



## Navigating the Student Information System (SIS) – Admin Buckeye Link (Student)

### Account Set-Up – User Defaults

Work smart, not hard! Tell the system which data sets to pull from by default, so you aren't required to enter the information every time you need it. Once selected, user defaults remain chosen unless changed by the user.

#### Main Menu > Set Up SACR > User Defaults

- **User Default Tab 1:** Academic Institution, Career Group SetID, and Facility Group SetID = OSUSI
- **User Default Tab 2:** Set ID, Business Unit, Institution Set = OSUSI
- **User Default Tab 4:** Check "Carry ID"; this tells SIS to copy and paste to various parts of the system the Student ID # that belongs to the account you're researching.

### Searching for Students

ID = 8 or 9 digit Student ID# (e.g. 100123456)

Campus ID = lastname.# (e.g. buckeye.1)

National ID = Social Security #

*TIP: "Begins with" drop down menus can be changed to expand searching capability*

### Adding Favorites

You may find yourself visiting the same pages in SIS often. Adding them as "Favorites" makes for quick and efficient navigation while you're researching accounts. Check with your colleagues for suggestions about which pages to add to your Favorites.

To add a favorite:

1. Navigate to the page that you want to add as a favorite (e.g. Admin Buckeye Link (Student)).
2. Open the Favorites menu and choose "Add to Favorites"
3. If desired, change the description to rename your favorite.

### Getting Help with SIS

Visit the SIS My Buckeye Link Reference Guide at <https://assist.ocio.osu.edu/sis/WebHelp/MyBuckeyeLink/index.html>

The screenshot shows the Admin Buckeye Link (Student) interface. At the top, there are search fields for ID, Campus ID, National ID, Last Name, and First Name, each with a "begins with" dropdown menu. Below these is a "Case Sensitive" checkbox. The main header is "OSU.EDU". Below the header is a navigation bar with "Favorites", "Main Menu", "Campus Community", and "Ad". The "Favorites" section is expanded, showing a "Recently Used" list with items like "Admin Buckeye Link (Student)", "User Defaults", "View Customer Accounts", "Enrollment Transaction Inquiry", and "Customer Attorney General". Below this is a "My Favorites" section with a red box around the "Add to Favorites" button, labeled "#2". Below the "Add to Favorites" button is a dialog box titled "Add to Favorites" with the text "Please Enter a Unique Description for this Favorite" and a text field containing "Admin Buckeye Link (Student)", labeled "#3". The dialog box has "OK" and "Cancel" buttons.