



Getting Around in Campus Solutions – Quick Reference

**A Navigation Guide to the K-State
Student System**

Campus Solutions Navigation Guide, v 1.0

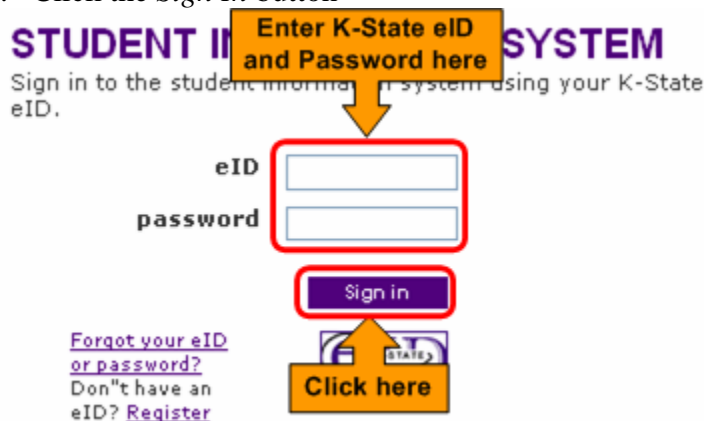
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Campus Solutions Quick Reference

Signing in to iSIS

1. Open Internet Explorer.
 - a. **NOTE: iSIS is supported on all major browsers, including Internet Explorer, Firefox, Netscape, and Safari.**
2. Go to the iSIS Sign-in url: <http://isis.k-state.edu>
 - a. **HINT: You might want to bookmark this page.**
3. Enter your *K-State eID* and *Password*
4. Click the *Sign In* button



5. You are now logged in to the iSIS home page.
 - a. **NOTE: Inactive sessions of iSIS will be automatically signed out after 20 minutes.**

Accessing Components

1. Select the content reference from the menu pagelet or navigation page that relates to your page.
2. On the search page, enter search criteria to identify the row of data that you want to retrieve from the database.
3. Click Search to perform the search.

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Setting User Defaults

“User Defaults” allow each individual user to set pre-determined values for certain fields throughout iSIS. For example, if you work for a specific academic college (Academic Group in iSIS-speak), say Arts and Sciences, then you could set your preferred Academic Group to be that college. User Defaults are set at the following location:

Set Up SACR → User Defaults

Common User Defaults to Consider

Below are some User Default settings that could substantially save time for many users of iSIS:

User Defaults 1 Tab

| Field | Suggested Value |
|----------------------|---|
| Academic Institution | KSUNV |
| Career Group SetID | KSUNV |
| Facility Group SetID | KSUNV |
| Academic Career | Most common student with which you work (Undergraduate, Graduate, or Veterinary Medicine) |
| Academic Group | College with which you are associated, if any |
| Subject Area | Academic department with which you are associated, if any |
| Term | Current term (this value could change two or three times per year). |

User Defaults 2 Tab

| Field | Suggested Value |
|-----------------|------------------------|
| SetID | KSUNV |
| Business Unit | KSUNV |
| Campus | KSU |
| Institution Set | KSU |

Favorites

Adding Favorites

1. Navigate to the desired page.
2. Click the Add to Favorites link in the Universal Navigation Header
3. Modify the link Description, if preferred.
4. Click OK.

Editing Favorites

1. Expand the My Favorites folder in the menu pagelet.
2. Click Edit Favorites.
3. Locate the favorite that you want to modify, and make your changes.
4. Save your changes.

Keyboard Shortcut Reference

| Hot Key | Function |
|-----------------|--|
| ALT+1 | Saves a page in a transaction. Moves to the Search or Add button on a search or look up page. Moves to the OK button on a secondary page. |
| ALT+2 | Returns to the search page from the transaction page. |
| ALT+3 | View the next row in the list when the button is active. |
| ALT+4 | View the previous row the in list when the button is active. |
| ALT+5 | Accesses the Look Up page. Opens the calendar prompt. |
| ALT+6 | Opens the pop-up window on a page. |
| ALT+7 | Inserts a row in a grid or scroll area. |
| ALT+8 | Deletes a row in a grid or scroll area. |
| ALT+0 | When in Expert Entry mode, activates the Refresh button, which validates the data entered on the page. |
| ALT+ . | View the next set of rows in a grid or scroll area. |
| ALT+ , | View a previous set of rows in a grid or scroll area. |
| ALT+ / | Finds data in a grid or scroll area. |
| ALT+ ‘ | View all rows of data in a grid, scroll area, or search page results list. |
| ALT+ \ | Toggles between Add a New Value and Find an Existing Value on a search page. |
| CTRL+ J | Displays the system information page. |
| CTRL+ K | When on a search or transaction page, accesses a page with a list of keyboard navigation shortcuts using hot keys and access keys. |
| CTRL+ Y | Toggles the menu pagelet between collapse and expand. |
| CTRL+TAB | Toggles the focus through the frame set. |
| ENTER | Activates the OK button, where appropriate. On a search page, activates the Search button. On a look up page, activates the lookup button. |
| ESC | Activates the Cancel button, where appropriate. |

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Getting Help

Accessing help from with iSIS:

In the menu pagelet, click the **isishelp** link. This will open the iSIS Support Home Page in a new window.

iSIS Support Home Page:

<http://www.k-state.edu/isishelp>

LASER Project Website:

<http://laser.ksu.edu>

iTAC Help Desk:

helpdesk@k-state.edu

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