

# Online Administrative Student Information System (OASIS) Enrollment—RIA Procedures

## Maintaining RIA Staff Selection Lists

On some RIA Data Input pages are fields with a selection list of RIA staff. An example of such a field is the **Intake Staff** field on the Student Information page for selecting the RIA staff member who performed the intake for the student. Follow the instructions below to maintain these selection lists.

### Adding RIA Staff to a Selection List

1. Log in to OASIS.
2. Search for *any* student record. You must search for a student record to be able to proceed with the next step.



3. At the top of the page in the tab bar, hover your mouse over the ENROLLMENT tab to display a menu.



4. On the menu, select **RIA**.
5. On the left of the page under Maintenance, click the **Employee Maintenance** link. The Employee Maintenance page will open.

First Name	Middle Name	Last Name	Intake	Cleared	Transcript	ESOL	Active	
Abigail	.	Adams	Y	Y	Y	Y	Y	<a href="#">Update</a>
Louisa	May	Alcott	Y	Y	Y		Y	<a href="#">Update</a>
Maya		Angelou	Y	Y	Y	Y	Y	<a href="#">Update</a>

6. Type the name of the staff member you want to add, including their middle name. If the staff member does not have a middle name, type a period.
7. In the **Intake**, **Cleared**, and **Transcript** fields, select either **Y** (yes) or **N** (no) to indicate whether the employee’s name is to be included in the selection list for the related field on an RIA Data Input page. The following table shows the location of the related fields.

Field On Employee Maintenance Page	Where is the Selection List?	
	RIA Data Input Page	Field
Intake	Student Information	Intake Staff
Cleared	Student Information	Cleared Staff
Transcript	History of Schooling II	ISAO Staff
ESOL	Not used at this time	

- In the **Active** field, ensure that **Y** (yes) is selected.
- Click the **Save** button.

### Updating RIA Staff in Selection Lists

- With the Employee Maintenance page open, find the staff member whose information you want to update. Page through or sort the entries on the page if necessary, as indicated below.



- Click the page number or arrow to move to the next or previous page.
  - Click the **Show All** link to show all entries on a single scrollable page. In Show All mode, the name of the link changes to **Show Pages**. Click that link to return to the original Show Page mode.
  - Click the **Multi Sort** link to sort entries by multiple columns.
  - Click a column heading to sort entries based on that column.
- Click the **Update** link for that staff member. The fields at the top of the page will refresh to show the name of and selection list options for that staff member.

Employee Maintenance

First Name	Middle Name	Last Name	Intake	Cleared	Transcript	ESOL	Active
<input type="text" value="Abigail"/>	<input type="text" value="."/>	<input type="text" value="Adams"/>	<input type="text" value="Y"/>				

- At this point, you can do the following:
  - In the **Intake**, **Cleared**, and **Transcript** fields, select **Y** (yes) to add the staff member's name to a selection list and **N** (no) remove it.
  - In the **Active** field, select **N** (no) to inactivate the staff member and remove the staff member's name from selection lists in *new* RIA applications and from selection lists in *existing* RIA applications unless the staff member's name is the saved option. If the staff member's name *is* the saved option, it will remain in the selection list.
- Click the **Save** button.