

UDSIS - UD's Student Records System

Student Records - Access/Security:

UD staff may request UDSIS Student Records security using the webform at www.udel.edu/udsisaccess. Faculty and student access is set automatically and does not need to be requested.

Clear Cache - Do this *BEFORE* opening UDSIS for the first time OR whenever you have login or access problems or there is a system upgrade.

Internet Explorer: CTRL-SHIFT-DELETE. On the screen that appears the first box should be UNCHECKED. The rest should be checked. Hit DELETE. Close all browser windows and try again.

Firefox: CTRL-SHIFT-DELETE. - On the screen that appears, choose Time range: **Everything** with history, cookies, cache, active logins checked. Close all browser windows and try again.

Chrome: CTRL-SHIFT-DELETE.

For more info, see <http://www.udel.edu/it/help/web-browser/clearing-your-internet-cache-and-history.html>

Browser Setup: Popups and Downloading to Excel

The UD unofficial transcript loads as a pop-up window in UDSIS. You need to enable this pop-up window to view it.

Internet Explorer: To setup easy downloading and to configure Internet Explorer to enable pop-up windows for trusted UD servers, complete instructions at <http://www.udel.edu/itwebdev/help/ietips.html>.

Firefox: See <http://www.udel.edu/it/help/popups.html> for directions.

Breadcrumb Navigation records your tracks.

Under the UDSIS logo, the links to the page you are currently on are displayed. Click any item in the breadcrumb list to navigate elsewhere, clicking each folder/page in turn.

UDSIS Setup Defaults: Setup SACR > User Defaults

UD Staff: You can enter defaults for Academic Group, Subject Area, Program, etc.

On tab "User Defaults 4", check "Carry ID" to allow UDSIS to copy the student ID you are viewing to a subsequent screen.

Favorites:

Create a Favorite (bookmark) to pages you use frequently. To create a new favorite, navigate to the desired page, without specifying any IDs or search info. Click *Favorites > Add to Favorites*. Accept the description or enter your own. Favorites will appear alphabetically in the list.

View Student Current Program

Students: View your current program information by clicking the **My Academics** link in **Student Center**.

Staff: Click the **academics** tab on the Student Services Center page for this information.

Additional Help: Students: <http://www.udel.edu/registrar/helpdocs/students.html>

Faculty/Staff: <http://www.udel.edu/registrar/helpdocs/facstaff.html>

or by calling the Registrar's Office at 302-831-2131 (Registrar@udel.edu).