



# AIS Advice

A CaTS Publication

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**Administrative Information Services (AIS)**

<http://www.stmarys-ca.edu/ais>

## A New Web Site for AIS

In response to the ongoing college evaluation of technology on campus, Computer and Technology Services (CaTS) has undertaken several initiatives to communicate more fully with the community and become more transparent as an organization. One of these initiatives is a renovation of the CaTS web site.

We are happy to announce that the first part to launch is the AIS web site. Check out our blog, newsletter archives and AIS service catalog. In addition, service requests and requests for new Colleague logins may be placed directly from our web site.

Check out our site:

<http://www.stmarys-ca.edu/ais>

## HELPFUL HINT for TODAY

### Today's Special: Three Helpful Hints

When entering an address, do not enter the city and state. Go straight to the Zip Code field, enter the zip code, and the city, state and county will be populated. Easy!!



The first name and last name fields are reserved for the individual's legal name. If the person has a nickname, enter it in the "Nickname" field on BIO.



Name changes should be forwarded to the Office of the Registrar for students, and to Human Resources for employees. These offices will verify the new name and take care of changing the individual's record.