

Accessing TIS On-line Maintenance

1. Connect to TIS.
 - A. Use your web browser to connect to the TIS home page at: <http://tis.uwsa.edu/>.
 - B. Click on the Administrative Area link at the bottom of the page.
 - C. On the Administrative Area page, select TIS Maintenance.
 - D. On the TIS Maintenance page, click on the "TIS On-line Maintenance System".

2. Login to TIS.
 - A. Type your TIS Maintenance Login and tab to the Password box.
 - B. Type your password in the Password box and click on the Login button.

3. Exit TIS.
 - A. Click on the log-out button to exit TIS.