

LOGGING IN TO UI-INTEGRATE SELF-SERVICE

First-time users must get their Enterprise ID and Enterprise ID Password before logging in to UI-Integrate Self-Service. On your computer, access the Bluestem Password Reset website:

<https://webprod.admin.uillinois.edu/eas/servlet/EasBluestemReset>

STEP 1

Log in using your Campus NetID (for example, in your email address, "XXXXX@uiuc.edu," "XXXXX" is your NetID) and Bluestem (NetID) password.

STEP 2

After logging in, choose a new Enterprise password. Your password must meet the following criteria:

- Password must contain at least one (1) UPPER CASE letter.
- Password must contain at least one (1) LOWER CASE letter.
- Password must contain at least one (1) numeric DIGIT: (0,1,2,3,4,5,6,7,8,9).
- The password cannot contain any four (4) consecutive characters of your network account (username), also known as: NetID, LogonID, EnterpriseID.
- The password must be at least EIGHT (8) characters long.
- The password cannot be changed to any of your three (3) previous passwords.
- The minimum user-defined password life is one (1) day.
- The password cannot contain any dictionary word greater than or equal to four (4) characters.
- The password will expire annually.

NOW YOU ARE READY TO LOGIN

Access UI-Integrate Self-Service using the NetID and password you set up in steps 1 and 2. Remember your Enterprise ID and password. Follow the instructions listed in UI-INTEGRATE SELF-SERVICE INSTRUCTIONS.

HELP Available at AITS Help Desk

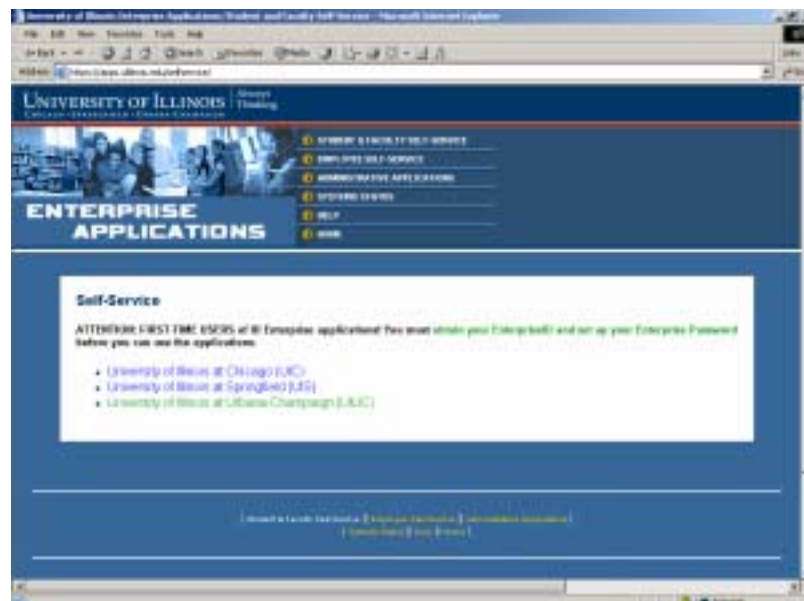
Call 217-333-3102 or

E-mail Helpdesk2@uillinois.edu

UI-INTEGRATE SELF-SERVICE INSTRUCTIONS: Faculty & Advisors

1. Logging in to UI-Integrate Self-Service

The following screen is located at <https://apps.uillinois.edu/selfservice/> and is the first screen you will see when logging in to UI-Integrate Self-Service. On this screen, you will need to **select your campus**. Select the campus where you are teaching or advising.



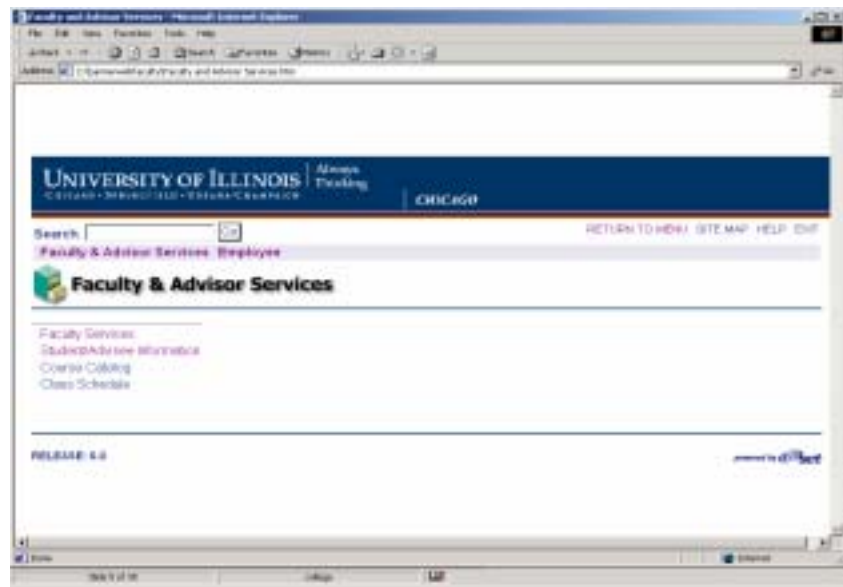
2. Once you have selected your campus, you will be required to enter your **Enterprise ID and password**.



3. After you login to UI-Integrate Self-Service using your Enterprise ID and password, the **Main Menu** screen welcomes you to the system and displays the menu options available to you as an instructor:
 - Select "[Faculty & Advisor Services](#)" for teaching and advising information.
 - Select "[Employee Time Sheets](#)" only if you need to process Time Entry information.



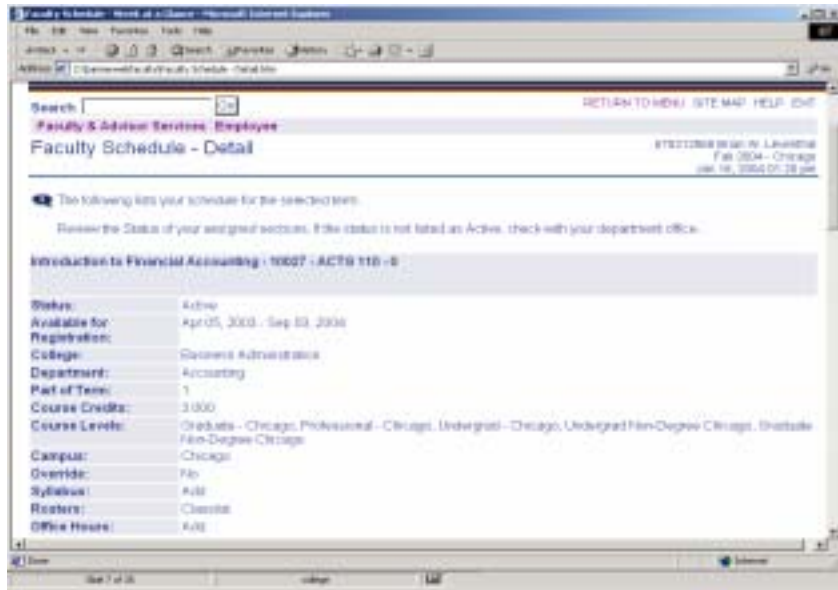
4. The **Faculty & Advisor Services** screen shows the teaching and advising menu options that are available to you now. Additional menu options will periodically be activated during the implementation of the UI-Integrate Self-Service System. Most screens include a “**HELP**” link located in the top right corner of the screen that contains additional information to guide you through the system. To proceed directly to the teaching and advising-related screens, select “**Faculty Services.**”



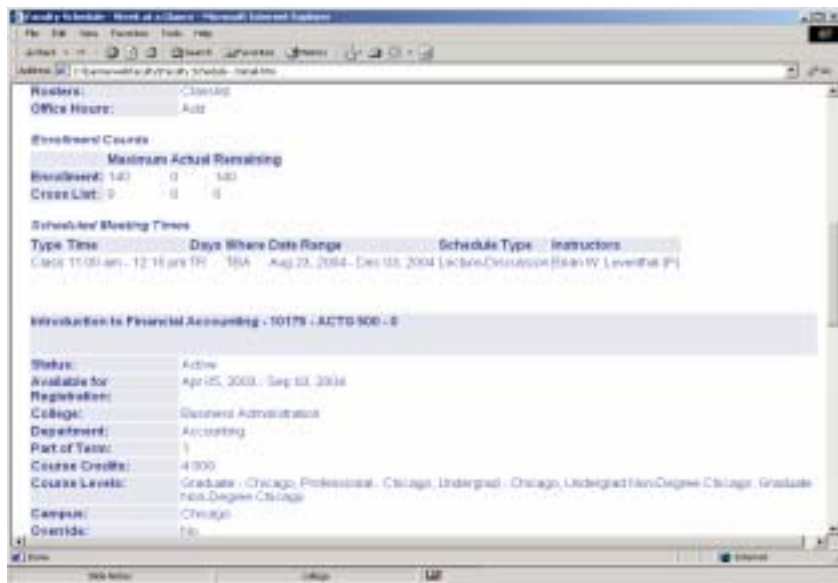
5. The **Faculty Services** screen lists teaching-related menu options available to you. To see your teaching schedule, select “**Faculty Schedule – Detail.**”



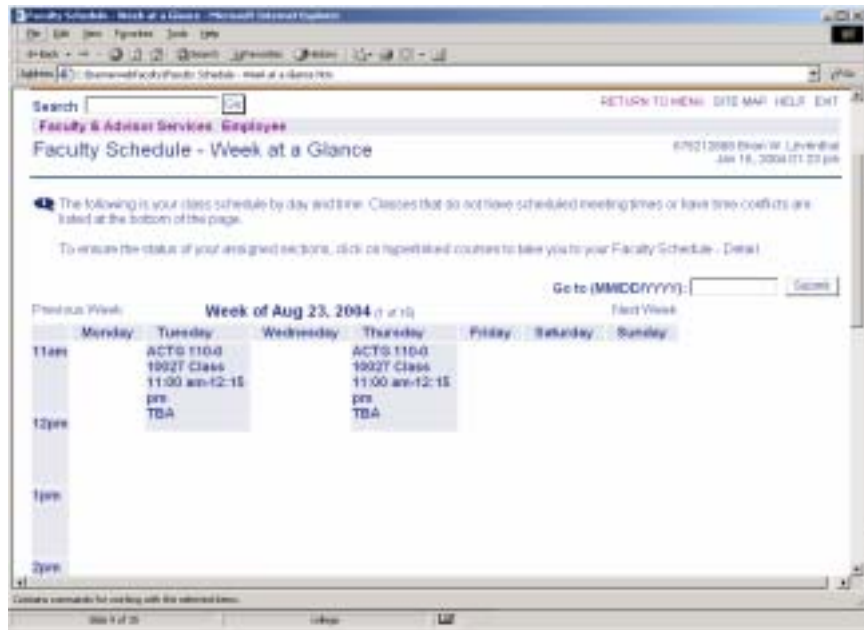
6. The **Faculty Schedule – Detail** screen displays information about your classes, including basic course information, class meeting times, enrollment information and other class information. There are optional links where you can add Office Hours and Syllabus Information that would be viewable to students. You must be assigned by a department as either a primary or secondary instructor to view information regarding a specific class.



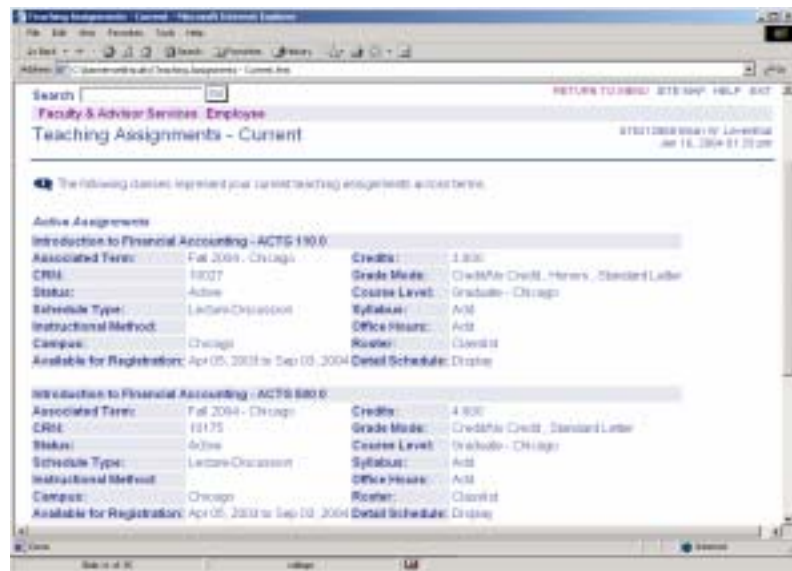
Faculty Schedule – Detail screen, continued:



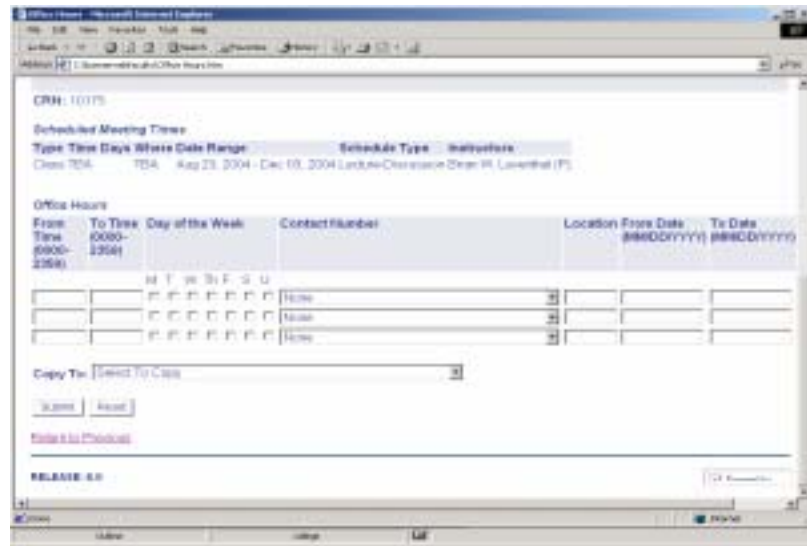
7. **Faculty Schedule – Week at a Glance** shows your teaching schedule graphically. If the semester does not begin on a Monday, select “**Next Week**” to view a complete schedule.



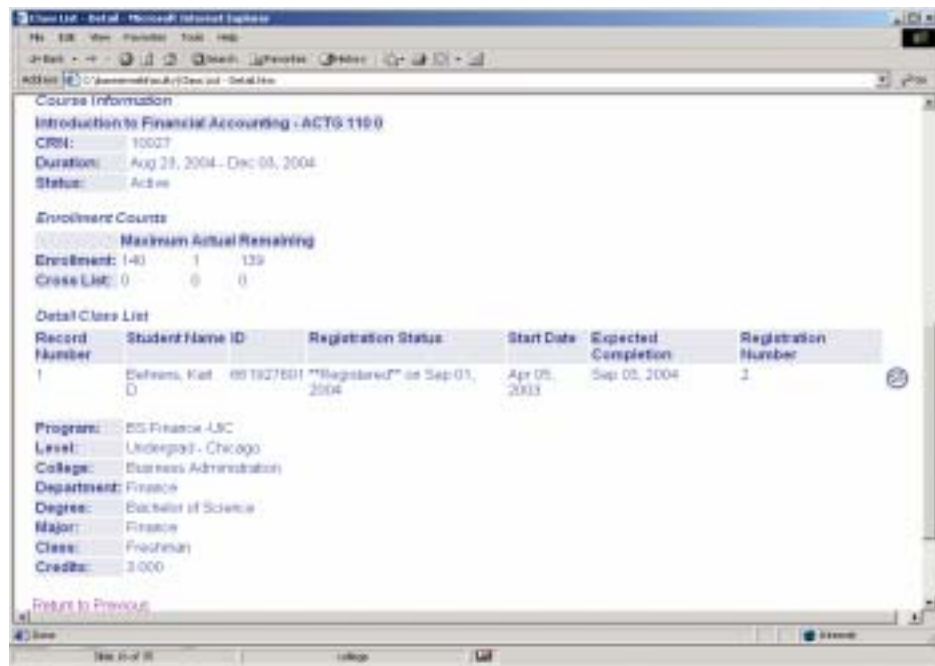
8. **Teaching Assignments – Current** and **Teaching Assignments – History** will display information about courses you have been assigned to as an instructor. Courses taught prior to Fall 2004 will not be listed in History, but will be recorded on an ongoing basis.



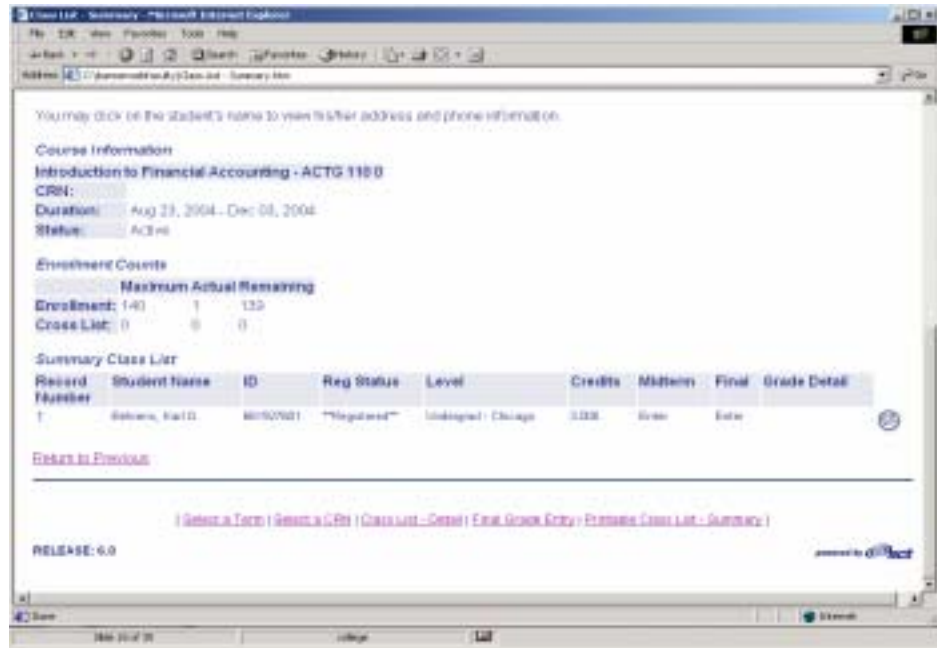
9. You may enter your office hours if you wish on the “**Office Hours**” screen. You may copy office hours from one course to another. Hours must be entered as 0000-2459.



10. **Class List – Detail** displays student-by-student curriculum information for each student registered in a section. The Registration Number indicates the order in which students registered. Students can drop so numbers may be missing.

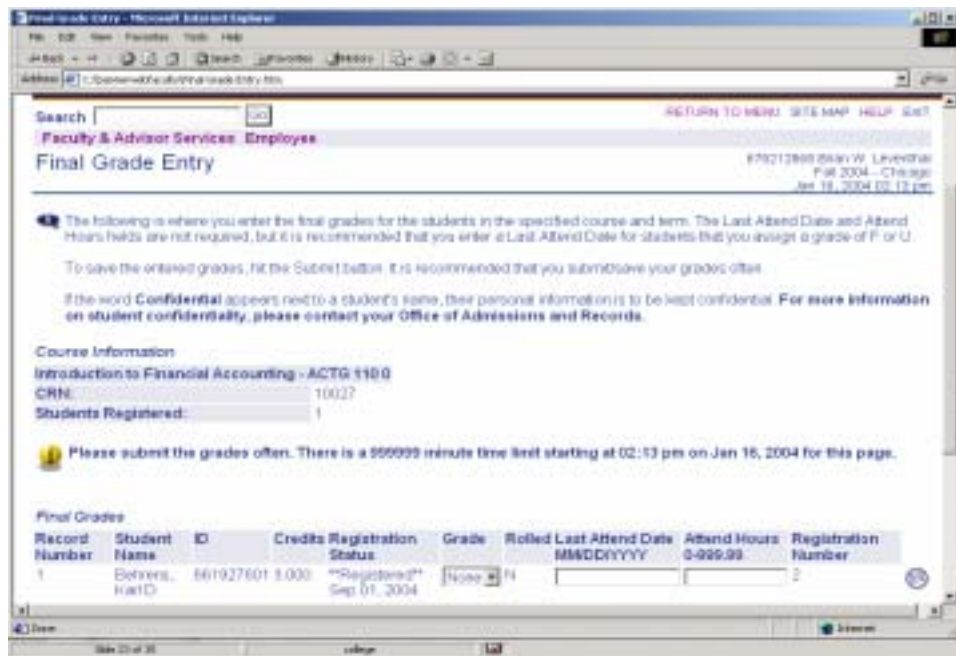


11. **Class List – Summary** displays a list of enrolled students with basic information. Select **Class Roster – Printable** at the bottom of the screen for a class roster that allows for easier printing. You may also select, copy, and paste roster information to a spreadsheet or a text file if you wish. The symbol to the right of a student’s information allows you to send e-mail to the student.

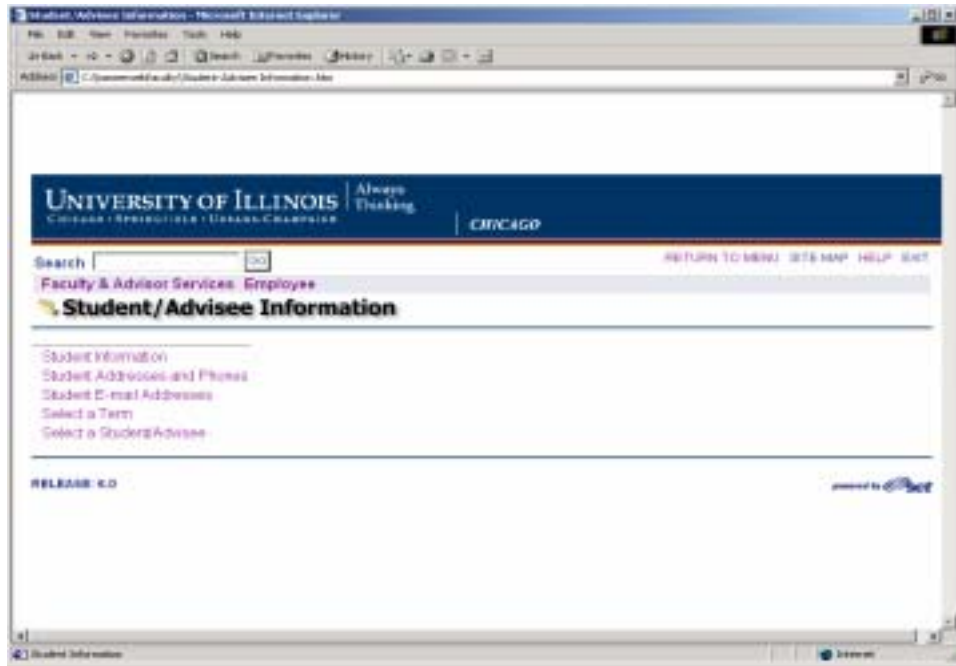


12. If your class allows students to place themselves on a wait list when registering online, you may select **Wait List – Summary** or **Wait List – Detail** to view students on the wait list.

13. **Final Grade Entry** allows you to enter grades by either selecting the grade from a drop-down menu, or by typing directly into the field. An instructor assigned as either a primary or secondary instructor to a section may enter grades. You can only enter grades during certain parts of a term. Click the “Submit” box periodically as you enter grades to save your work as you go. You can enter optional information about contact hours and last attendance dates (this might be helpful information for students who drop a course late in the semester, but again, this is optional).



14. **Student/Advisee Information** displays menu options related to advising students. Additional student information and functionality will periodically be made available during the implementation of the UI-Integrate Self-Service System. Students' academic histories will be viewable to advisors at the end of the Fall 2004 term.



15. **Student Information** will display a particular student's program and curriculum information. You may view additional contact information for a student under **Student Addresses and Phones** and **Student E-mail Addresses**.

