

# Instructions for Instructor *ACCESS* for On-Line Rosters and Grading

For Instructor *ACCESSPlus*, go to: <http://www.rochester.edu/registrar>.

If you are having trouble accessing the system, check the following:

- Do you have a valid PIN? If not, call the Registrar's Office at 275-8131.
- Are you using Netscape 4.7 or Internet Explorer 5.0 or higher? These work best.  
On the left hand panel of the *ACCESSPlus* system splash page use the link called "Known Issues" to see if your problem is browser related.  
For instance, the system works very slowly with Macintosh OS X and the Safari browser. Safari is not yet supported at the University.
- There is a non-frame version of *ACCESS* for rosters available to the visually impaired at:  
<https://informer.uis.rochester.edu/accessnf/nfhtml>.
- If you receive a message that the security certificate has expired, download a newer browser version.
- Be sure your browser is functioning. Go to the UR web site at <http://www.rochester.edu>. If you connect, your browser and socket are working.
- The system requires that cookies be turned on.  
For Netscape: Edit, Preferences, Advanced, and check "Accept All Cookies".  
For Explorer: Tools, Options, Security, set bar at "Medium."
- If you are having problems with updates not appearing, you may need to clear your cache  
For Netscape: Edit, Preferences, Advanced, and click "Clear Cache".  
For Explorer: Tools, Internet Options, Click "Delete Cookies". Then click "Delete Files".
- If your problem is with a majordomo list, contact Steve Song at ITS (X5-9166).

Note: If you use AOL as your ISP, you cannot enter grades within AOL's version of Explorer. Instead, dial up AOL as usual, minimize it to the task bar and launch Netscape or Explorer from outside AOL.

**Need help using the system for rosters or grading?** Call Garry Henderson at 275-2440.

**Connection Problems?** Contact the ITS Center at 275-2000.

**ACCESS system message indicates "not available"?** Call the ACS help desk at 275-5139.