

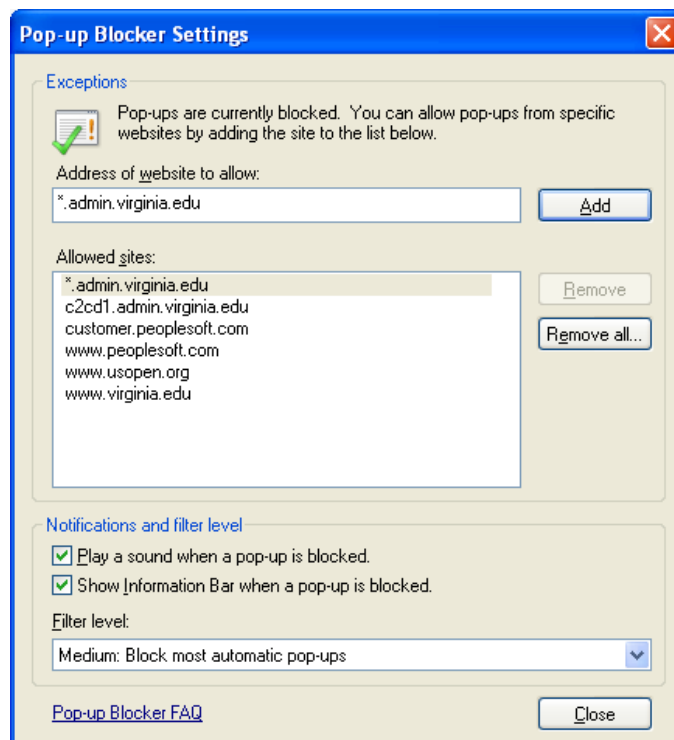
Using SIS Online Help

Before you begin: Disable popup blockers or set a trusted site

If you are using a third party popup blocker, e.g., the ones included in Google or Yahoo toolbars, you must temporarily disable them or set them to trust websites in the *.admin.virginia.edu subnet. This is an easy step to miss and causes a majority of issues reported by users.

To ensure you have enabled pop-ups for the site (you might have done this already for the SIS).

1. Open your browser (Internet Explorer is used for this example).
2. In your browser's File menu, select **Tools > Pop-up Blocker > Pop-up Blocker Settings**.
3. Check your list of **Allowed** sites. If **.admin.virginia.edu* is listed you do not need to make any changes and can click Close. Otherwise, in the field labeled **Address of website to allow** enter **.admin.virginia.edu*.

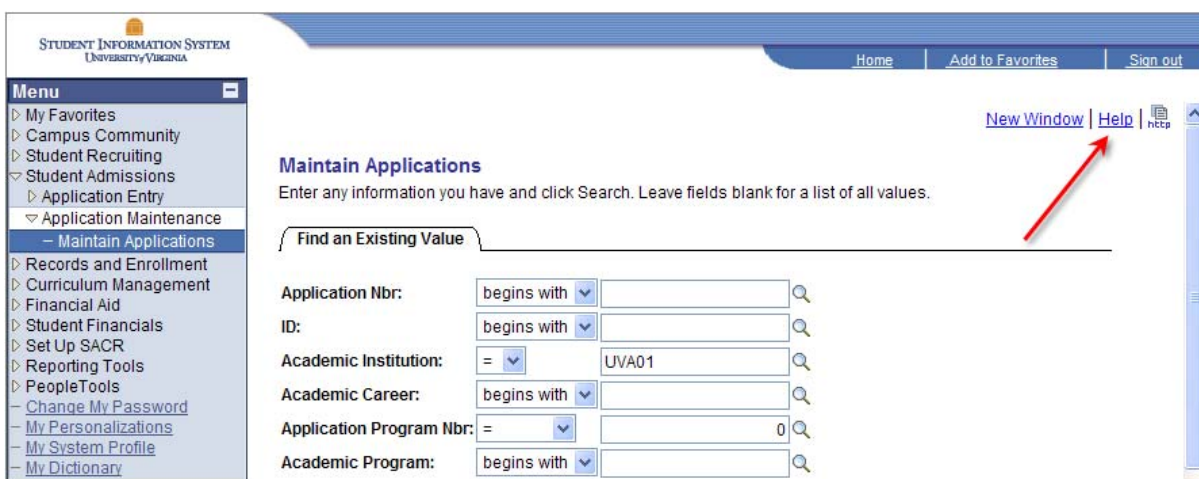


4. Click **Add**, then click **Close**.

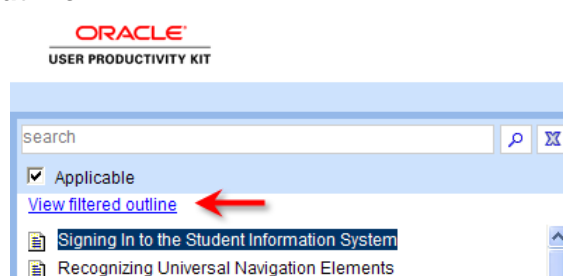
With virtually hundreds of pop-up blockers on the market today it is impossible to provide all-inclusive instructions. For instructions on third party popup blockers, refer to your pop-up blocker manufacturer's online Help.

To review/print training topics

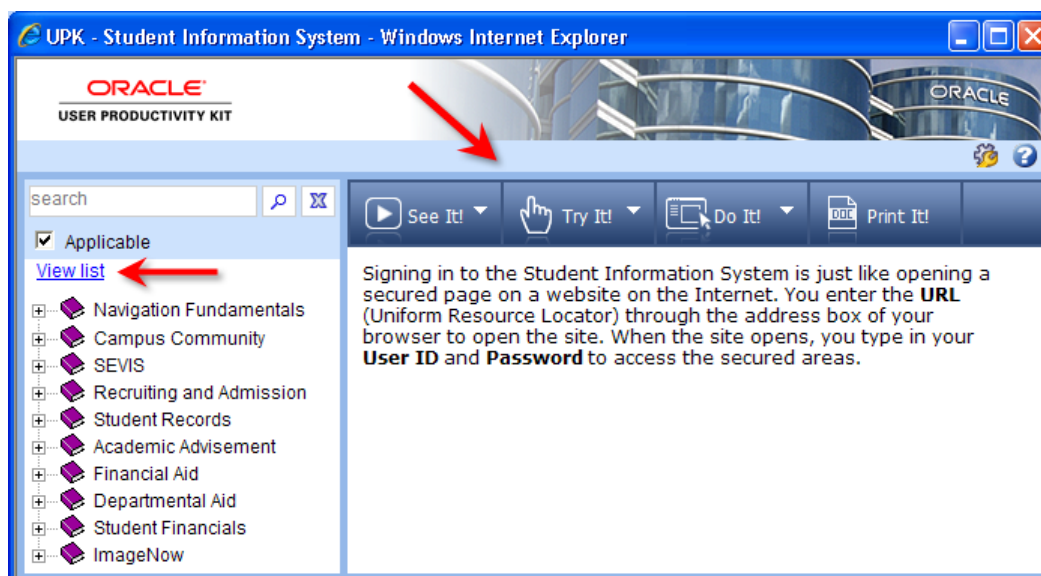
Once you are in the system you can access online Help from the system pages. The Help link is located in the top right corner of the page.



1. After logging into the system, click the **Help** link in the top right corner of a page.
2. Click the **UPK** link. Depending on which SIS page you are on, a context-sensitive list of applicable training topics displays.
 - a. To display the outline of all SIS training topics, toggle the View List link to **View Filtered Outline**.



- b. Expand the outline by clicking the ⊕ plus signs until you locate the topic you wish to review.
3. Highlight the topic you wish to review.
4. Select the Try It! or See It! playback modes to view the training topic. You can also print a job aid using the Print It mode.



To use context-specific help (Do It mode)

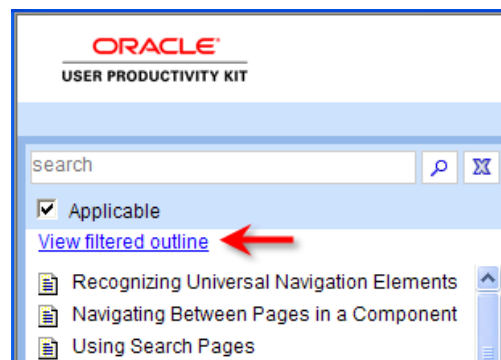
Do It mode requires the use of Internet Explorer (IE) 6 or above. In addition to disabling third party popup blockers you must add the SIS site to your Local Intranet Security Zone.

To add SIS to your Local Intranet Security Zone

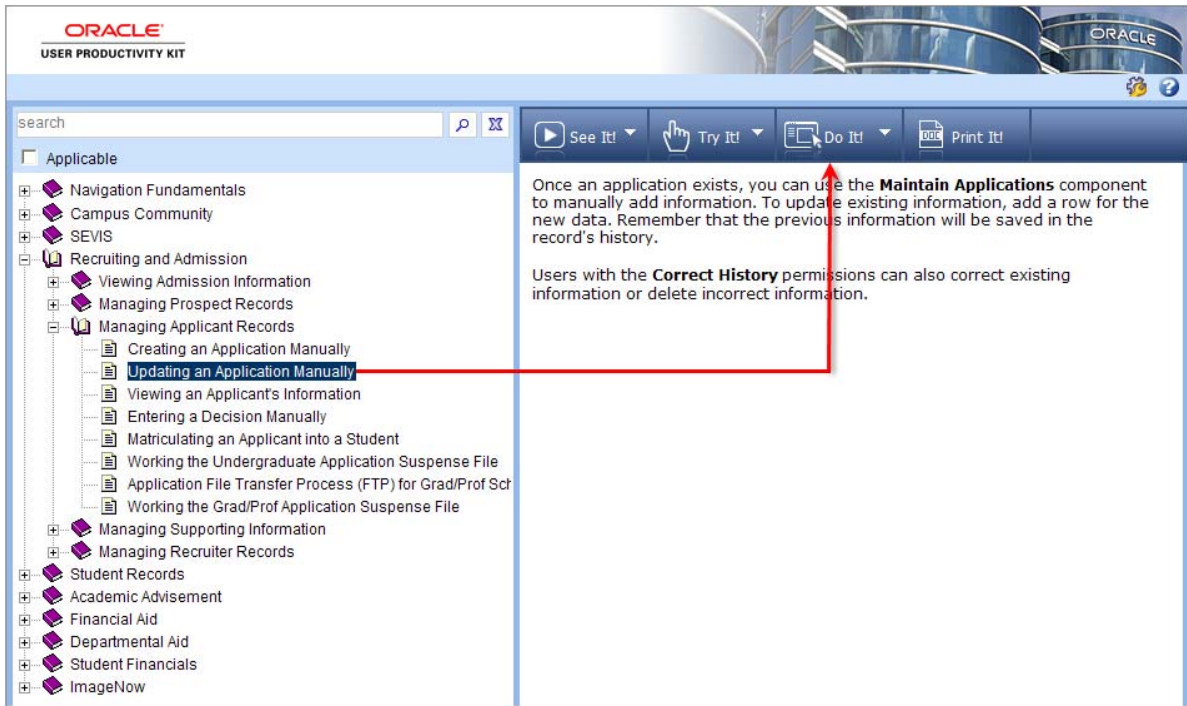
1. Select Tools > Internet Options.
2. Click the Security Tab.
3. Click the “Local intranet” icon and then click Sites.
4. Click the Advanced button.
5. Delete anything currently in the field “Add this website to the zone”.
6. In this field, enter “*.admin.virginia.edu” without the quotation marks.
7. Be sure that “Require server verification (https:) for all sites in this zone” is unchecked, then click the Add button.
8. Click Close.
9. Click Ok. Click Ok again.
10. Close and then reopen IE.



To get instruction on a particular page or process

1. Navigate to the specific page for which you need help. This example uses the Maintain Applications search page for manually updating an application.
2. Click the **Help** link located in the upper right corner of the page.
3. Click the **UPK** link. Depending on which SIS page you are on, a context-sensitive list of applicable training topics displays.
 - a. To display the outline of all SIS training topics, toggle the View List link to **View Filtered Outline**.



- b. Expand the outline by clicking the ⊕ plus signs until you locate the topic you wish to review.
4. Navigate to and highlight the topic with which you need help, e.g., Updating an Application Manually.



5. Click the **Do It!** playback mode to view a training topic for the task you are performing. As you move through the steps of the task itself, you can follow the recommended steps in the training topic.
6. In the **Do It!** window, click  to advance to the next step in the task. Click  to close the help topic.

