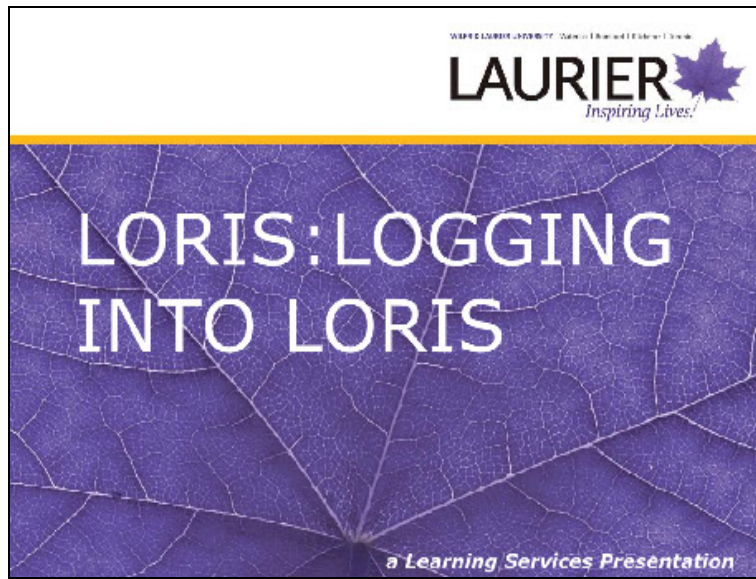


LORIS: Logging Into Loris Script

a Learning Services Presentation

Slide 1:



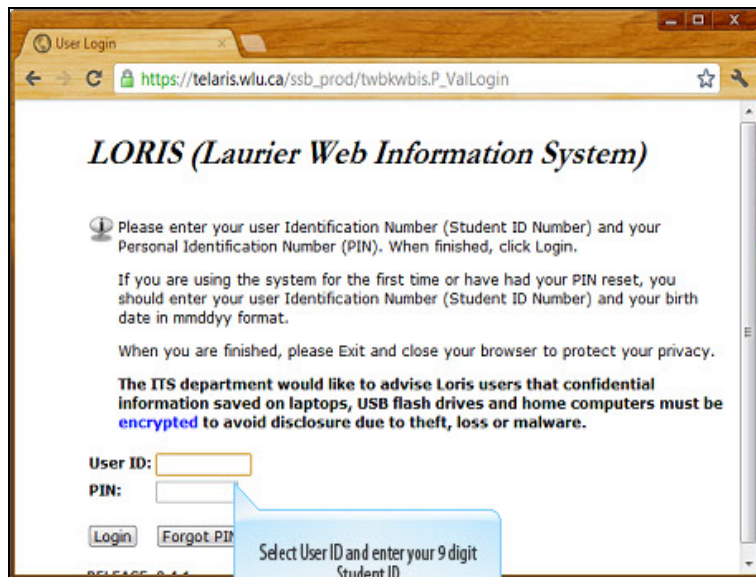
Hello, and welcome to the online guide to registration. This workshop will show you step-by-step how to log into LORIS.

Slide 2:



To begin, open your web browser, type telarius.wlui.ca into the address bar and press enter.

Slide 3:



You should now be at the login screen on the LORIS homepage. To log in, type your 9 digit student ID number into the “User ID” field and your password into the PIN field.

Slide 4:

User Login

https://telaris.wlu.ca/ssb_prod/twbkw/bis.P_ValLogin

LORIS (Laurier Web Information System)

Please enter your user Identification Number (Student ID Number) and your Personal Identification Number (PIN). When finished, click Login.

If you are using the system for the first time or have had your PIN reset, you should enter your user Identification Number (Student ID Number) and your birth date in mmdyy format.

When you are finished, please Exit and close your browser to protect your privacy.

The ITS department provides information on how to use the system. For more information, please contact the ITS department. For users that confidential information is stored on their laptops and home computers must be encrypted and protected from loss or malware.

User ID:

PIN:

Select PIN and enter your date of birth
MM/DD/YY

If this is your first time logging in, your PIN number will be your date of birth in the following format: month, day, and the last 2 digits of the year.

For example, someone born on October 16, 1990 would enter their PIN as “101690”.

Slide 5:

User Login

https://telaris.wlu.ca/ssb_prod/twbkw/bis.P_ValLogin

LORIS (Laurier Web Information System)

Please enter your user Identification Number (Student ID Number) and your Personal Identification Number (PIN). When finished, click Login.

If you are using the system for the first time or have had your PIN reset, you should enter your user Identification Number (Student ID Number) and your birth date in mmddyy format.

When you are finished, please Exit and close your browser to protect your privacy.

The ITS department would like to advise Loris users that confidential information saved on laptops, USB flash drives and home computers must be encrypted to avoid disclosure due to theft, loss or malware.

Authorization Failure - you have entered an invalid Laurier ID or PIN. If you are unsure of your PIN, please choose a new one by clicking "Forgot PIN?" immediately after entering your User ID. You will be asked to answer your security questions at this next page to choose a new pin. If you are not sure that you will be able to answer them correctly, you can also choose to have your PIN reset by clicking on the following link (**PIN RESET**). If you enter your PIN incorrectly three times you will be locked out of LORIS and will have to contact an Administrator to have it reset. This will cause delays in your being able to access your LORIS account.

User ID:

PIN:

RELEASE: 8.4.1

To be noted: If you enter your User ID and PIN incorrectly 3 times, your account will be locked. If this happens, follow the instructions that appear, which will give you a number to call to unlock the account.

Once you are done entering your login information, press the Login button to continue.

Slide 6:

Main Menu

https://telaris.wlu.ca/ssb_prod/twbkw/bis.P_GenMenu?name=bmenu.P_MainMi

LORIS (Laurier Web Information System)

[Personal Information](#) [Student Services](#) [Employee](#)

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Nathan Ataide, to LORIS! Last web access on May 14, 2012 at 03:45 pm

[Personal Information](#)
Update your Emergency Contact information; View/Update your address(es) and phone number(s); View e-mail address(es); View instructions to change your Name & Social Insurance Number; Change your PIN; Change your security Question

[Student Services](#)
Register; View your academic records and fees; View or print T2202A Tax receipt

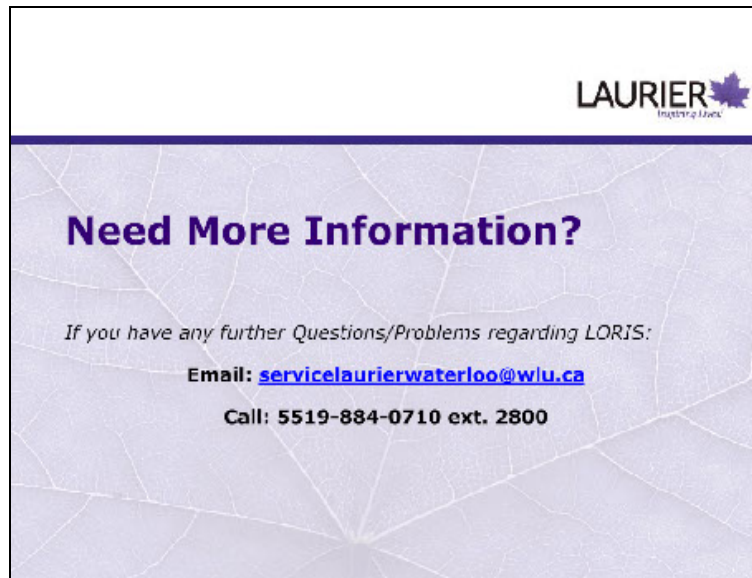
[Employee](#)
View Pay Stubs, deductions, earnings and T4 slips; Enter and approve leave reports and timesheets.

[MyLearningSpace](#)
On-line courses at Laurier!

[Return to Homepage](#)

If you have logged in correctly, you should see this screen, which is the Main Menu page of Loris.

Slide 7:



The slide features a white header with the LAURIER logo (a purple maple leaf) and the tagline "Inspiring Lives". Below the header is a dark blue horizontal bar. The main content area has a light purple background with a white leaf vein pattern. The text is centered and includes the heading "Need More Information?", a sub-heading "If you have any further Questions/Problems regarding LORIS:", and two lines of contact information: "Email: servicelaurierwaterloo@wlu.ca" and "Call: 5519-884-0710 ext. 2800".

LAURIER
Inspiring Lives

Need More Information?

If you have any further Questions/Problems regarding LORIS:

Email: servicelaurierwaterloo@wlu.ca

Call: 5519-884-0710 ext. 2800

This concludes our demonstration of Logging into Loris.