

New/Updated Features in Finish@UT Portal, Compared to TIS

[Advisors, Registrars, Financial Aid Officers](#) - [Advisors](#) - [Home Registrars](#) - [Host Registrars](#) - [Students](#)

Advisors, Registrars, Financial Aid Officers:

- All these users will use Campus Shibboleth login credentials, instead of self-registering accounts, to access Finish@UT portals.
- If student submits registration request and advisor setup is missing, it will notify admins.
- If a registration request is routed to advisor/home registrar/host registrar and that user setup is missing for a campus, it will notify admins.
- When students submit registration requests, the below actions will not allow a registration submission, to catch issues early in the workflow process:
 - When student host campus is same as home campus
 - Registrations closed after course added to cart
 - Course section full or canceled after adding course to cart
 - Student already registered for course or registration is in process
 - Course added to cart, but Finish@UT semester/campus semester is inactive

Above audits are present at every stage of the workflow i.e., at advisor, home and host registrar processing.

- Student and Admin portals are now going through security scanning testing process to make sure sites are secure from attacks.

Advisors:

- Ability to update Home Campus Student ID of students with matching programs from their home campus.
- Ability to update cross-campus (UTOC) program of students with matching programs from their home campus.
- Advisor Processing - at the time of registration request review:
 - If course does not have a pre-requisite, defaulting answer to 'Prerequisite Met?' to 'Not Required'. This can be changed by Advisor.
 - If there is a prerequisite, Advisors are prevented from selecting "Not Required" in the 'Prerequisite Met' drop-down menu
 - If answer to 'Prerequisite Met?' is 'No', it is now mandatory to enter comments in 'Prerequisite Comment:' and system will not let you accidentally approve request.

Home Registrars:

- Home Registrar Processing - at the time of registration request review:
 - The form is now pre-filled with the most recent prior assessment of student (if exists). Less typing!
- Ability to update Home Campus Student ID of students from their home campus
- Ability to update cross-campus (UTOC) program of students from their home campus

Host Registrars and Students, continued on next page...

Host Registrars:

- Host registrars can see requests pending review by Advisors and Home Registrars at other campuses for which they are a host.
- Host Registrar Processing - at the time of registration request review:
 - Approval:
 - If course has more than one section, **it is now required to select the exact section number** student got enrolled into at the time of approval. This is so the system receives updated student enrollment statuses in roster feeds.
 - If course section has changed internally in campus records, it needs to be updated in Finish@UT portal so that rosters can find the correct registration request. Please notify Finish@UTsystem.edu ASAP of any changes to course schedule after registration begins.
 - Ability to update course section status to Full/Cancelled at the time of registration request review. *NEW This will immediately close the section so students do not continue to request, reducing the workflow queue for everyone.
 - Ability to update host campus student id/section number after final approval of registration request (in case of typos, section changes, etc.)

Students:

- Students will now log into a completely separate portal from Admins. They will continue to use their TIS username and password.
- If students enter SSN on registration request, it will be displayed as 'xx-xx-xxxx' for security reasons instead of showing the actual SSN to them.
- Students can reset username from login page.
- Login
 - Account locks out for half an hour after 5 incorrect logins
 - Password reset process updated to send security code in registered email which is valid only for next 30 minutes.
 - System Administrator can force password reset after ID verification if all others fail.
- Student Profile
 - Updated Ethnicity section to meet current standards
- Students have a new user interface with removed left navigation. Only top navigation available to display easier on mobile devices.

