

# The CSN Student Information System (SIS)

You will get the account and USER ID and PASSWORD from the Office of Technology (OTS). Call their Help Desk at 651-4357.

## 1. Accessing SIS

a. Call the OTS Help Desk at 651-4357 to request installation of the program *QWS 3270* on your computer. This will allow you to access SIS. Once installed click on the *QWS 3270* icon on your desktop.

or

b. Go to [http://bighorn.nevada.edu/hod/Bighorn\\_J2.html](http://bighorn.nevada.edu/hod/Bighorn_J2.html) and in the window double click on the icon *3270 Bighorn Autostart*. If you wait a few seconds it'll start by itself!

NOTE: Unless you have a high-speed Internet connection (1.5 MB or above), this Web Site loads very slowly.

2. You will see the NSHE WELCOME SCREEN.

3. At the cursor location type your USER ID and press <Tab>.

4. At the cursor location type your PASSWORD and press <Enter>.

5. You will see the APPLICATION SCREEN.

6. Type the ***number 1*** and press <Enter>.

7. You will see a blank screen.

8. Press <Tab> then type *scfe* and press <Enter>.

9. You will see the SCS SCREEN.

10. In the FUNCTION LINE type the name of the student data or course screen that you want to access. Function names are provided in a separate handout.