



Spring 2009 Software Update Installation Procedures



Please read through the steps below before installing the Spring 2009 Software Update. If you have any questions, please contact Alex or Jim by phone at 800.252.4822 extension 238 or 240 or by email ajarez@ioes.org or jhamman@ioes.org respectively.

Steps to Install the Spring 2009 ISIS Software Update

1. Close all applications.
2. Open ISIS.
3. Check to make sure you have the correct version of ISIS loaded. Select **Help** from the menu bar and choose **About Illinois Student Information System**. Make sure that your system has the following information. If it does not, please contact Alex or Jim. Click **OK** to close the screen when finished.
 - **Version:** 2008.02.2
 - **Database Version:** 2008.02
 - **Current Fiscal Year:** 2009
 - **System Status:** I. Initialized. Data Cleared to begin a new year.
 - While reviewing this screen, please note your **Database Directory** (at the bottom of the screen). After the update is installed, ISIS may prompt you to browse for your database prior to entering your user name and password. This Database Directory will indicate where you should browse to.
4. Download ISIS and start Update.

Install from ISIS

Select **Transfer Files**, choose **Update Software**.

Select the option **From Internet** and key in the following information, if necessary:

- FTP URL: [ftp.isbe.state.il.us/public/isis](ftp://ftp.isbe.state.il.us/public/isis)
- User ID: isis
- Password: isisis

Click **OK** (at the bottom of window). The following message window will appear: *Your current version is 2008.02. Do you want to reinstall it?* Click **No**. Depending on the speed and activity of your Internet connection, the download may take several minutes.

The following message window will appear: *Setup program will launch now. Please restart ISIS after setup is complete.* Click **OK**.

Install from the website

Close ISIS.

Browse to the ISIS Latest Software Download website: <http://www.ioes.org/isis/download.html>

- Select: [2009-01 Update](#)
- User ID: isis
- Password: 5Spring0

You will be asked if you want to open the file or save it to your computer. Click **Save** to save it to your computer. We recommend saving to your desktop.

Right-click on the file and choose **Rename**. You need to rename the file as IS200901.exe (Currently there will be .ISIS on the end that needs to be removed.) Once the file has been renamed to IS200901.exe, double-click it.

5. Continue installing ISIS.
 - a. Please wait while your computer prepares for the installation.
 - b. A welcome screen will appear, click **Next**.
 - c. You may need to update your User Information (name and company). You must have something in each box. Select "Anyone who uses this computer." Then click **Next**.
 - d. Note the destination folder for ISIS. If necessary, click the **Change** button to install ISIS to a different folder. Click **Next** to continue with the installation. Please wait while ISIS is installed.
 - e. An installation complete screen appears, click **Finish**.
6. If the installation procedure does not work, you may not have rights to add software to your computer - consult with your local computer system administrator.
7. Open ISIS. You may be prompted to browse for your workgroup (vwgroup.mdw) and database (vwmain.mdb). These files will be found in the Database Directory location that you noted prior to installing the update (Step 3).
8. The system will prompt you that the software is at a higher version than the database. Click **OK** to convert. Then click **Begin Conversion**. Click **Return** when done.
9. Check the system status by selecting **Help** from the menu bar, choose **About Illinois Student Information System**, and make sure you have the following information:
 - o **Version:** 2009.01.1
 - o **Database Version:** 2009.01
 - o **Current Fiscal Year:** 2009
 - o **System Status:** I. Initialized. Data Cleared to begin a new year.
10. Compact Database so CIP Codes will be in numeric order by completing the following.
 - a. Select **Utility**, choose **Compact Database**.
 - b. Click **OK** to begin compacting.
 - c. Click **OK** when the database is compacted successfully.
11. Give yourself security rights to the new features.
 - d. Choose **Security Admin** from the **Admin** menu.
 - e. Select your username from the dropdown list.
 - f. Click **Select All** in the lower right corner.
 - g. Click **OK**.
 - h. Click **Return**.