



Module Two: Understanding SIS



Introduction Understanding SIS

In this module, you will learn how to access and navigate SIS.

In order to access SIS after this training, you will need a institutional email account. Please continue through to the end of Module 6 of this training course to learn how to set up your SIS account.

If you have any questions as you proceed through this eCourse, please contact us:

Toki Fillman, California Prenatal Screening Program

(510) 620-6228 (phone)

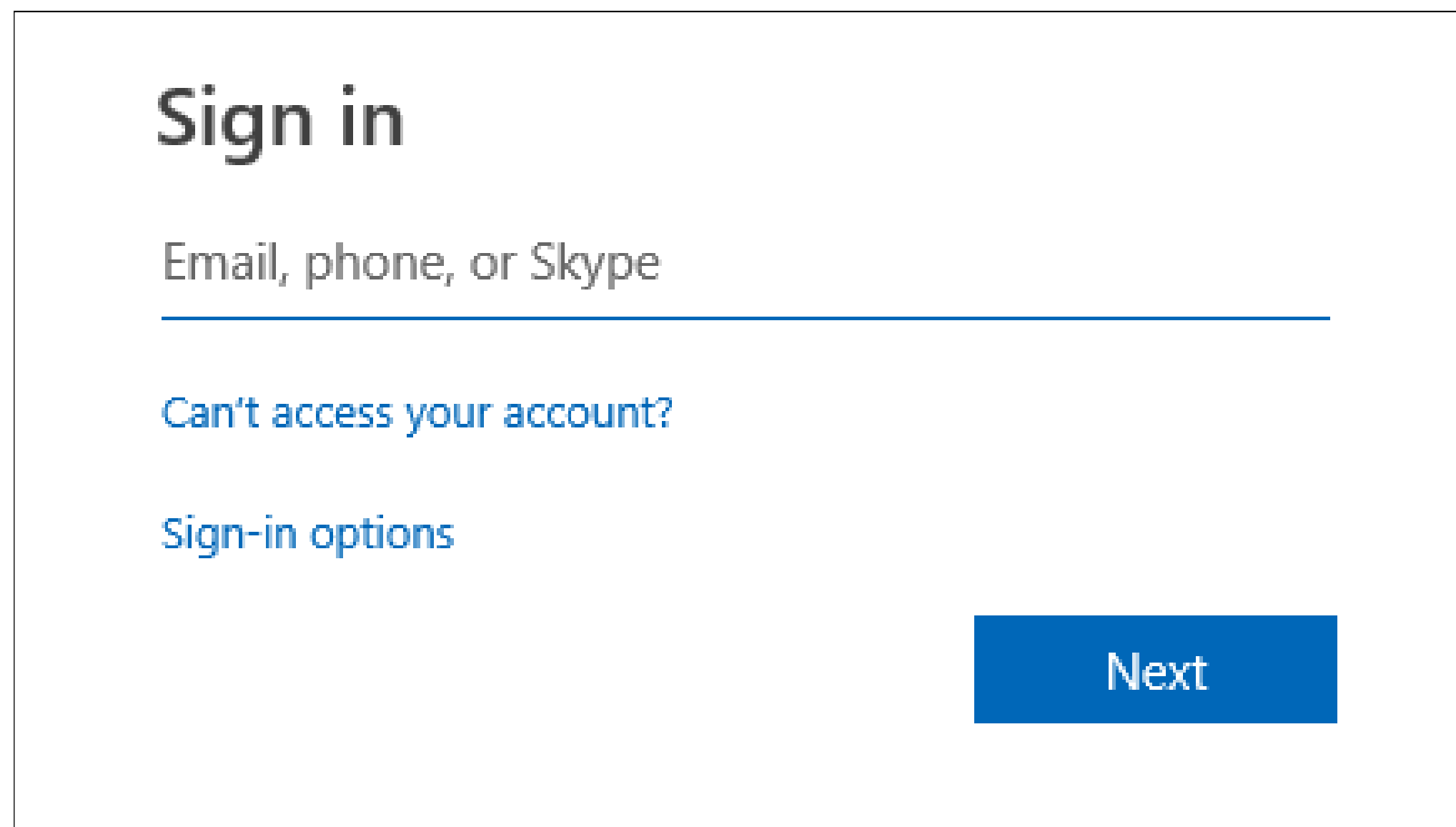
(510) 412-1551 (fax)

Toki.Fillman@cdph.ca.gov



Accessing SIS – Log In

SIS is a web-based application, which can be accessed at the GDSP SIS website below. Click on '**SIS Online Application**' and you will be redirected to the Microsoft Azure SIS login screen where you will enter your email address and password and click '**Next**'. [SIS Homepage](#)



Sign in

Email, phone, or Skype

[Can't access your account?](#)

[Sign-in options](#)

Next

You will then be directed to a warning from the State of California regarding the unauthorized or inappropriate use of SIS.



Accessing SIS – Terms of Use

Read the warning carefully, and if you agree, click the **I Agree** button to continue logging in.

Warning

This is a State of California computer system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY, if you are not an authorized user or you do not agree to the conditions stated in this warning.

I Agree

Do Not Agree



Accessing SIS – Selecting Entity

If you have more than one role in SIS (for example, if you are also a PDC Director or genetic counselor), you may see more than one entity type listed on this screen. In order to access the NT data entry pages, you must log in as *California NT* or as *NT Data Entry Staff*. Select the appropriate entity type and click **Submit**.

Select Entity Type

Select	Entity Type	Entity Name	Entity Code
<input checked="" type="radio"/>	Miscellaneous	California NT	
<input type="radio"/>	Miscellaneous	NT Data Entry	

You must register with Microsoft Azure, the user authentication system for SIS, before you can login to SIS. If your attempt to login is unsuccessful, double check your user email address and password and try again. If you are still unable to login, please call the SIS Helndesk Message Line at (510) 412-1462.

Search for 1st Trimester Specimen

Once you have successfully logged in as an NT Practitioner or NT Data Entry Staff, the screen will display the *Search for 1st T Specimen Screen*. This screen will help you locate your patients' records in SIS. Module 3 will discuss this screen in greater detail.

GDSP-SIS



Home Help Contact Us Alert Log Out

Data Intake Entity Monitor Follow Up Center CCC Utilities

Data Intake >> Search for 1st T Specimen

Search for 1st T Specimen

TRF #

OR
Accession Number --/--  

NT Practitioner Credential #

NT Practitioner Name

bJones::
06/12/2009



Navigating SIS

Most actions in SIS can be performed using either the mouse or the keyboard. In addition, the links in the upper right hand corner of the screen can be used as shortcuts to the following functions:

Home

Will return you to the *Sign In* screen. Please note that if you have more than one role in SIS, you can use this button to return to the *Entity Type* selection page and change *Entity Type* without logging out completely.

Help

Opens the SIS Help screens, also known as the user manual.

Contact Us

Provides contact information for the SIS Help Desk.

Alert

Loads the SIS Alerts screen. “Alerts” are notifications that require human attention and may prompt further action. Currently there are no alerts that apply to NT Practitioners.

Log Out

Immediately terminates your session in SIS and logs you out of the application.



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