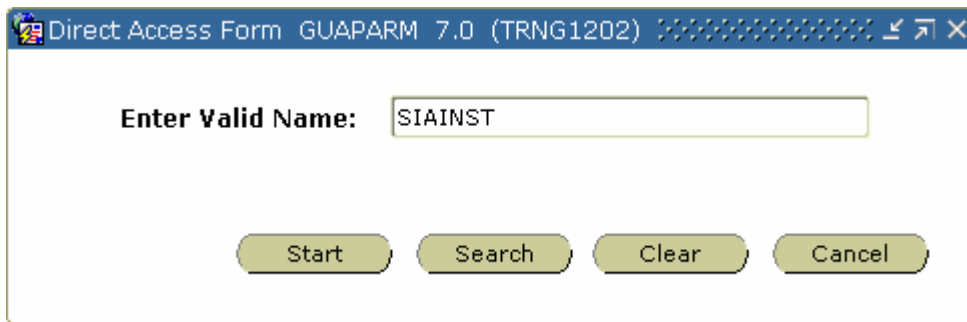


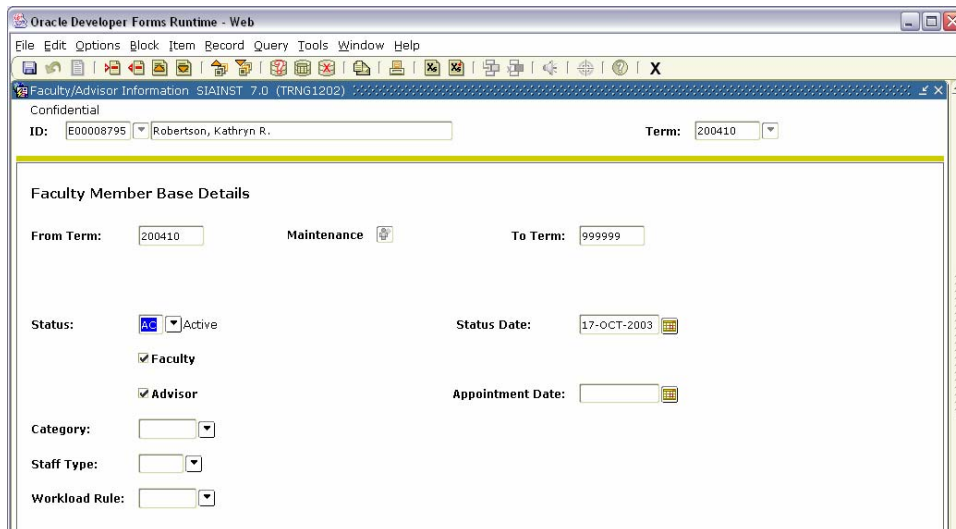
Assign an Instructor to a Section Using SSASECT (cont.)

Schedule Form – Instructor Block (cont.):

3. Click in the **Last Name** field two times and type the last name of the instructor you are looking for.
4. Click the **Execute Query** icon on the toolbar.
5. Use the **Vertical** scroll bar to locate the instructor you want to work with, double-click in the **ID** field for that instructor, and skip to step 16. If the instructor name is not displayed you will need to authorize the instructor, click the **Exit** icon on the toolbar. Instructor block of the Schedule form (SSASECT) displays.
6. Click **File** on the menu bar and click **Direct Access** from the list. The Direct Access form (GUAPARM) displays.



7. Open the **Faculty/Advisor Information** form by typing **SIAINST** in the **Enter a Valid Name** field and pressing the **[Enter]** key on the keyboard.

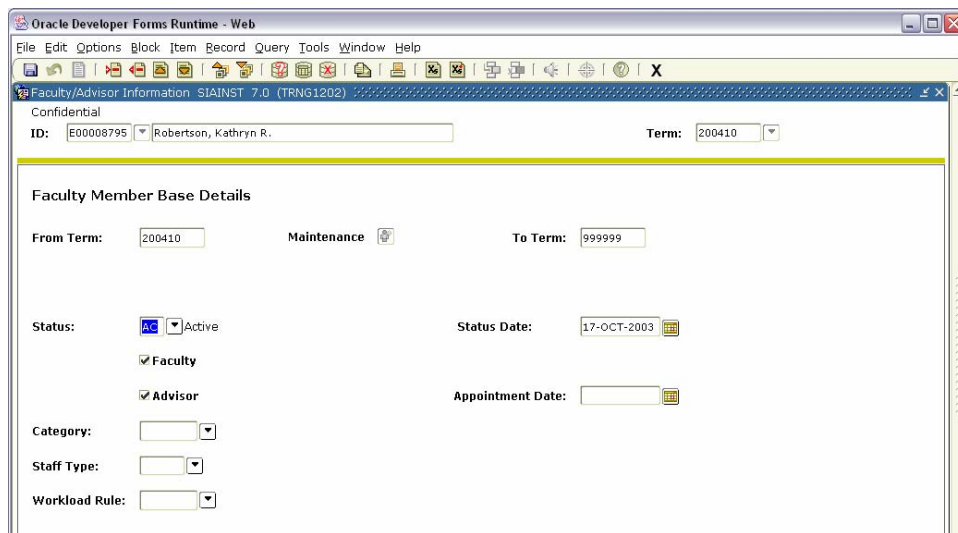


8. Type the **Employee ID** of the instructor you are looking for in the **ID** field **OR** press the **[Tab]** key to navigate to the **Name** field and type the instructor's name (Example: Last, First). If the name does not display, you will need to **contact Academic Human Resources at 734.487.0076**.

Assign an Instructor to a Section Using SSASECT (cont.)

Faculty/Advisor Information Form:

9. If you are searching by name, press the **[Enter]** key on the keyboard to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in. See the Searching for a Student by ID or Name Using SPAIDEN activity in the Basic Student Information courseware for more information. If the name does not display, you will need to **contact Academic Human Resources at 734.487.0076**.
10. Click the **Next Block** icon on the toolbar.
11. Double-click on the **Status** field to populate it with **AC** (Active Status).
12. Click the **Faculty** field checkbox to select it.



The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web". The browser address bar displays "Faculty/Advisor Information SIAINST 7.0 (TRNG1202)". The form content includes:

- Confidential label
- ID: E00008795, Name: Robertson, Kathryn R., Term: 200410
- Section: Faculty Member Base Details
- From Term: 200410, Maintenance icon, To Term: 999999
- Status: AC (Active), Status Date: 17-OCT-2003
- Faculty: Faculty
- Advisor: Advisor
- Appointment Date: [calendar icon]
- Category: [dropdown]
- Staff Type: [dropdown]
- Workload Rule: [dropdown]

13. Click the **Save** icon on the toolbar.
14. When you are finished, click the **Exit** icon on the toolbar. The Instructor Block displays.

