

## UIS Services (University Information System)

If you are logged into St. John's Central you will have access to UIS automatically by clicking on the UIS Tab and then clicking on "Click here for UIS services".

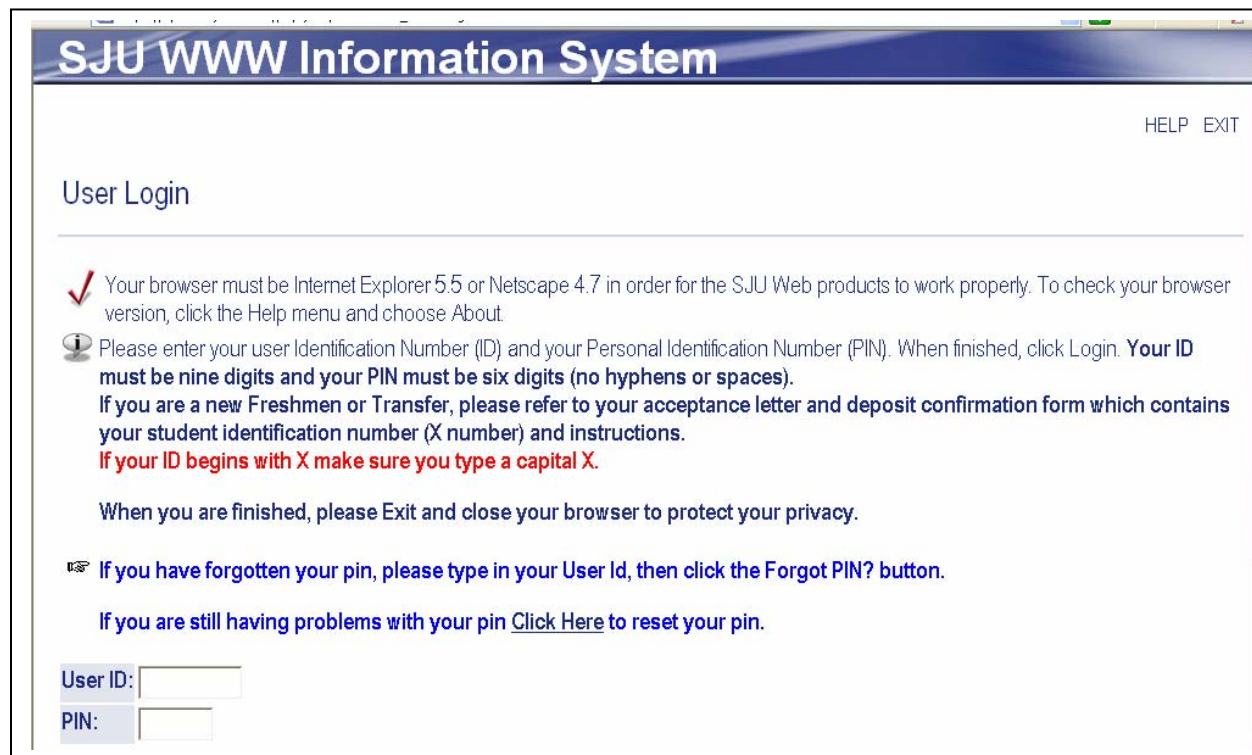
Login UIS offers secure access to your personal academic and employment records. When you use the Login button at left, you will be prompted to enter your User ID and Password. You may then choose from our list of services:

Login for Faculty members provides access to Class Schedule by Day and Time, Detail Class Schedule, Address Information, E-mail, Class List, Summary Class List and student information.

Login for Employees (Web for Employees) offers access to personal records, benefits and budget information.

Login for Student members provides access to Class Schedule by Day and Time, Detail Schedule, Address Information, E-mail, Holds, Academic Record, Overall Status of Financial Aid, Informational messages from the financial aid office, Cost of Attendance, Student Requirements, Award by Aid Year and Award History.

To log into UIS when you are not in St. John's Central:



The screenshot shows the "SJU WWW Information System" login page. At the top right, there are links for "HELP" and "EXIT". The main heading is "User Login". Below this, there are several instructions:

- A red checkmark icon followed by the text: "Your browser must be Internet Explorer 5.5 or Netscape 4.7 in order for the SJU Web products to work properly. To check your browser version, click the Help menu and choose About."
- An information icon followed by the text: "Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. **Your ID must be nine digits and your PIN must be six digits (no hyphens or spaces).** If you are a new Freshmen or Transfer, please refer to your acceptance letter and deposit confirmation form which contains your student identification number (X number) and instructions. **If your ID begins with X make sure you type a capital X.**"
- The text: "When you are finished, please Exit and close your browser to protect your privacy."
- A speech bubble icon followed by the text: "If you have forgotten your pin, please type in your User Id, then click the Forgot PIN? button."
- The text: "If you are still having problems with your pin [Click Here](#) to reset your pin."

At the bottom, there are two input fields: "User ID:" followed by a text box, and "PIN:" followed by a text box.

Your **User ID** is either your X number from your pay stub or your 9 digit Social Security number with no dashes.

Your **PIN** is originally set to your 6-digit date of birth. You can reset within UIS under the Personal Information Menu. Your PIN must be 6 digits.

If you have problems logging in choose "Click Here" on the UIS page to reset your PIN