

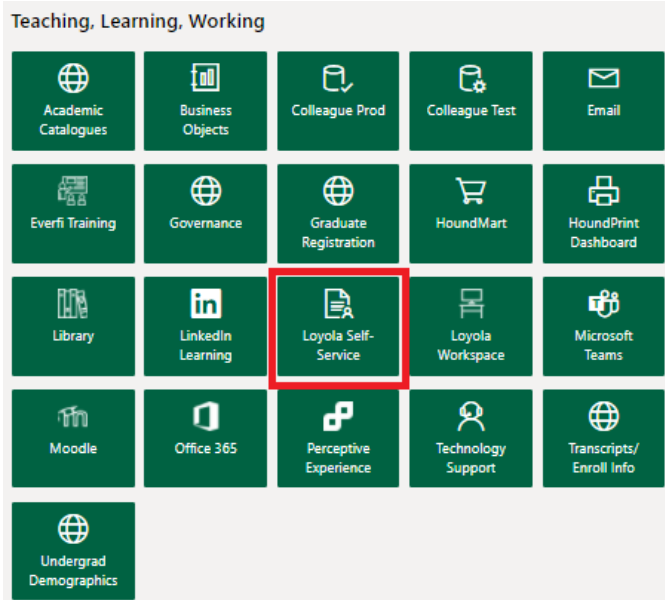
# SELF-SERVICE FOR FACULTY AND ADVISORS

Click the links below and jump to a section:

- [Advising/Permit to Register](#)
- [Course Catalog/Search for Sections](#)
- [Class Roster](#)
- [Grading](#)
- [Faculty Permissions](#)
- [Electronic Forms](#)
  - Catalogue Course Update
  - Change of Course Status
  - Change of Grade
  - Class Roster Verification Report
  - Failure Report
  - Incomplete Report
  - Midterm Deficiency Report
- [Resources](#)

[Begin](#) →

# ACCESSING SELF-SERVICE



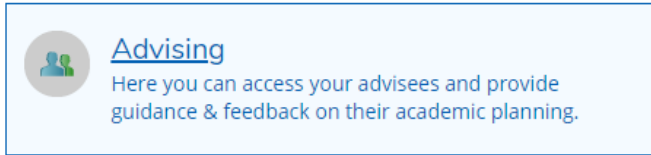
- Go to [inside.loyola.edu](https://inside.loyola.edu)
- Login with your Loyola username
  - same as email address (minus @loyola.edu)
- Get assistance with password or screen access issues by contacting the Help Center at [ots@loyola.edu](mailto:ots@loyola.edu) or 410-617-5555.
- Faculty functions are all under the “Teaching, Learning, Working’ area of the portal.
- All directions below assume you are logged into [inside.loyola.edu](https://inside.loyola.edu) and you click on Loyola Self-Service

# TIPS FOR NAVIGATION AND ASSISTANCE

- Realize that if you remain in a screen, idle, for even a brief time, you may need to refresh your browser or even log out and back into Self-Service.
- For security reasons there are time limits. Log out and log back in or refresh your browser if the system is not acting as you expect.
- Be prepared to re-enter information if the time limit expires and you are unable to access the information you need.
- If a printer is attached to your computer and printing is essential, check your page setup prior to printing.

# ADVISING/PERMIT TO REGISTER

1. Select the Loyola Self-Service option.
2. Select the *Advising* link.




3. Your currently assigned advisees will appear in a list.
4. Other students may be viewed with an educational need to know by searching on name or ID number and clicking on the magnifying glass.
5. Find your advisee and click View Details. Start here for giving permission to register.


# ADVISING/PERMIT TO REGISTER CONTINUED





1. Your currently assigned advisees will appear in a list.
2. Find your advisee and click View Details to start the permission process.

Which student do you want to work with?  
Find a student by searching or selecting below.

Student  Advisor

Type a name or ID... 

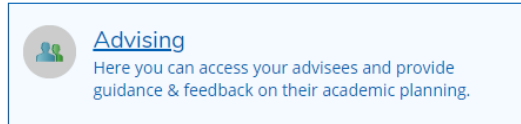
 Email All My Advisees

Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
				BS, Biology/Statistics	Last advising date: N/A	Advisor(s):	

3. Select an action from the tabs across the top of the page to view other student information.
4. Go to the Records Office web site for full Student Planning Advisor instructions: [www.loyola.edu/department/records/faculty](http://www.loyola.edu/department/records/faculty) and click on: Student Planning Guide for Undergraduate Advisors

# EMAIL ALL YOUR ADVISEES

1. Select the Loyola Self-Service option
2. Select the *Advising* link.



3. Your currently assigned advisees will appear in a list.
4. Select the *Email All My Advisees* link at the top right of the screen.

Which student do you want to work with?

Find a student by searching or selecting below.

Student  Advisor

Type a name or ID...

5. If Microsoft Outlook is your default email client, this link will open a new email message with all your advisees in the blind copy (Bcc) portion, to protect their privacy.

student@loyola.edu; student2@loyola.edu

Subject


6. In the 'To' portion, place your name/email address to receive a copy of the email. Complete your email and select send.

[Back to beginning](#)

[Advising continued](#) →

# EMAIL ALL YOUR ADVISEES

## TECHNICAL TROUBLESHOOTING






**Advising**  
Here you can access your advisees and provide guidance & feedback on their academic planning.

1. Select the *Email All My Advisees* link at the top right of the screen.


Which student do you want to work with?  
Find a student by searching or selecting below.


Student  Advisor

Type a name or ID... 

  Email All My Advisees

2. This link will open a new email message in your default email client with all your advisees in the blind copy (Bcc) portion, to protect their privacy.



  student@loyola.edu; student2@loyola.edu

3. If the email doesn't open or send properly, contact the Loyola Help Center if you need assistance setting the default email on your device. You may be able to copy and paste the email addresses into the email client you use to email Loyola advisees.
4. It is difficult for us to advise you because of the many devices and email clients that are available for use.

[Back to beginning](#)

[Advising continued](#) 

# PERMIT TO REGISTER

**UNDERGRADUATE** ADVISEES ONLY; **FALL AND SPRING** REGISTRATIONS ONLY

- Select the Loyola Self-Service option
- Select the *Advising* link.



## [Advising](#)

Here you can access your advisees and provide guidance & feedback on their academic planning.


- Only undergraduates are given permission to register, and only for Fall/Spring terms.
- Please do not give students permission to register for summer – it could inadvertently give them permission to register for fall.
- Go to the Records Office web site for full Student Planning Advisor instructions:
- [www.loyola.edu/departments/records/faculty](http://www.loyola.edu/departments/records/faculty) and click on:

Student Planning Guide for Undergraduate Advisors

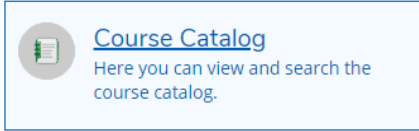


# PERMIT TO REGISTER FOR SIXTH COURSE

## UNDERGRADUATE ADVISEES ONLY; FALL AND SPRING REGISTRATIONS ONLY

- Select the Loyola Self-Service option.
- Select the *Advising* link.  [Advising](#)  
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Only undergraduates are given 6<sup>th</sup> course permissions.
- Faculty advisors assign 6<sup>th</sup> course permissions for the fall and spring terms only.
- Select View Details of your advisee.
- 6<sup>th</sup> course permissions are assigned in the NOTES section of each advisee.
- In the **Compose a Note** box, enter the special code in this format: P6Term –
- For example: for Fall 2021 6<sup>th</sup> course permission, enter code: **P621/FA**
- **And remember to click SAVE NOTE**
- Go to the Records Office web site for full Student Planning Advisor instructions:
- [www.loyola.edu/departments/records/faculty](http://www.loyola.edu/departments/records/faculty) and click on:
- Student Planning Guide for Undergraduate Advisors

# COURSE CATALOG/SEARCH FOR SECTIONS

1. Select the Loyola Self-Service option.
2. Select *Course Catalog*.  

3. Select link and choose the subject or advanced search option.
4. If you are searching for courses in the IS (Information Systems) or IT (Italian) area of study, use the subject search, not the advanced search. The current version of the software does not allow searches for certain words, and 'is' and 'it' are two of those words affecting Loyola searches.
5. Under the **Filter Results**, under *Terms*, search for the term offerings for these and other subject searches.
6. In **Advanced Search**, select *Term* and other selections from the various drop-downs.
7. For your teaching schedule, go to **Subject Search** – select your subject, scroll down, and select your name and term. Or, under **Advanced Search**, select the *Term*, click **Search**, and click the box under *Instructors* in the **Filter Results**.

# COURSE CATALOG

## CONTINUED



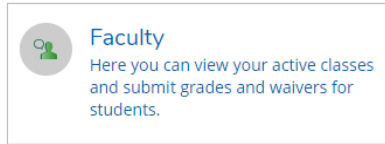
### [Course Catalog](#)

Here you can view and search the course catalog.

1. On the left side, under **Filter Results**, narrow your search with other options if desired, including Open Sections Only.
2. Narrow your search using **Course Types** for diversity, interdisciplinary majors and minors, summer sessions, and Service-Learning courses. Select *Search*.
3. The screen shows information related to your searched courses. If you hover over the information icon under 'Availability', it shows the order of the meaning of the numbers presented: available slots/course capacity/waitlisted – we are currently not waitlisting.
4. Select *Section Name* (course number) hyperlink for more information.
5. The up and down symbols in the header allow you to resort in ascending or descending order for that column heading.
6. If you are also a student, you will see 'Add' to the left of all the courses. The system allows you to pick courses you may want to take from the list.
7. Navigate out of this feature by clicking on the home icon or use the left side panel for more selections.

# CLASS ROSTER

1. Select the Loyola Self-Service option.
2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.
4. Select the course section and title hyperlink.
5. Select *Roster*.
6. This screen also includes term, location, days/times, dates, and seats available/capacity. To see the credit value of the course, select *Grading*, explained on another slide.
7. View roster, including:
  - Student name
  - ID
  - Class Level
  - Loyola email address
8. If your course cross-listed with another, go to the grading screen to see a full roster. The cross-listed course number will show underneath the student's name.

Section

[AB-101-01:Arabic I](#)

# CLASS ROSTER OPTIONS

Fall 21  
Baltimore

M/W/F 1:00  
9/7/2021 - 1:  
Selling Hall

Seats Available

Roster

Student Name

Student Photo

BBA, Business Administration, International Business

Loyola email address (Loyola)

(Cell Phone)  
(Home Phone)

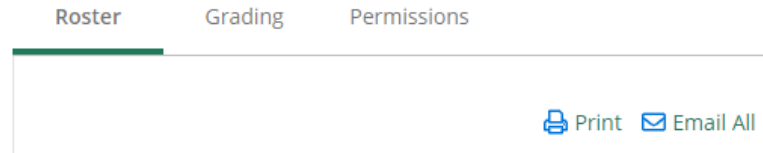
View Full Profile

Student

- Hover over the student's name and select *View Full Profile*
- Provides additional information, including:
  - Student's Loyola and Personal email (if the student has one)
  - Phone number(s)
  - Academic program
  - Anticipated graduation date
  - Major
  - Minor, if applicable
  - Advisor name and email.
- Shows student registration status of Pass/Fail (P) or Audit (A)
  - Otherwise assume students shown on this screen are registered for regular credit.
  - Students who have officially dropped do not show on your roster.
- Other options:
  - Print the roster – you may have to tweak your printer device
  - Email all students (see next slide for details)
  - Export – allows you to export a csv file and put into Excel or other applications.

## CLASS ROSTER EMAIL STUDENTS

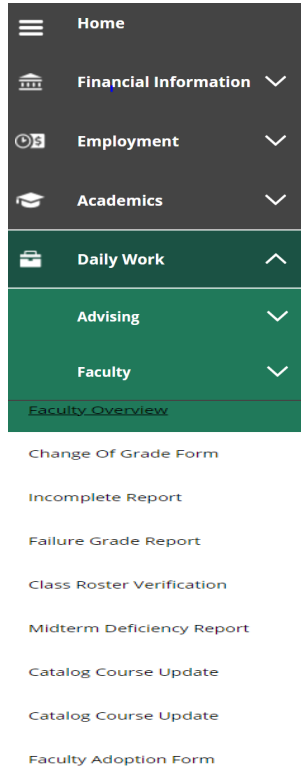
- On the first screen after choosing a class and going to the Roster tab, above the student names to the right, select the link that says *Email All*.



- If Microsoft Outlook is your default email client, this link will open a new email message with all your students in the blind copy (Bcc) portion, to protect their privacy.
- Put your email address in 'To'.
- The student email addresses will all be in Bcc, the blind copy area, which is appropriate to maintain student privacy.
- You have the choice of emailing all the students or selecting a subset to email by removing student emails. After choosing the appropriate group to email, complete your email and send.
- If Outlook is not your default browser, see slide 7 for how to get assistance.

# CLASS ROSTER

## NOTIFYING RECORDS OF REGISTRATION ISSUES

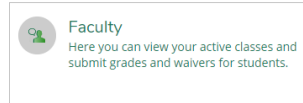


- If student registration information is inaccurate on your roster, go to *Loyola Self-Service*
- Select the Daily Work icon (looks like a briefcase) from the left-side menu.
- Select Faculty
- All faculty forms used by the Records Office appear here.
- Select *Class Roster Verification*
- Complete the report to notify Records of students registered but not attending or attending but not registered.
- Why this is important: to comply with Federal Title IV Student Aid Program regulations, the annual OMB A-133 Compliance Audit, F-1 Visa regulations, the National Student Clearinghouse Enrollment Verification System, NCAA Division I regulations, and other enrollment verification reporting requirements. Students also benefit from your alert about nonattendance. They are sent emails reminding them to withdraw before the withdrawal deadline.
- Records will notify the student to rectify the enrollment discrepancy in accordance with registration policies. Records does not de-register students unless directed to by the student or another authorized office who has received written instructions from the student.
- By notifying Records, your grading roster may be more accurate when it comes time to submit final grades. A grade is required for every student on your grade roster.

# GRADING (GENERAL INSTRUCTIONS)

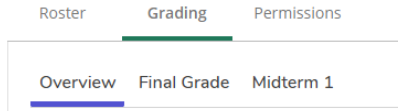
**PLEASE NOTE:** GRADING SHOULD BE DONE ONLY WHEN THE COURSE IS COMPLETE AS NOTED BY THE OFFICIAL END DATE OF THE COURSE AND WITHIN 72 HOURS OF THE COURSE END DATE

1. Select the Loyola Self-Service option.
2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.
4. Select the course section and title hyperlink.

5. Select *Grading*.



6. There are 3 tabs underneath the *Grading* tab.

7. *Overview*: This tab is a student list but will also be used for grading confirmation.

8. *Final Grade*: Enter Final Grades here.

9. *Midterm 1*: Enter Midterm Grades here – only permissible for undergraduate courses.

10. Enter grades according to University and departmental requirements. Click in the grade box to select the grade from the dropdown. Review the grade to ensure accuracy before moving to the next student.

11. An Expiration Date is required for I final grades. Format is M/d/yyyy. Upon expiration, the system converts I grades to Fs. If you enter an expiration date that is not in the future, you will receive an error message asking you to change it to a date in the future.

12. **IMPORTANT**: *There is no submit button.* When you enter a grade, it is automatically updated to Records unless you miss an error message at the top of the page or the page times out. This will often happen involving a date for incompletes or grades of FW (Failure to Withdraw).

13. For grades of FW, Failure to Withdraw, you must enter a Last Date of Attendance, format M/d/yyyy, or check the Never Attended box.

14. **IMPORTANT**: Once all grades are entered, review the entered grades on *Overview* tab and proofread for accuracy.

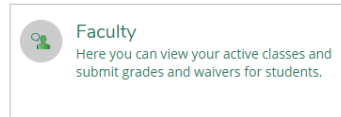
15. To ensure grading is complete, review grades just submitted on the *Overview* tab. If you cannot see them, Records cannot see them. Re-enter them if you cannot see them.



# GRADING: MIDTERM GRADES

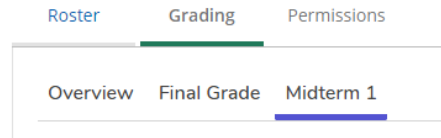
**PLEASE NOTE:** GRADING SHOULD BE DONE ONLY WHEN THE COURSE IS COMPLETE AS NOTED BY THE OFFICIAL END DATE OF THE COURSE AND WITHIN 72 HOURS OF THE COURSE END DATE

1. Select the Loyola Self-Service option.
2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.

4. Select the course section and title hyperlink.
5. Select *Grading*.

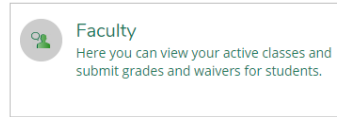


6. There are 3 tabs underneath the *Grading* tab.
7. Select *Midterm 1*: Enter Midterm Grades here – only permissible for undergraduate courses.
8. Select the proper grade from the dropdown according to University and departmental requirements.
9. **IMPORTANT:** There is no *Submit* button. You can make changes and remove the grade until the Records Office marks grading complete at the end of the midterm grading period. You may also hit the Midterm Grading Complete button, but no changes will be permitted for any student after it is marked Complete.
10. **IMPORTANT:** Review entered grades on *Overview* tab. This is your confirmation page.
11. **Note:** To ensure grading is complete, review grades just submitted on the *Overview* tab. If you cannot see them, Records cannot see them. Re-enter them if you cannot see them.

# GRADING: FINAL GRADES

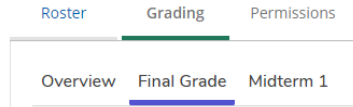
**PLEASE NOTE:** GRADING SHOULD BE DONE ONLY WHEN THE COURSE IS COMPLETE AS NOTED BY THE OFFICIAL END DATE OF THE COURSE AND WITHIN 72 HOURS OF THE COURSE END DATE

1. Select the Loyola Self-Service option.
2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.

4. Select the course section and title hyperlink.
5. Select *Grading*.
6. There are 3 tabs underneath the *Grading* tab.



7. Select *Final Grade*: Enter Midterm Grades here – only permissible for undergraduate courses.
8. Select the proper grade from the dropdown according to University and departmental requirements.
9. **IMPORTANT:** There is no *Submit* button. When you enter the grade, it is final. You can make changes and remove the grade until the Records Office verifies the grade which is usually within 24 hours of submission.
10. Expiration date required for I final grades. Format is M/d/yyyy. Upon expiration, the system converts I grades to Fs. If you enter an expire date that is not in the future, you will receive an error message asking you to change it to a date in the future.
11. **Note:** Read any error messages in **red** outlined in a box at the bottom left of the box.
12. **IMPORTANT:** Review entered grades on *Overview* tab. This is your confirmation page.
13. **Note:** To ensure grading is accurate and complete, review grades just submitted on the *Overview* tab. If you cannot see them, Records cannot see them. Resubmit them if you cannot see them.

[Back to beginning](#)

[Grading continued](#) →

# GRADING TIPS

- **Entering grades:** Be very careful with your mouse that you do not select an incorrect grade.
- **Partial submissions:** When Self-Service grading is open, after the official end date of the course has passed and once the course is officially ended, you may submit a partially graded roster. You may submit one or more grades, and then go back in later to enter remaining grades. Records recommends submitting the entire grade roster at one time, by the due date.
- **Confirmation page:** To validate the grade entries, select the *Grading* tab, then select the *Overview* tab underneath, and review the grades for accuracy. If you do not see the grades on the *Overview* tab, please begin again, re-enter grades, and be sure to review the *Overview* tab.

# GRADING TIPS CONTINUED

- **Cross-listed courses:** Cross-listed courses can be graded in entirety under any of the cross-listed course numbers. The *Grading* screen will show the course number of the cross-listed section to the right of the student's name.
- **When students view official grades:** For final grades, there is a delay between your submission and Records posting grades to Self-Service for students to view (24 hours during business hours, longer over weekends and holidays).
- **Changing grades:** Once final grades are verified and students can see them, you cannot change grades via the web for that course. After that point, you must complete an electronic Change of Grade form. The steps are:
  - On the Self-Service main menu, select the Daily Work icon (looks like a briefcase) from the left-side menu.
  - All faculty forms used by the Records Office appear here.
  - Select *Change of Grade*.
  - Follow the Grade Appeal Policy if appropriate in the current catalogue.
- **Midterm grades:** There is no delay in posting grades for midterm rosters. Midterms are posted immediately upon your entering them. Midterm grades can be changed via the web until web grading is turned off at the grading deadline. After the deadline, you must complete a Change of Grade eForm. The steps are:
  - On the Self-Service main menu, select the Daily Work icon (looks like a briefcase) from the left-side menu.
  - All faculty forms used by the Records Office appear here.
  - Select *Change of Grade*.
- **Midterm Grade tips:** Graduate students do not receive official midterm grades and no official midterm grades are issued during the summer for any students.

# GRADING TIPS CONTINUED


- **Pass/Fail and Auditing:** If a student is taking a course pass/fail or auditing a course, the system may translate a grade entered by you to fit the registration status. For example, if you assign an *A*, the system will translate that grade into a *P* or *L*, depending on registration status. You will only notice this when reviewing the grades after you have submitted the grades and Records has updated them for students to view (usually within 24-72 hours, depending on timing, weekends, holidays, etc.).
- **Supporting Forms:** If you enter a final grade of *F* or *I* or a midterm grade of *C-* or below, you are also asked to submit the appropriate forms (Failure, Incomplete, or Midterm Deficiency Report respectively), available for submission Self-Service under the Daily Work icon (looks like a briefcase) from the left-side menu.
- **Nonattendance and *FW* grade:** If a student has either never attended or has stopped attending, hopefully you have already notified the Records Office. At this point, you have two options. You may issue an *F* for failure if the student earned the *F*, or an *FW* for failure to withdraw. An *FW* grade is assigned when, in the opinion of the instructor, the student stopped attending or never attended the course and did not officially drop the course according to University policy, making normal evaluation of academic performance impossible. Grades of *FW* are replaced by Records with an official grade of *F*, after ensuring that no official withdrawal information was received, for the purpose of the academic transcript. The student can make an appeal through the appropriate channels. **A grade of *FW* requires a Last Date of Attendance or a check box in the Never Attended column of the grading screen.**
- **Availability of web grading:** Electronic grading is turned off at the deadlines, communicated via email to the faculty by the Records Office. Grading screens are available in inquiry mode for a brief period following the closing deadline. Because students (and parents, if students grant parent/guardian proxy) can view grades via Self-Service and will know when grades have not been issued, it is important that grades be submitted on time.

# GRADING TIPS

## SAMPLE ERROR MESSAGES

**NOTE:** YOU MUST RESOLVE ERROR MESSAGES FOR YOUR ENTRIES TO BE PROPERLY FILED.

### ***I* is entered without an expiration date:**

- Error message reads: 

**To resolve:** Enter the date you will submit the final grade change to the Records Office. Be certain to use the M/d/yyyy format and enter a future date. *Examples of date form: 1/21/2021, 12/2/2021.*

### ***I* is entered with a past expiration date:**

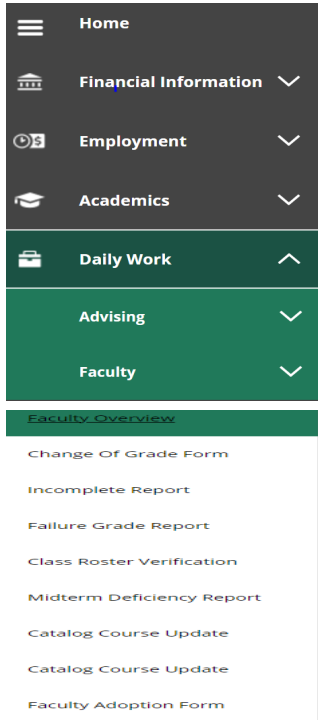
- Error message reads: 

**To resolve:** Enter the *I* and be certain to use the M/d/yyyy format with a future date.

### **Grade is showing but it cannot be changed or updated.**

- **Reason:** Make sure you are not in the Overview tab underneath the Grading Tab. If you are in the correct Grading screen, grades may have already been verified by the Records Office. Change of Grade Form(s) are now required to be submitted to the Records Office, with the appropriate signatures.
- **To resolve:** Submit a Change of Grade by going to *Loyola Self-Service, Daily Work Briefcase icon on left-side menu, Change of Grade Form*

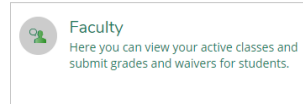
# ELECTRONIC FORMS



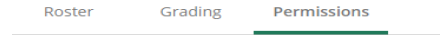
- Go to *Loyola Self-Service*
- Select the Daily Work icon (looks like a briefcase) from the left-side menu.
- Open the desired form and tab into the first field.
- Entering the ID number in these forms, when appropriate, auto-populates the student's name, and other student information.
- Use the tab key to move sequentially through the form in order to activate the auto-populate feature.
- Selecting Sign/Submit, then entering in your Loyola username and password serves as your electronic signature.
- After submission, fields are display only.
- Closing the browser window returns you to Self-Service to open another blank form.
- A link to the completed form is provided to you and the Records Office, except with the Change of Grade Form (for security purposes).
- In some cases, others are copied (you will see the copied Loyola personnel in the email you receive), including sometimes the student.
- See full instructions for each form on the Records Office web site, [www.loyola.edu/records](http://www.loyola.edu/records), and in the grading emails that are sent from the Records Office prior to each Midterm or Final Grading period.

# FACULTY PERMISSIONS

1. Select the Loyola Self-Service option.
2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.
4. Select the course section and title hyperlink.
5. Select *Permissions*.
6. There are 3 screen choices underneath the *Permissions* tab.



## Faculty Permissions

Choose one of the categories below:



### Requisite Waiver

Waive prerequisites so that a student can register for the course.



### Student Petition

Review and manage student petitions.



### Faculty Consent

Review and manage faculty consent.



# FACULTY PERMISSIONS REQUISITE WAIVER

## Faculty Permissions

Choose one of the categories below :



### Requisite Waiver

Waive prerequisites so that a student can register for the course.

1. The Requisite Waiver screen shows you if your department chair has granted requisite waivers to any student.
2. This permission is then communicated to an administrator, usually the Academic Advising and Support Center (AASC) if for an undergraduate, or the graduate department DPO if for a graduate student, for processing.
3. If you want to waive requisites for your course for any or all students, you must consult with your department chair.

# FACULTY PERMISSIONS

## STUDENT PETITIONS



### Student Petition

Review and manage student petitions.

- This screen shows you any students who have been granted permission to register for your course.
- Student Petitions are required permissions that the department chair has placed on courses or are permissions to register that the Academic Advising and Support Center (AASC) gives in the Summer to undergraduates.
- Only department chairs and administrative assistants with chair permission can enter student petitions, or department permissions, on sections.
- Information is submitted through a Colleague screen called STPE, Student Petitions.
- The Records Office and Technology Services control this access coding. Contact the Records Office if you feel you should have access but do not.
- The Records Office will send separate documentation for this screen once appropriate access is determined.
- Contact your department administrative assistant/DPO for help with this process.

# FACULTY PERMISSIONS

## FACULTY CONSENT



### Faculty Consent

Review and manage faculty consent.

- This screen allows you to control who gets into an instructor consent course.
- Instructor Consent courses are determined by the department chair in conjunction with the faculty member and must be submitted to the Records Office by the department chair for the official Loyola catalogue.
- Administrative assistants/DPOs with chair permission can also assist faculty with this process.
- To issue consent, it is best practice to have the student give you their name and ID number.
- Enter the student ID number in the box and click the magnifying glass icon:
- Select the student from the list by clicking once on the student:

The screenshot shows a search interface with two input fields. The top field is labeled "Student Name or ID" and contains a magnifying glass icon. The bottom field contains the text "25381|" and also has a magnifying glass icon. Below the input fields, a list of search results is displayed, showing the ID "0025381" and the name "Mouse, Mickey M." followed by the degree "BS, Biology".

# FACULTY PERMISSIONS

## FACULTY CONSENT CONTINUED



### Faculty Consent

Review and manage faculty consent.

- A box will appear for you to fill out information.
- Select a status in the dropdown: Permission of Instructor
- Select the only reason presented: Web Registration
- Add any additional comments.
- Click Save
- The student now has permission to register for your course at the appropriate time.
- Your permission **does not** register students. **The students must register themselves.**
- Your permission **does not** waive requisites or override course capacity.
- Be sure not to give more permissions than the course capacity will hold. If you do, it is first-come, first-served.
- Look at your roster to determine whether students have registered.

Add Faculty Consent

AC-702-W02: Advanced Financial Accounting		Summer 21
Student	Mouse, Mickey M. Student 0025381 <a href="mailto:mmouse@adtest.lpyola.edu">mmouse@adtest.lpyola.edu</a>	
Status	<input type="text" value="Select a status..."/>	
Reason	<input type="text" value="Select a reason..."/>	
Additional Comments	<input type="text" value="Additional Comments"/>	
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>

# THANK YOU

- Select the *Sign Out* option prior to leaving.
- For further assistance, contact:
  - Records at [Records Office](#) or 410-617-2769, 2248, or 2503
    - Further assistance can be found at [www.Loyola.edu/records](http://www.Loyola.edu/records), click Faculty tab at top of screen
  - Academic Advising & Support Center (AASC) at [aasc@loyola.edu](mailto:aasc@loyola.edu) or 410-617-5050
  - Office of Technology Support (OTS) at [ots@loyola.edu](mailto:ots@loyola.edu) or 410-617-5555
- Report any inaccurate instructions you detect to the Records Office for correction.

**IMPORTANT: DO NOT SHARE YOUR PASSWORD WITH ANYONE.  
IF YOUR PASSWORD HAS BEEN COMPROMISED, PLEASE CHANGE IT IMMEDIATELY.**