

Germanna Community College SIS Documentation

Setting up Advising Favorites

Description: Follow these steps to setup favorites in SIS to help you navigate through the system. These favorites are attached to your id so they will follow you wherever you go.

STEPS

1. **Login to SIS**
2. **Faculty Center**
 - a. Click **SELF SERVICE**
 - b. Click **FACULTY CENTER**
 - c. Click **Add to Favorites** (upper-right corner)
 - d. Name your Favorite
 - e. Click **OK**
3. **Advising Transcript**
 - a. Click **Records and Enrollment**
 - b. Click **Transcripts**
 - c. Click **Transcript Request**
 - d. Click **Add to Favorites** (upper-right corner)
 - e. Name your Favorite
 - f. Click **OK**
4. **Register Students**
 - a. Click **Records and Enrollment**
 - b. Click **Enroll Students**
 - c. Click **Quick Enroll a Student**
 - d. Click **Add to Favorites** (upper-right corner)
 - e. Name your Favorite
 - f. Click **OK**
5. **Student Class Schedule**
 - a. Click **Records and Enrollment**
 - b. Click **Enrollment Summaries**
 - c. Click **Enrollment Summary**
 - d. Click **Add to Favorites** (upper-right corner)
 - e. Name your Favorite
 - f. Click **OK**
6. **Class Search**
 - a. Click **VCCS Custom**
 - b. Click **VCCS Student Records**
 - c. Click **Class Sections by Course Range**
 - d. Click **Add to Favorites** (upper-right corner)
 - e. Name your Favorite
 - f. Click **OK**

When you login, click My Favorites to view the favorites you just setup.