

SIS Web for Students - Beginners

WHAT IS SIS AND WHAT CAN IT DO FOR ME?

Plenty! SIS is the **Student Information System**. You can:

- See (and print) your class schedule.
- Update permanent, local, billing, and e-mail addresses.
- Check your grades and view your transcript.
- Look up available courses.
- Register for classes online (requires advisor consent).
- Review your Bursar balance and pay by credit card.
- Purchase OSU student ticket package

HOW DO I USE SIS?

These instructions include a required PIN change on 1st use.

- ❑ Open a Web Browser (we do not recommend AOL) and go to <http://pio.okstate.edu/>.
- ❑ Click on the SIS link in the upper left corner of the page.
- ❑ Click "Login".
- ❑ Key your Student ID and six-digit birth date in MMDDYY format.
- ❑ Click "Login", then click "Change PIN".
- ❑ Key your old PIN (birthday) and a new six-digit PIN of your choice.
The new, permanent PIN cannot be your birthday.
- ❑ Key the new PIN again. Click "Submit".
- ❑ Click "Continue", then key your Student ID and new PIN.
- ❑ Click "Login" to enter the SIS system.

WHAT IS A STUDENT ID?

Your Student ID is usually your Social Security Number. Students who do not have a social security number are issued a student ID during the Admissions process.

WHAT IS A PIN? HOW DO I GET ONE?

PINs (**P**ersonal **I**dentification **N**umbers) are used to access your records on the SIS Web for Students. PINs are provided to ALL students. As students are added to the SIS database, PINs are automatically set to the student's birthday. For example, if your birthday is May 31, 1980, then your PIN is 053180. The first time the PIN is used, the system will require that the PIN be changed from your birthday to any other six-digit number.

WHAT IF I FORGET MY PIN?

PIN numbers will not be reset via phone. You may fax a request to 405-744-8426, *Attn: PIN Number Reset*. Include your **full legal name, student ID number, a picture ID, & signature**.

WANT MORE INFORMATION?

- Go to the SIS Web (<http://prodosu.okstate.edu>) and check out the help screens.
- See the schedule booklet published each term.
- Contact your advisor or your Student Services Office.
- Send e-mail to SIS-DM@okstate.edu.

OTHER USEFUL CONTACTS:

Registrar: cjd5818@okstate.edu or <http://home.okstate.edu/homepages.nsf/toc/Registrar.html>

Admissions: admit@okstate.edu or <http://www.okstate.edu/admissions/admiss.html>

Bursar's Office: osu-bursar@okstate.edu or <http://www.okstate.edu/oavpc/bursar/brshome.htm>

Financial Aid: finaid@okstate.edu or <http://www.okstate.edu/finaid/>

QUESTIONS OR PROBLEMS?

Call 405/744-6890.