IT SERVICES @ SHIP

Employee Information System

Info@Ship

https://info.ship.edu

Info@Ship contains the **Employee Information System (EIS),** your online portal for information at Ship.

Access Info

- The Employee Information System (EIS) is available anywhere, anytime. **Connect securely** at https://info.ship.edu.
- Your Ship e-mail address and password are used for logging in to the **Employee Information System (EIS)**
- Your password can be changed or reset at any time at http://password.ship.edu

FERPA regulations

The Family Educations Rights and Policy Act (FERPA) applies to student data whether in printed or electronic format and it is your responsibility to protect this data. For more info: http://www.ship.edu/facultyStaff and click on **FERPA Information.**

Advisor Info/Release

Up-to-date detailed academic information on your advisees is available. Sort in several ways to aid your review and then release advising holds. Advisor holds must be released before a student is permitted to schedule.

Faculty Evaluations

View summary results of completed student surveys for course sections you have taught.

Class Lists

Basic information including pictures of students enrolled in your classes is provided. The options available change depending on the time of year.

Email Students
The Ship email address is the official means of communication to Ship students.

- Email all students in all your classes
- Email all students in one class
- Selectively choose multiple students.

Dynamic aliases are built with your login and a random number (eg. *jmabpl52jm@info.ship.edu*) each time you email your class. Once the email is sent, the alias is removed to provide security and prevent spam.

Download to Excel
A comma delimited text file can be imported into Excel, Access or another package.

Printable Class List
Create a printer-friendly display including student pictures.

Preliminary Class List
The Registrar enables this list after the drop/add period is over. Use this interactive list until class lists are due to submit students not attending a class.

Access Desire2Learn
The class lists are automatically uploaded to Desire2Learn on a daily basis.

Grade Posting
The Registrar enables collection of early warning and end-of-semester grades. Use the Class List screen to enter the grades. You must click on Post Grades for grades to be submitted.

Final Exam Schedule
The Registrar makes final exam time and room assignments for each course. These will appear on the list of classes once the times are established.

Busy Search Students

Use this utility to choose office hours that your students may attend. You will enter candidate office hours and the results will display the number of students who can and cannot attend those hours based on their class schedules.

For More Info

http://www.ship.edu/facultyStaff
links to deadline dates, calendars, FERPA regulations and other important news and information.

Protect yourself & your students

Never give your EIS (or any other) password to anyone. Voluntary password sharing is the greatest IT security threat.

Student Directory

Search the student directory. Information is displayed for all students who have allowed the University to release their directory info.

Internal Job Postings

View available staff and administrative positions and download bidding and interest forms.

Campus Directory Info

Edit your campus directory information and choose to suppress or release your home contact information.

Vehicle Dispatch

Reserve state vehicles for official use.

Emergency Text Msg

Sign up for our Emergency Text Message notification system. You may enter up to 5 email addresses or cell phone numbers where we can send emergency info to in potential life-threatening situations.

Need Help?

For technical assistance, dial **HELP (4357)** or **477-4357**, stop by our Help Desk in MCT 071, or e-mail us at helpdesk@ship.edu
For administrative issues (class lists, grades, etc) contact the Registrar's Office at **1281**.

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