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](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.

**Find an Existing Value**

**Search Criteria**

- ID: begins with
- Campus ID: begins with
- National ID: begins with
- Last Name: begins with
- First Name: begins with

[Include History] [Correct History] [Case Sensitive]
Limit the number of results to (up to 800): 300

[Search] [Clear] [Basic Search] [Save Search Criteria]
4. If the fields are blank, then either the form hasn't been submitted, or it hasn't been processed yet.
5. 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.

If you are unable to add the instructor at this point, you will need to email 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.)