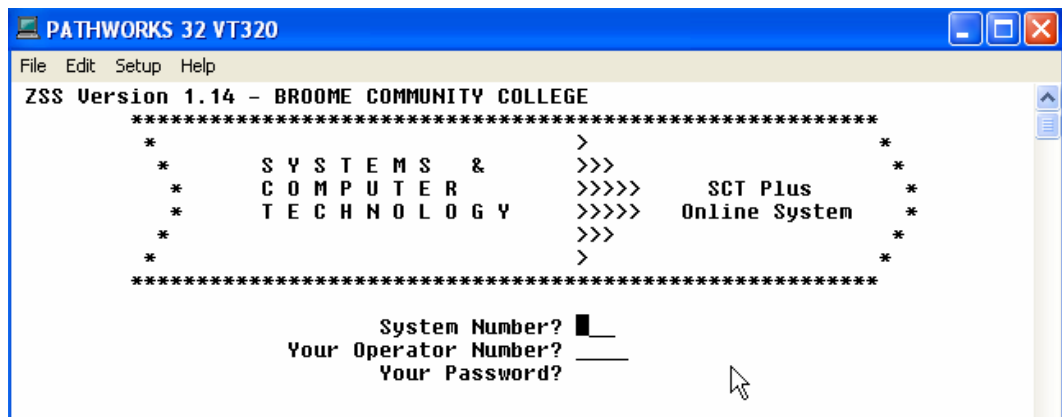
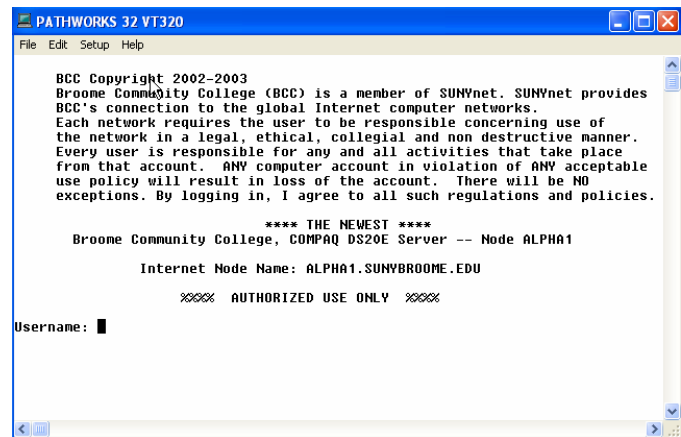
BEFORE YOU BEGIN:

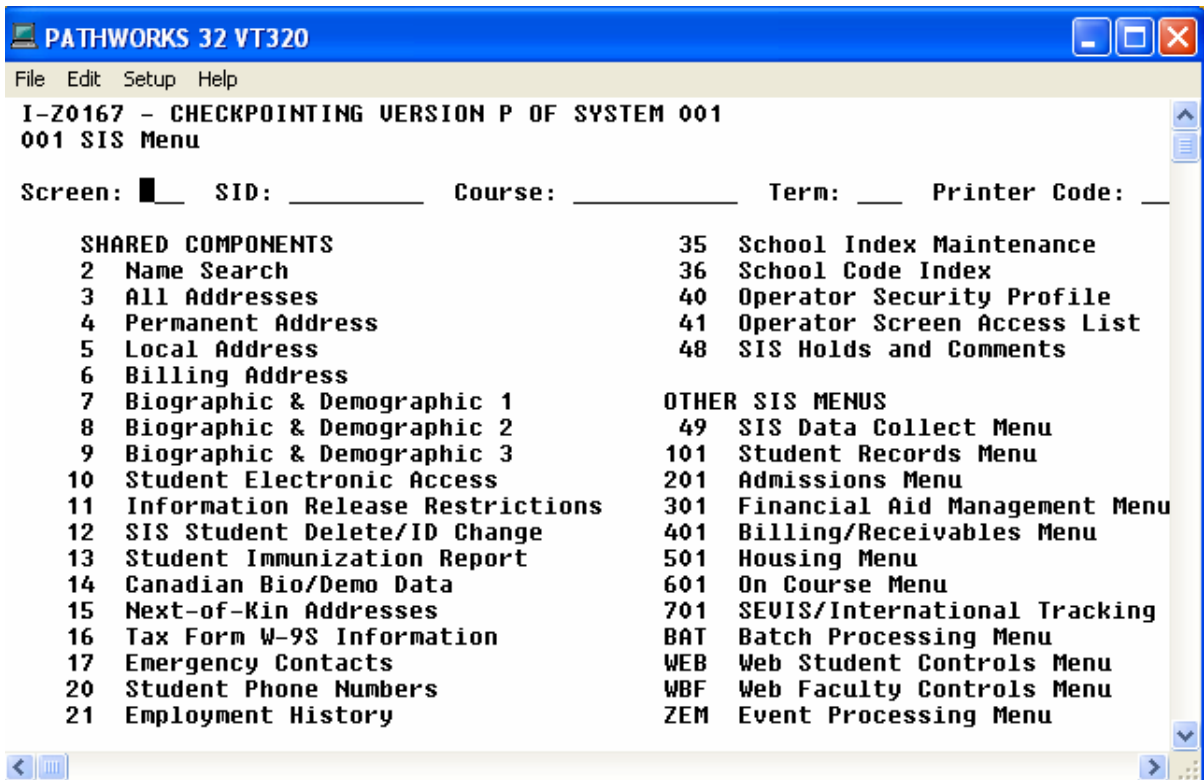
Before you begin you will need -

1. *VT320* or *PowerTerm* software set up on your desk top (You or the secretary in your area should complete a Computing Service Request for this software) (<http://csr.sunybroome.edu>)
2. A BASIS Account. If you don't have a BASIS account, your supervisor needs to sign a *Computer Account Request Form*, available in MS Outlook's public folders. Your account will come with a 4 digit operator number and BASIS password.

TO LOG ON

1. Left Double Click on the VT320 or PowerTerm application.
2. The PATHWORKS window will open and you will see the prompt for USERNAME - enter **SISUSER** and Press **<Enter>**
3. The basis security screen appears. To gain access to the system you must enter the following:
 - a. System Number – **001**
 - b. Operator Number - <the 4 digit code you were assigned>
 - c. Password – <the BASIS password you were assigned> **IN CAPS**





THE BASIS MENU

1. You will now see the BASIS main menu, a list of other screens and their corresponding number. Which number screen will take you to student records?
2. An ACTION LINE appears across the top of the screen. By filling in this line, you can move from screen to screen, student to student or course to course.
3. At the SCREEN: prompt enter **101** (student records) You will now see a list of screens numbers pertaining to student records. Many of these screens are used by the registrar's office only. For advising purposes you will only need to use the following screens:

105	Course Sections
107	Class Lists
109	Student Schedules
113	Midterm grades
136	Transcripts
221	Test Scores
681	On Course (not covered here)

NAVIGATING BASIS MENUS

1. The ACTION LINE is a form with blanks (fields) to be filled in. As you fill one field the cursor will immediately jump to the next field. If you do not need to change the information in that field just TAB past it. Use the TAB key to move from one field to another. If you enter the information incorrectly just keep pressing tab (the cursor will cycle through the fields) until the cursor comes back to the field with the error. Then type your correction. Or CTRL H moves you back ONE space at a time.
2. At the **SCREEN** field enter one of the three digit numbers stated above.
3. At the **SID** (student identification number) field enter the Social Security or ID number without any hyphens or blanks separating the digits.
4. At the **CRS** (course) field enter course by department name and numbers as follows, (note the blank space between the 3 letter course code and the section!):
 - a. ENG 110 01
 - b. BIO 131L21 (lab)
 - c. ECO 110W12 (writing emphasis)
 - d. CST 220K01 (online WebCT)
 - e. HIS 130Y01 (online SLN)
 - f. MLT 120KT1 (online, trailer)
 - g. Note: the section number is only required for screen 107, Class Lists, otherwise you can enter just the course code - CST 105
5. In the **TERM** field enter the year followed by 1 for spring, 2 for summer or 3 for fall. Fall 06 would be stated 063.
6. The transcript screen (136) has a field for **CAREER**, enter **U** for under graduate here.
7. Some screens take up several pages. Use the return key to see the next page of the screen. The Return key will cycle you through the pages.

LOCATING A STUDENT WHEN YOU DON'T KNOW THEIR ID NUMBER

1. At the SID field type in the student's last name.
2. A list of names will appear. Scan the list and note the number to the left of the correct student's name. At the bottom of the screen you will see a prompt for line number. Enter the digit to the left of the student's name.

EXITING BASIS

1. To sign out (SO) At the screen field type **SO** <enter>
2. Don't forget to log off the computer.

ACCESSING BASIS FROM OFF CAMPUS

1. You can access BASIS through BCC Away. Go to <http://web.sunybroome.edu/bccaway> and click on **APPS**