New Faculty NeSIS Training

To Access the system:

You will need the NU ID number and password from your computer account request.

Go to [www.peru.edu](http://www.peru.edu)

*Click on MyPSC*

Enter your NU ID and password to sign in.

(prior to your first login, you will need to activate your NU ID number through TrueYou- see handout)
For Course information go to your schedule:
Path – Self service>Faculty Center>My Schedule

Click on the myPSC – Faculty tab

Click on the course to view Class Detail

Click on the people icon to get to the class roster
This is the Class Detail Screen

Click on an individual student’s name – Outlook will open a new email.

Download the roster to Excel by clicking on the icon.

(please note: to use this option you will need to change the browser’s security settings – see the Downloading Grade Rosters in IE document)
Click on the Advisor Center tab

This gives you a list of your advisees and an easy way to email them.

Note: NeSIS will display 10 advisees. To see them all you need to expand the list to "view all"

Click on "View Student Details" for a student

You will see the student’s Fall 2010 schedule
Any holds on the student will be listed here
Personal information is available here
Click on the Search Tab

To search for classes – fill in the required information

Click the drop down box to select course history (click go) to see a complete list of PSC courses and grades

Click the Grades tab (click go) to see term grades and GPA
If there are more than 3 search returns – click “View All Sections” to see all the information.

You can also search for all classes in a subject area by leaving the course number field blank.
Set up the SACR defaults (lets you avoid having to enter the institution and other information at each use)

Enter the institution by clicking on the magnifier and selecting PSC.

You can also enter the term and areas, but you will need to update the SACR as needed.

With all search areas, there is a „clear all search criteria“ button and it will remove these defaults.

For further information:

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Visit the on-line training area for the advisor center

http://www.peru.edu/online-training/faculty-center/toc.html

Additional Information

Security Options Necessary to allow download of class rosters to Excel

- Internet Explorer
  - Under Tools, Internet Options - Security tab - Internet Zone - Custom level - scroll down to downloads and make sure that "Automatic prompting for file downloads" and "File download" are enabled.
  - must allow pop-ups when you click on the download button