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

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