

Quick User Guide for the Student Registration System (SRS)

Logon

- Access the Host Explorer Application from your Windows Search bar
- Select ivy.umis.upenn.edu
 - ☞ See your LSP (Local Support Provider) for assistance with this access or refer to the [ISC Resource Page](#)
- Type **CICSRUPN** in the Application field
- Press **[Enter]**
- Press **[Pause/Break]** or use the clear screen functionality (**pink eraser icon**) to remove CICS banner screen
- Type **CSSN**
- Press **[Enter]**
- At system prompt for LOGONID and PASSWORD, type your userid and password
 - ☞ A 'P' number, e.g. P791234, and password will be provided once SRS training and the Logon Access Form are completed
- Press **[Enter]**
- The system displays information about the session including a 'signon completed' message and the logon ID and name of the user
- Type **ZCTL**
- Press **[Enter]**
- The system displays the SRS Bulletins Screen
- Press **[Enter]**
- The first screen available after login is the **001 SIS Menu**, which shows several fields common to screens throughout the application.

Reminders, Tips & Shortcuts

- Use the F2 key to uncover helpful information regarding a screen or an individual data field in SRS.
- Terms in SRS
 - ☞ Terms in SRS are defined using alpha characters ABC; **A** Spring (19A); **B** Summer (19B); **C** Fall (19C)
 - ☞ Terms in Pennant are defined using 10, 20, 30; **10** Spring (201910); **20** Summer (201920); **30**-Fall (201930)

Student Biographic/Demographic Information

- Use the SID field on SRS screens 003 or 103 to search for student by last name/space/first name
- Use the Penn ID field on SRS screens 003 or 103 to search for students by their 8-digit Penn ID