SYSTEMS CATEGORIES

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TECHNOLOGY RESOURCES

- **CRON** - School of Architecture computer support group
  
  *cron.mit.edu; cron@mit.edu*

- **Architecture Shops** - Department fabrication facilities
  
  *archshops.mit.edu*

- **IS&T** - MIT-wide computer and network support
  
  *ist.mit.edu; accounts@mit.edu*

- **ATHENA (AFS)** - Computer clusters, Email lists, Web servers
  
  *ist.mit.edu/athena*
CRON

- CRON stands for Computer Resource Office Name
- CRON staff manage the hardware and software for SA+P, including: Printers, Computers, Scanners, Software, and Software Licenses.
- Go to [eyeq.mit.edu](http://eyeq.mit.edu) to view jobs you sent to plotters or high volume laser, and release them to the printer.
- CRON lends equipment, such as laptops and projectors.
- Always email: [cron@mit.edu](mailto:cron@mit.edu) to create a “ticket” for your issue
ARCHITECTURE SHOPS

- The Architecture Shops include:
- The Rapid Prototyping Lab in Building 3, Fourth Floor
- The furniture shop and outdoor space in N52
- Equipment in the studios
- Chris Dewart, cbdewart@mit.edu
- Jen O’Brien, dekinai@mit.edu
MIT IS&T (INFORMATION SYSTEMS AND TECHNOLOGY)

- MIT Email Accounts and Kerberos Passwords
- Athena clusters (computer labs)
- Website Server Space and Maintenance
- Enterprise Calendar Management
- Virtual Private Network Access from Home
- Telephone and Voicemail Management
- Duo Authentication and Certificates
ATHENA

- Athena is MIT's academic computing environment, which powers computing clusters (labs), private workstations, remote access servers, email lists, and personal machines throughout campus.
- Available To: Students, Faculty, Staff, Affiliates
- Provides a vast collection of third-party software, including MATLAB, Maple, and Mathematica.
- Easy access to the AFS filesystem for personal and group file storage.
- Public computer labs (Athena clusters) located throughout the MIT campus.
- Debathena is the current version of Athena.
EMAIL LISTS: (@mit.edu) – Not (yet) an Exhaustive List – See webmoira.mit.edu to see your lists

- archall - A list of everyone affiliated with the Department. Use with utmost discretion.
- arch-kiosk - Spammy free-for-all of information, from jobs to rentals to lost books to course listings
- arch - Contact for prospective applicants. Goes to staff who work with admissions.
- cron - How to request computer support. Generates ticket in RT system that tracks response.
- march - Goes to current M.Arch students
- march(year) ex. march2018 - One list for each year in the program.
- smarchs - Goes to all current S.M.Arch.S. students.
- archstaff - Goes to all staff in the Department.
- archstudio - Goes to everyone in or leading studios.
- archfac - Goes to all faculty and several staff.
- archstudents - Goes to all students in all programs in the Department, including several staff.
- reuse - MIT list for recycling useful things. Put outside your door, email list with description. No attachments.
Purchasing and Finances

- **Buy-to-Pay (B2P)/Coupa** - MIT External Purchases
  
  [https://buying.mit.edu](https://buying.mit.edu)

- **Atlas** - Internal/external requisitions and purchase orders
  
  [atlas.mit.edu](https://atlas.mit.edu)

- **SAPGUI** - MIT Financial and HR data
  
  Download from [https://ist.mit.edu/sapr3/sapgui](https://ist.mit.edu/sapr3/sapgui)

- **FRC Tool** - Financial Review and Control
  
  [https://frc.mit.edu/app.html#!/login](https://frc.mit.edu/app.html#!/login)

- **Concur** - Travel Booking and Expense Reporting
  
BUY-TO-PAY

- Also Known as B2P
- Access requisitions, purchase orders, invoices, and reports.
- Any member of the MIT community with a Kerberos ID can access the system at https://buying.mit.edu.
- Use the Coupa Supplier Portal. Request access by emailing supplier_contact@mit.edu with subject line CSP Invitation Request. Include first name, last name, and email address you’d like to use.
ATLAS

- A Web Portal ([atlas.mit.edu](https://atlas.mit.edu)) and a Physical Office (E-17)
- Time and Vacation Entry
- Buying and Reimbursements
- Facilities Service Requests
- Learning Center for Staff Trainings
- Pay Stubs and W2 Forms
- Parking
SAPGUI

- SAPgui is SAP's universal client for accessing SAP functionality in SAP applications.
- Functions like a browser and is used for MIT financial and HR data.
- Allows users to easily access SAP functionality within SAP applications.
- Supports users who need to access Dynpro functionality.
MIT requires that a person familiar with activity on an MIT cost object review the monthly transactions on that cost object as part of its overall system of internal controls. In compliance with MIT's policy, all accounts should be reviewed within 30 days of the end of the previous month.

This tool is designed to assist those who perform Financial Review and Control (FRC) duties for their DLC by:

- Highlighting high-risk transactions (How is this determined?)
- Providing web-based tracking of line items reviewed and issues to be resolved
- Serving as an electronic record of FRC review for the DLC
CONCUR

- Travel Expense Reports

- The purpose of the report is to request reimbursement of out-of-pocket expenses and to reconcile charges made on the MIT Travel Card.

- When returning from a trip, the traveler or the designated person in your DLC must submit a travel expense report with the required documentation, receipts, cost object, and trip purpose to the person in your DLC who is responsible for creating the expense report. The report must be submitted in Concur within 30 days of the return.
ADMISSIONS SYSTEMS

- **GradApply** - MIT-wide Web-based application system
  
  https://gradapply.mit.edu/architecture/review/login

- **Filemaker** - Department-specific database of information
  
  add host: cronfms.mit.edu - use file:ArchHQ only

- **Grade20** - MIT-wide database of student information
  
  sisapp.mit.edu/grade20

- **Request Tracker (RT)** - Admissions Inquiries Email Management
  
  help.mit.edu
GradApply is the web-based application system used by MIT for processing student applications for MIT programs.

- Each Department has its own GradApply URL
- Staff pre-review the applications before faculty review
- Staff assign faculty reviewers to each application
- Faculty review applications and enter scores
- Staff compile scores and create reports for committees
FILEMAKER

Filemaker is a database program that we used to store information specific to our Department processes related to:

- Admission and wait list letters
- Ranking of admitted students
- Financial aid (Restricted for most users in Students database)
Grade20 is an ancient application and student records management system that underpins all other systems in the Institute.

- Feeds student information to all other systems
- Receives and stores GRE and TOEFL/IELTS scores
- Must be updated accurately for student to register
REQUEST TRACKER (RT)

- Request Tracker saves all emails sent to arch@mit.edu in a searchable archive.
- Inquiries are from prospective applicants, as well as miscellaneous spam and unrelated inquiries.
- Emails come to your email software as well as to help.mit.edu. Better to use help.mit.edu for more options.
- Everyone “takes” tickets for their own programs, and a fair share of the unspecified inquiries. Find answers to questions at: https://architecture.mit.edu/overview/admissions.
- Remember to “resolve” tickets when the issue is complete.
STUDENT INFORMATION SYSTEMS

- **Grade20** - MIT-wide database of student information
  
  sisapp.mit.edu/grade20

- **WEBSIS** - MIT-wide Student Information System
  
  https://student.mit.edu

- **MITSIS** - MIT-wide Student and Alumni Records
  
  Access through HostExplorer (PC), Citrix (MAC)

- **Filemaker** - Department-specific database of information
  
  add host: cronfms.mit.edu - use file:ArchHQ
Grade20

- Grade20 is updated at admissions time, but will need to be updated with any changes to the student’s status. If they take a leave or will begin their program at a later date, Grade20 needs to know.

- Grade 20 will also record official student address and email.

- Grade20 information ripples through the rest of MIT systems. (Not the Department website or database.)
WEBSIS

- An institute portal to essential MIT applications serving four audiences: Students, Instructors, Advisors and Department Administrators.

- For Students: registration, degree applications, thesis title submission, viewing grade record

- For Instructors: viewing class lists, online grade submission

- For Advisors: viewing student records (grades, degree applications, thesis titles, photos etc.), viewing class lists, online grade submission, degree tracking, approving advisee schedules
MITSIS

- *MITSIS* contains digital archival records for all students, current or alumni.
- Limited access with proprietary software
- Know it exists, but likely not necessary for most users
FILEMAKER

- Student Records, for biographical and academic information
- Faculty Records, for biographical and teaching information
- Class Records, for scheduling and instructor management
- TA, Advisor, and Committee Assignments (HQ only)
STUDENT SERVICES

- **Grading** - OGS (Online Grading System)
  ogs.mit.edu/ogs

- **Textbook Information Provisioning (TIP)**
  https://www.facultyenlight.com/?storeNbr=304

- **Online Exam Planning**
  examplan.mit.edu/MainPage

- **TA Review**

- **SA+P Rooms Scheduling**
  Campus: https://classrooms.mit.edu/classrooms/
  School: https://cron-cronlasso.s.mit.edu/rooms/p.lasso?t=1:1:0

- **MIT Rooms Reservation**

- **Stellar Sites**
  stellar.mit.edu

- **Open CourseWare**
GRADING: ONLINE GRADING SYSTEM (OGS)

- The system requires a valid MIT certificate and records the ID of the user and the time of the transaction.
- It has defined roles, which allows many users to enter and save grades.
- Ensures that all grades have been vetted by approved faculty.
TEXTBOOK INFORMATION PROVISIONING (TIP)

- Uses “Faculty Enlight”
- For researching, discussing, adopting, and discovering course materials
- For providing MIT COOP with course textbook information
ONLINE EXAM PLANNING

- Exams are scheduled with the Schedules Office
- Uses Final Exam Planning application: examplan.mit.edu
- Schedule optimized with algorithm to minimize conflicts
- For notifying Institute if a final exam/review will be held
TA REVIEW

- Uses Google Forms, unique form sent to each instructor
- For instructors to evaluate the TAs
- Assists instructors when hiring future TAs
FACULTY WEBSITE

- Intra-Departmental website for Architecture faculty
- Mini-applications for scheduling classes, providing catalog information, submitting workshop/travel proposals, and submitting syllabi
SA+P ROOMS SCHEDULING

- For Browsing availability of SA+P Rooms
- For Requesting a SA+P room reservation
MIT ROOMS RESERVATION

- Uses MIT’s Classrooms@MIT system
- For Browsing Classrooms
- For Requesting a classroom reservation
- For Requesting a “Quick Room” reservation
STELLAR SITES

- Stellar is the platform for learning and course management serving the MIT community.

- There are two types of Stellar sites, Academic (Class) Site and non-Academic (Project) Site.

- An Academic site is for for-credit classes offered by, and Project site is for not-for-credit courses, research and coordination activities. A Non-Academic site is for not-for-credit courses, research and coordination activities.

- Instructors, TAs and staff may request a Stellar site using link in left column of Stellar homepage. An example would be a site strictly for MArch students who will turn in their thesis that term; would contain thesis specs, deadlines, deliverables, etc.
OPEN COURSEWARE

- MIT OpenCourseWare makes the materials used in the teaching of almost all of MIT’s subjects available on the Web, free of charge.

- With more than 2,400 courses available, OCW is delivering on the promise of open sharing of knowledge.

- OCW is open and available to the world and is a permanent MIT activity.