



New Employee / Faculty

Login Tips

UIS

The below steps should be followed once you have obtained the following:

1. Your X-Number
2. Your Storm Card ID Number or 9 number
3. SJU E-mail Address

If you do not have any of these please contact Human Resources:
barnettg@stjohns.edu – Staff/Employees
russelld@stjohns.edu – Full Time Faculty
whittonk@stjohns.edu – Adjunct Faculty

Login into the University Information Systems (UIS). UIS is the backend system where you will see your personal information associated with the University. You will be able to see your pay stubs, W2 and see class and student roster information. Final grades will also be submitted in this portal.

1. Open a web browser and type: <https://www.stjohns.edu/uis>

Username: X Number (The "X" must be capitalized)

Password: **Sj and the eight digits from your XID number**

St. John's Information System

You can set up a tuition payment plan safely and securely online via your UIS account. You can make an individual payment online as well or by calling 718 990 2000.

Please remember your User ID is your X ID number (including the capital "X")
 For new Freshmen or Transfers, the X ID number is located on your acceptance letter.
 If this is your first time logging in, your initial PIN is **Sj** followed by **all digits from your X ID number without the X.**

If you have forgotten your pin, please type in your User Id, then click the "Forgot PIN?" button.

To protect your security and privacy, please remember to Exit and close your browser when done using UIS.

User ID:

PIN:

RELEASE: 8.9

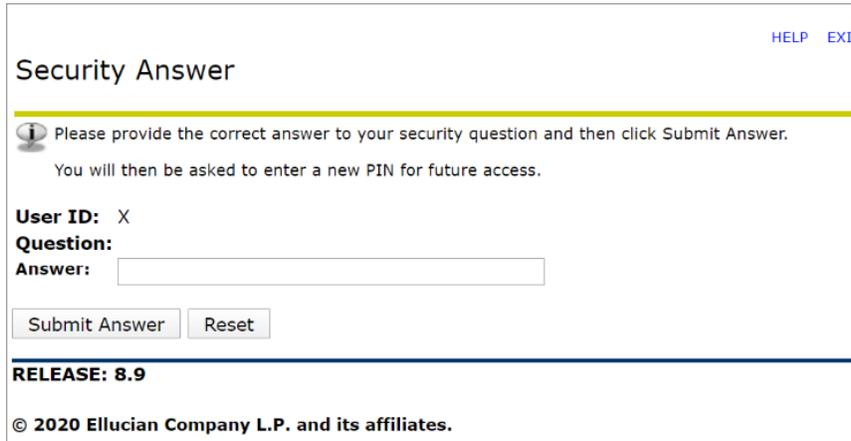
If you are logging in for the first time, you will be prompted to change your PIN. PLEASE WRITE THIS DOWN.

- Password must be a minimum of:
 - 10 Characters long
 - At least 1 Capital letter
 - At least 1 Lowercase letter
 - At least 1 number
 - Cannot contain your name or username
 - Cannot repeat previous 5 passwords
- PLEASE NOTE: **MySJU and UIS are linked. The PIN for UIS is linked to the password for MySJU; if the PIN is changed in UIS, the password for MySJU is also changed.**

2. Once logged in to the UIS portal, you will need to complete a short survey and provide an Emergency Number (EN) such as a cell phone so you can receive text messages for any important announcements from Public Safety such as School Closings.
3. Visit the PERSONAL INFORMATION menu and UPDATE SECURITY QUESTION so that you may reset the pin yourself in the future should you ever forget your pin.

TIP:

The password or PIN can be reset by correctly answering the security questions in UIS. Enter USER ID, and click “Forgot Pin?”



MySJU

1. Open a web browser and type: <https://MySJU.stjohns.edu>

Username: The username of your email address (First 8 letters of your last name, first initial)

Password: **Same as UIS password**
Or, the password set for logging in to <https://signon.stjohns.edu> (Email, Canvas, Blackboard, etc) will also work.



*** If you are still having issues logging in to UIS or MySJU, please contact the Help Desk at (718) 990-5000.***