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:
   - https://www.cu.edu/uis/campus-solutions-cs-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".

4. 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

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 ▼

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: 04/29/2016   Status: Active

Instructor Type: ☐ Advisor

Academic Institution: CUDEN   CU Denver

Primary Acad Org:

Course Description
Personalize | Find | 🗗 | 🔳   First ◄ 1 of 1 ► Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus	
1	🔍	🔍	🔍	🔍		🔍	➕ ➖

---

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.)