STUDENT AFFAIRS QUICK GUIDE FOR USING THE EMERGENCY CONTACT INFORMATION SYSTEM (ECIS)

The emergency and missing student contact information is available in iTwo. iTwo is Penn State’s Web-based system for data access and analysis. Below is the initial screen for iTwo. Using a browser, go to http://itwo.psu.edu and enter your Penn State Access Account user id and password. If you are connecting from a non-Penn State network, you will need to use the VPN. Information on connecting to Penn State using a Virtual Private Network is available at http://kb.its.psu.edu/article/891
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If this is the first time you have logged in to iTwo, you will be shown the disclaimer below. If you are having difficulties getting to this screen, contact the iTwo Team at ais-bi@servicedesk.css.psu.edu.

Emergency Contact Information Disclaimer

The Emergency Contact Information System is only to be used only when there is a true emergency involving a Penn State student or employee. All Pennsylvania State University polices and applicable Federal and State laws must be followed by all users. All activities within this system are logged, monitored and audited. Any users who violate security regulations or make unauthorized use of this system and data will have their access removed and are subject to appropriate disciplinary action.
iTwo is a menu-driven system and the menus are always near the very top of the browser screen. The menu bar starts with “Home” and includes “Dashboards”.

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When you select the “Dashboards” menu, you will see what data sources you have access to. In this case, the user has access to “Emergency Contact”, “General” and “University Budget Office”. For the purposes of this training, select the “Student” option under “Emergency Contact” and you will be presented with the screen “Search by Student Attribute”.

Notes:
- If the student has indicated emergency contact information is to remain confidential, the student PSU ID will be displayed in red font and the Confidential column will display a triangle warning sign.
- The dashboard prompts for PSU ID, User ID, Last Name, and First Name allow for wildcard searches by using the % character for pattern matching. For example, to search for a student with last name containing the characters Smith, one can search using Smith% or %Smith. Search is not case sensitive.
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This is the default screen for searching students. It provides the most common search fields, including PSU ID, User ID, Last Name, First Name and Student Campus. You can use any of the fields available to you. Most of the time you will use Last Name and First Name, unless you have their unique PSU ID or User ID. You can copy/paste from other applications into these fields. This will reduce errors. Below is an example of a simple Last Name and First Name search.
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This search yielded one student using the criteria that is summarized about halfway down on the screen. You can learn more about this student by clicking on the PSU ID value that is shaded out. That action will provide you with contact information.
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This is the primary screen for viewing. You can ‘print’ by clicking on the ‘actions’ symbol to the left of the help (see below).
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Other search examples could include the “Search by Local Address”. This would be useful for off-campus apartments and fraternities or if you only have partial information about the Local Address.
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The search by Dorm Building will be useful for similar reasons either for a roommate or near roommate search, a floor or house search or for the entire residence hall listing.
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In this example, we chose “Hastings Hall” at University Park.
The list is broken down by registration status and room number.

You can ‘Export’ this information to an Excel spreadsheet or ‘Print’ as shown before. Here are the ‘Export’ options.