



SIS: Log In/Log Out

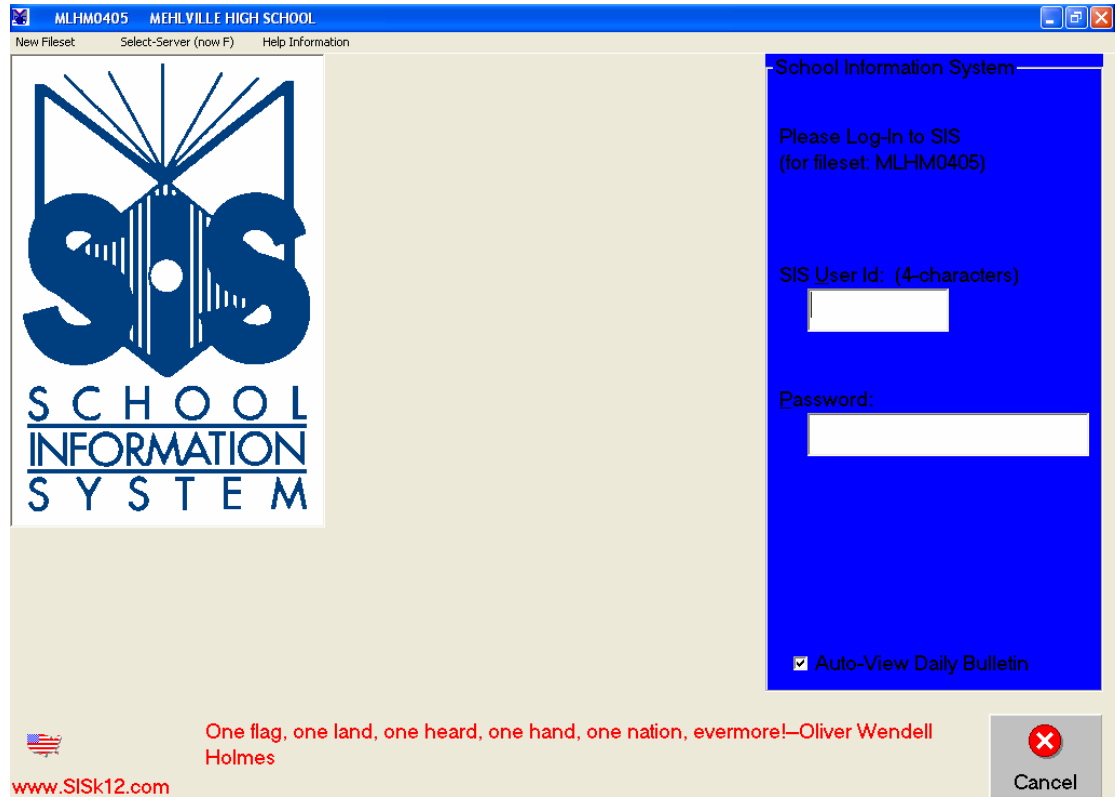
Logging In

1. Double-click the SIS Icon on your desktop.



The name of your school will appear in the title bar of the SIS program.

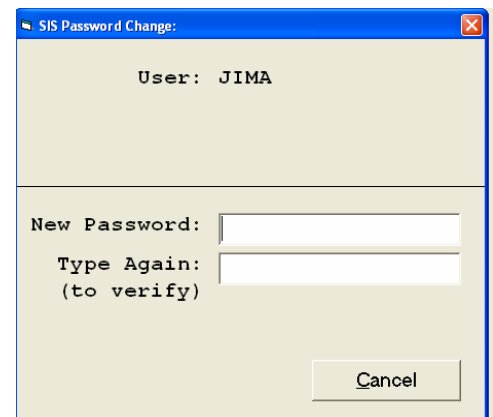
If you do not immediately go to the log-in screen, select your school from the list with a double-click.



SIS Permissions, linked to your User ID and password, provide system security by determining each user's to SIS information.

SIS passwords can be any combination of letters, numbers, and spaces that does not exceed 20 characters. It is not case sensitive.

2. The first time... you log into SIS, you will be required to create a password. So...
 - a. Type your 4-character SIS User ID, and hit the Enter key twice.
 - b. Select the Okay button on the Welcome prompt.
 - c. Enter your new password twice.
 - d. Hit "Enter" on your keyboard.



The next and subsequent times...

- a. Type your 4-character SIS User ID and password in the windows
 - b. Press the Enter key.
3. Your SIS Main Menu will appear:

Logging Out

1. Select the **Exit SIS System** button to close SIS and return to your desktop. Or select the **Logout User** button to exit this SIS fileset for the purpose of opening another fileset, allowing another user to log into SIS using this computer, or to secure your data while away from your desk.