

# Requesting CU-SIS Access for New Faculty

Before new faculty or teaching assistants can be assigned to a class in CU-SIS, they must appear on the Instructor/Advisor Table.

1. Have them provide you with their 9-digit CU-SIS ID.  
If they do not believe they have one, have them complete a Faculty Access Form located at:
  - <http://www.ucdenver.edu/student-services/resources/Registrar-dev/faculty-staff/SecurityAccess/Pages/default.aspx>  
(ucdenver.edu/Registrar, then Faculty/Staff Resources, then Security Access)
2. Once you have their ID, navigate to: Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table
3. Choose "Include History" and enter the ID. Click "Search".

## Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

ID:

Campus ID:


National ID:

Last Name:

First Name:

**Include History**    **Correct History**    **Case Sensitive**

Limit the number of results to (up to 800):



- If the fields are blank, then either the form hasn't been submitted, or it hasn't been processed yet.

Instructor/Advisor Table | **Approved Courses**

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**Instructor Details** Find | View All First 1 of 1 Last

\*Effective Date: 04/29/2016  \*Status: Active

\*Instructor Type:   Advisor

\*Academic Institution: CUDEN  CU Denver

\*Primary Acad Org:

\*Instructor Available: Available

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**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number: 1  Percent of Appointment:

\*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Instructor/Advisor Table | **Approved Courses**

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**Instructor Details** Find | View All First 1 of 1 Last

Effective Date: 04/29/2016 Status: Active

Instructor Type:  Advisor

Academic Institution: CUDEN CU Denver

Primary Acad Org:

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**Course Description** Personalize | Find | First 1 of 1 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

- If the following fields are populated, then the instructor is already on the table. You should be able to add the instructor/TA to the meetings tab of the class.

Instructor/Advisor Table | Approved Courses

**Instructor Details** Find | View All First 1 of 1 Last

\*Effective Date: 08/01/2014 \*Status: Active

\*Instructor Type: Teaching Assistant  Advisor

\*Academic Institution: CUDEN CU Denver

\*Primary Acad Org: D-CLAS College of Liberal Arts & Sci

\*Instructor Available: Available

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

\*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Instructor/Advisor Table | Approved Courses

**Instructor Details** Find | View All First 1 of 1 Last

Effective Date: 08/01/2014 Status: Active

Instructor Type: Teaching Assistant  Advisor

Academic Institution: CUDEN CU Denver

Primary Acad Org: D-CLAS College of Liberal Arts & Sci

**Course Description** Personalize | Find | View All First 1 of 1 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	D-ENGL					

If you are unable to add the instructor at this point, you will need to email [courses@ucdenver.edu](mailto:courses@ucdenver.edu). Provide the following information in your email:

- Term
- Class including subject, 4-digit course number, section number
- Instructor name and 9-digit ID
- Text stating type of assistance needed (unable to add instructor for some reason, etc.)