

# ***AIS TIP SHEET***

## **Browsers**

SAFARI is NOT a recommended browser.

On a Mac, use Netscape, Mozilla, or Firefox.

On a PC, use Internet Explorer, Mozilla, or Firefox.

## **AIS FAQ**

<http://ais.ucsc.edu/help/Faculty.html#FAQ>

## **Office of the Registrar FAQ**

[http://reg.ucsc.edu/staff/ais\\_info/fac\\_info.html](http://reg.ucsc.edu/staff/ais_info/fac_info.html)

## **Obtaining an Account in MyUCSC**

Your faculty AIS account creation is initiated when your department tells the Registrar's Office what courses you will be teaching. Your department will be notified when your account is ready.

## **Logging into MyUCSC**

Go to: <http://my.ucsc.edu>

In the User ID field type in your 7-digit ID number.

In the Password field type in your password.

Click Sign In.

## **Getting your Class Roster**

Instructions are available at:

<http://ais.ucsc.edu/help/Faculty.html#Rosters>

## **Entering Grades**

<http://ais.ucsc.edu/help/Faculty.html#Grading>

## **Narrative Evaluations**

[http://ais.ucsc.edu/help/Faculty.html#Narrative\\_Evaluations](http://ais.ucsc.edu/help/Faculty.html#Narrative_Evaluations)

<http://reg.ucsc.edu/NES/handbook/submitting.html#materials>

## **More Help**

[http://www.reg.ucsc.edu/staff/ais\\_info/fac\\_info.html](http://www.reg.ucsc.edu/staff/ais_info/fac_info.html)

## **Common Problems Who To Call / Email**

### **Contact the AIS Help Desk**

(831) 459-1611 (Press Option 5, then 4) or [ais-help@ucsc.edu](mailto:ais-help@ucsc.edu) if you:

Need a password reset, need to get login information for My UCSC sent to your Cruzmail account, are having technical problems with MyUCSC (login problems, errors, data not appearing, page not loading, etc), are having difficulty submitting Grades, are having difficulty submitting Evaluations, want to set up a forgot your password hint, or you need help changing your password.

### **Contact ITS Help**

(831) 459-HELP or [help@ucsc.edu](mailto:help@ucsc.edu) if you need to get login information for MyUCSC by phone, or you need access to your Cruzmail (UCSC email) account.

### **Contact the Registrar's Office**

(831) 459-4412 or [registrar@ucsc.edu](mailto:registrar@ucsc.edu) if you have questions about the grading policy, or you need to drop a student from a course.

### **Need Training?**

If you would like to set up a hands-on training appointment on using MyUCSC email [ais-training@ucsc.edu](mailto:ais-training@ucsc.edu)