ISIS Update

Welcome to the 2nd ISIS update for ISIS users, providing updates on functionality, ISIS statistics, tips and tricks, and more.

In this Issue of ISIS Update

Functionality Now Working or Currently Unavailable

Functionality Now Available
- The upgrade to Unicard has been tested in SMS-Enrolments today. We expect it to be applied to Student Centres tomorrow.
- The Student Document Search report is now available.
- The Special Consideration Search report is now available.

Functionality Available Soon
- The report to monitor the status of RHD Student Progress will be available tomorrow.
- Results collation sheet, used for Student Academic Progress, will be available on 18 June.
- Online applications are expected to be available later this week, the University is waiting on a merchant ID from the bank, as soon as we have this we can open online applications.
- Results Statement, that replaces the Merlin enrolment advice and result history links in the student portal, will be available on 17 June.
- The interface to the Library is still not connected. We expect it to be connected by the end of the week.

Functionality Unavailable.
- Due to a delay with the data feed from ISIS to the Account Registration System (ARS), applicants have not been able to respond to an offer that was recorded in ISIS. The first feed from ISIS to the ARS is scheduled for this evening, and this feed will run on a nightly basis going forward. Applicants must wait until the day after their offer is recorded in ISIS to respond to the offer.
- The enrolment wizard that helps students navigate through their enrolment has a problem with the final link, ‘next steps’. When student click on this link they are directed to a blank page. Until this link can be fixed we have placed the link on the ‘welcome’ page advising students to remember to come back to this page when they have completed their enrolment. Students should not be disadvantaged by this broken link.

Previously Advised Functionality Unavailable
- QAS Address Verification is not available for the staff interface only.

Admissions correspondence:
- Offer letters: Please continue to use the offer letter template provided on the ISIS website until further notice. The template can be downloaded here: http://www.isis.unimelb.edu.au/getting_help/resources (email login required). We are working on a fix overnight that we hope will be successful, we will provide further advice on this tomorrow.
- Other admissions correspondence: Templates have been posted on the ISIS website. Currently these require manual entry of the applicant’s details. Further information about how to generate these letters in bulk using a mail-merge process will be provided soon. Templates can be downloaded here: http://www.isis.unimelb.edu.au/getting_help/resources/off-system_letter_templates (email login required).

Tips and Tricks

Mid Year Enrolments
If you are expecting new students to enrol at mid-year, please make sure the relevant course(s) are correctly set up with a structure in ISIS. If there is no structure the students will not be able to enrol. If you see that a course does not have a structure please contact us immediately via the ISIS help desk.

Did You know?
- If a student withdraws from a subject before the census date, the status of the subject in ISIS changes to ‘Planned’. It will not be shown as ‘withdrawn’ as it was in Merlin after the subject change date.

Handy tip
- Microsoft shortcut keys work on ISIS. You can reduce your use of the mouse by familiar keys such as Ctrl+S for Save, Ctrl+R for Retrieve etc.

ISIS Now Linked to the University Staff Webpage
- You can now access the ISIS website from the University staff webpage: [http://www.unimelb.edu.au/staff/](http://www.unimelb.edu.au/staff/)

Quicklinks
- [ISIS Website](#)
- [ISIS News](#)
- [ISIS Glossary](#)
- [ISIS eLearning](#)