

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".

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:

Campus ID:


National ID:


Last Name:

First Name:

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

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

[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.

Instructor Details
Find | View All
First ◀ 1 of 1 ▶ Last

*Effective Date: *Status:

*Instructor Type:

*Academic Institution: CU Denver

*Primary Acad Org:

*Instructor Available:

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

Advisor Number: Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

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	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/> <input type="button" value="🔍"/> <input type="button" value="+"/> <input type="button" value="-"/>

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.

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 | 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. 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.)