University Information System (UIS) Instructions

As an accepted student, you have access to the St. John’s University Information System (UIS), your portal to secure online information and resources. The system will enable you to review your transfer credit evaluation, update your personal information, access your financial aid package, submit your enrollment and housing deposit and register for events. Once you have met with your advisor to create a class schedule, you may also view your schedule through UIS.

To access UIS, visit [www.stjohns.edu](http://www.stjohns.edu) and click on “UIS at the bottom of the page. Next, enter your User ID and PIN. Your User ID is your St. John’s student ID number. This number appears on the top corner of your admit letter and begins with an “X.” Your PIN is your birthday, expressed as six digits. For example, February 3, 1992 is 020392. Once you log in, you will be asked to change your password.

To view your transfer credit evaluation, select the following:
- Student & Financial Aid
- Student Records
- Academic Record
- Transcript Level: Undergraduate
- Transcript Type: Undergraduate

To view your financial aid, select the following:
- Student & Financial Aid
- Click on the “Financial Aid” tab at the top of the screen

To pay your enrollment and/or housing deposit, select the following:
- Student & Financial Aid
- Admissions
- Admission Deposits

Once you have paid your deposit, you may register for orientation by selecting the following:
- Student & Financial Aid
- Admissions
- Event Registration

To view your schedule (once you have met with an advisor), select the following:
- Student & Financial Aid
- Registration