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University Community Newsletter - February, 2008



COUNTDOWN TO FIRST SIS IMPLEMENTATION

94 Days

until acceptance of Graduate Applications on June 2, 2008

Welcome to the February University Community Newsletter. The goal of this newsletter is to provide the university community with project updates and information of interest regarding the SIS project. If you have questions about the project and/or are interested in receiving information about a particular topic, we want to hear from you! Please send your inquiries to: sis@osu.edu.

A Message from Martha Garland, Vice Provost and Dean Office of Enrollment Services and Undergraduate Education and SIS Project Sponsor

Happy February to you all! As our countdown clock indicates, we are getting very close to the first planned use of the new student system on June 2, 2008. On that day, Autumn 2009 applications for Dentistry, Medicine and the Allied Medical Professions will be available. Behind the scenes, many other activities are occurring to prepare for this first implementation. For instance, the Project Team is currently testing system functionality that will be used in the first three months of implementation while completing development and preparing for testing of all other functionality. Additionally, materials are being developed and sessions are being scheduled to train those central area staff members who will be participating in the first implementation on June 2nd. While the focus is on testing and training development for this first implementation, the project team is already working with colleges and departments on the manual entry of requisites, and with data analysts on Admissions data structure and the Operational Data Store (ODS). More detailed information about the SIS Project's ongoing initiatives is included below.



Martha Garland

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OSU ID NUMBER WILL BE MAIN IDENTIFIER IN NEW SIS

With the implementation of the first phase of the Student Information System (SIS) in the spring of 2008, the Student and HR systems will share a common database and a common OSU ID format. This new numbering scheme will uniquely identify new individuals to the university and will allow the university to maintain current and new employee and student records in the same database, providing a more flexible system to meet our future needs.

The HR system will begin assigning a 9-digit OSU ID number in April of 2008 to new employees. All new employees will be assigned a number in

the range of 200000000. Unlike the current 8-digit Employee ID number, the first 2 digits of the 9-digit OSU ID or Employee ID numbering system will NOT represent the year of hire. Due to the flexibility of the new system and its ability to handle variable lengths, current and former employees will retain their 8-digit Employee ID numbers.

Current and new students will also be assigned a 9-digit OSU ID number as their main identifier that will be operational once SIS is fully implemented in the summer of 2009. Students who were employed prior to the summer of 2009 will retain their 8-digit ID number.

Details regarding the assignment of OSU ID numbers for students will be provided in the May newsletter.

SYSTEM SECURITY FOR THE NEW SIS WILL REQUIRE A BUCKEYPASS TOKEN

System users and project team members who are involved with the first system implementation in the spring of 2008 will need a BuckeyePass token in order to complete the 2-Factor authentication process required to access some databases.

The 2-Factor authentication process provides additional security for data and information because it involves entering something you know (an alpha-numeric PIN that you have created) along with a 6-digit number that is generated from an assigned BuckeyePass token (a device that looks like a flash drive and generates a random number every 60 seconds) to validate your identity and grant access. For example, you use 2-factor authentication every time you use your ATM card. You need both your card and the PIN in order to access your account.

Who needs a token for the first rollout? Anyone who needs access to the playground or production environments. Distribution sessions are being planned for project team members in March and for central area system users beginning in April. Email invitations will be sent to central area users in late March for the April sessions. Like system training, the distribution of tokens will happen in line with the rollout of the system.

BuckeyePass tokens provide greater security than passwords alone. Once activated, you can use your BuckeyePass token to access any system that uses the OSU Web Login Service, such as Carmen, eReports, and PeopleSoft. Contact 8help for more information on systems where BuckeyePass is enabled.

Workshops for Business Areas on Requisite Entry and Data Acquisition



Mike Belair from the SIS Integration team was one of the presenters for the Data Acquisition and Analysis Workshop held at Lincoln Town on February 12th.

The **Data Acquisition and Analysis workshop** was piloted on 2/12 with official offerings in late February and early March for the power users of the legacy (current) Operational Data Store (ODS). The purpose of the course is to introduce Admissions and Bio-Demo power data users to the new ODS structure and begin transitioning to the new environment. The class demonstrates tools for building data structure knowledge and reconstructing queries in the new environment. After attending the workshop, power users

will be invited to attend facilitated labs planned in March and April.

The **Requisite Entry Initiative** began February 25, 2008 and will continue through March 5, 2008.. Not all course prerequisites currently listed in the MARX System can be systematically converted into Peoplesoft. College Implementation Managers (CIMs) were asked to name a representative from each of their departments to manually enter their requisites into the new SIS. This is a necessary step to ensure requisite checking during the registration process and it also provides an opportunity to check accuracy of existing prerequisites. Invitations were sent to those named by CIMs and training continues through March 5th. All requisites must be entered by July 14, 2008. After the deadline, departments will no longer have access to the requisite database and the Registrar's Scheduling Office will resume responsibility for ongoing maintenance. OUR will also be responsible for dual entry of updates in PeopleSoft and the legacy system between July 2008 and Go Live.

COMMUNICATING UPDATES - EMAIL YOUR TOPIC IDEAS

Over the coming months and years, we will be communicating project updates to you primarily through this newsletter. What topics would you like to see featured in this newsletter? Do you have a question we can address? Please let us know your thoughts. We welcome your participation in helping to shape the content of this newsletter. Please send your ideas, comments and/or questions to the Change Management Team at sis@osu.edu.

For a more detailed overview about the SIS Project, visit the "Frequently Asked Questions" page on the SIS web site at:

<http://oaa.osu.edu/sis/faq.html>

THE SIS PROJECT: MOVING FORWARD TO MEET OUR FUTURE!