

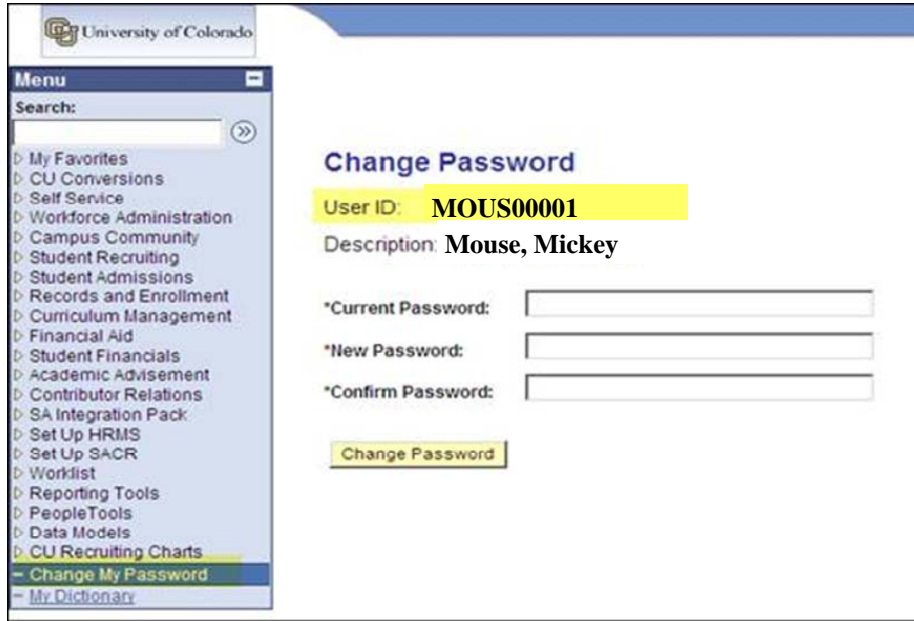


Work-Study Employer Page in Campus Solutions

If you need access to view students' work-study awards and balances in Campus Solutions (also known as ISIS), you must request access to the Work-study Employer View page. See page 2 for instructions on how to request access.

What is my Campus Solutions (ISIS) user ID? Your Campus Solutions user ID is **NOT** your Identikey. You can look up your user ID by signing into Campus Solutions and looking at the following page:

Navigate to Change My Password. You'll see your User ID there.



Work-Study Employer Page in Campus Solutions

If you already have access to Campus Solutions and only need to add access to the Employer View page:

Send an email to Susan.Youtz@Colorado.edu and include the following information:

- ◆ Your full name and department name
- ◆ Your Campus Solutions/ISIS Operator ID (i.e. MOUS000001)

OR

If you DO NOT already have access to Campus Solutions:

You must do the following to receive access to Campus Solutions **AND** the Employer View page:

- ◆ Complete these online courses in SkillSoft (if you have not already done so):
 - ⇒CU: Introduction to ISIS (course number A00140)
 - ⇒CU: FERPA (course number U00049)
- ◆ Complete the ISIS and Document Management Access Form
 - ⇒The form can be found at: <https://metamorphosis.cu.edu/resources/default.aspx>
 - ⇒Send the completed form to Susan.Youtz@Colorado.edu

** Instructions for accessing the courses are included on the access request form.