Syracuse University
Project Advance

Guide to PASS for Instructors

https://pass.supa.syr.edu/instructors

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Information contained in PASS includes confidential education record information within the meaning of the federal Family Educational Rights and Privacy Act, as amended ("FERPA"), with respect to students enrolled at or receiving services from your school. By accessing this information, you agree to utilize it solely for legitimate educational purposes, and that you will not re-disclose the information without the prior consent of the students to whom it pertains.

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Go to https://pass.supa.syr.edu/instructors

Enter your 9 digit SUID number. If you do not remember your number you will need to contact the Project Advance office (1-315-443-2404).

Enter your password. For first time users your password is the last four digits of your SS#. Once you have successfully logged in you should change your password.

Click Login.

If you have forgotten your password please click on "I cannot login to PASS" and follow the instructions.
The section you are currently viewing is highlighted in orange in the left-hand menu.

Once you have logged in you will see your name.

You can click Logout to exit the system at anytime.

In the main part of the window you will see a link to view your assigned classes.

In the **IMPORTANT NOTICES**, you will see reminders regarding your SU classes and seminars. Please pay close attention to these notices and any deadlines!
Both teaching and backups instructors are required to be completed the Annual Instructors Report. Click Begin Survey.
The Course Sections page lists your assigned class sections. If there is a discrepancy between the classes assigned and what you are actually teaching, please contact Christine Signy (csgny01@syr.edu) at the Project Advance office.

Next to each section is a View Details button. You will need to click this button to activate the detailed information in the three tabs below.

The Application List, Class List, and Class Schedule tabs contain your class details.
You can export the applications for your entire class as an Adobe PDF by clicking the icon.

1. Click on "View Details" to activate the Application List associated with a particular class section.
2. Click on "Application List" to view the names of students who applied for SU credit.
   In the AppStatus column you will see students' application status. "Not Received" means the student completed the online portion of the application but the Project Advance office has not received the signed application form. "Registered" means the student's application is complete. "Missing Information" means the student has an incomplete application and should contact the Project Advance office (for example, the student and/or parent forgot to sign the course application form). You can print an individual student's application by clicking on the PDF icon.
3. You can export the applications for your entire class as an Adobe PDF by clicking the icon.
Click on "View Details" to activate the Class List associated with a particular class section.

Click on "Class List" to view the names of students who are registered for SU credit.

An ADD status means the student is officially registered for Syracuse University credit. DROP (the student has exercised his/her right to drop the class) or WD (the student has exercised his/her right to withdraw from the class).

You can export your class list as an Excel spreadsheet or Adobe PDF by clicking the appropriate icon.

You are asked to confirm your class list as accurate. If you select NO, an email message will appear asking you for your correction(s).
In the email box you will need to enter the following information:

- Student name
- Correction needed, i.e. wrong class, missing from list, etc.
Click on "View Details" to activate the class schedule associated with a particular class section.

Click on "Class Schedule."

Enter the period number(s) and class time(s) for each of the class(es) you have been assigned

Enter the period number(s) and time(s) of your free period(s).

Enter the days your school is closed for holidays.

Save Schedule before exiting
This section is the Seminars page.

The list of upcoming seminars for your subject(s) are displayed by date and location.
Seminars

1. Click on a seminar to reveal the details.
2. The seminar details will show you the date, time, location, title and faculty for the seminar.
3. Remember: Seminar attendance is required for all SUPA instructors to retain their certification to teach Syracuse University courses. To confirm your seminar attendance click Confirm Attendance.
Manage Password

This section is the Manage Password page.

If you would like to change your password, please confirm your old password and enter a new password. You are asked to verify your new password by typing it in a second time.

Click Update.

Please note that your password is case sensitive. If you must write your password down please keep it in a secure location. You are responsible for safeguarding your password.
This section is the Personal Profile page.

If you need to change any of your personal information please make the changes in the appropriate area.

Click Update.
Visit Schedule

This section is the Visit Schedule page.

This area will list the date, time and name of visiting faculty.

<table>
<thead>
<tr>
<th>Course</th>
<th>Period Time</th>
<th>Visit Date</th>
<th>Visiting Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101, 33415:001</td>
<td>7:41–8:21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Logout

1. To logout, click the Logout menu item.

2. You will see a message letting you know you have successfully logged out.

3. If you need to log back in, click Login.