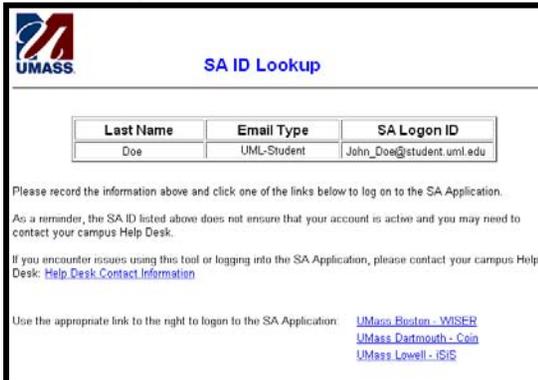## Secure Access ID Lookup

Use Secure Access to login to all Enterprise Applications including **SiS** and **UMass Lowell Office 365 Exchange Online** student email accounts.

1. Navigate to http://www.sis.uml.edu.
2. Under the left menu option titled **Getting Started with SiS** select the **Secure Access ID Lookup** tool link.

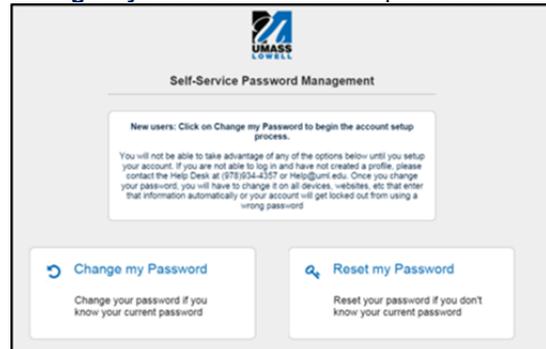3. Enter the correct information into the corresponding fields and click Get ID.

4. Your username will appear under the SA Logon ID. Use this username to gain access to SiS, Student email accounts, the wireless network, HR Direct, myAlert, the Online Housing Gateway, VPN, library resources and the Echo 360 lecture capture system.
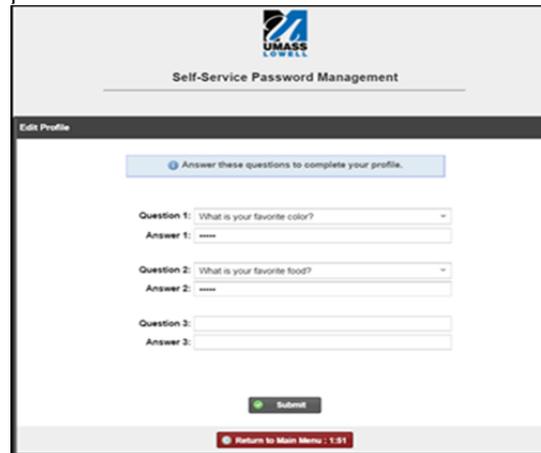
Password Management using myPassword

myPassword is UMass Lowell's Self-Service Password Management tool which allows you to securely manage your email account password.
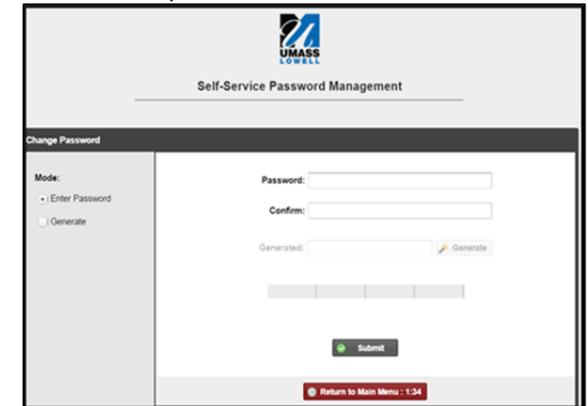
1. Once you have your Secure Access user name, Navigate to https://myPassword.uml.edu.
2. When using myPassword for the first time, click **Change my Password** to create a password.

3. On the next screen enter your full UMass Lowell email and your default password, and then click the Logon button.
   Note: By default your initial password has been set to be the letters Ums (Uppercase "U", Lowercase "ms") followed by your SiS system ID number. For example if your SiS system ID number is 01234567 your default password will be Ums01234567.
4. Answer the 3 security questions to complete your profile and click Submit

5. Create a new password and click Submit

Note: To comply with the Universities complexity requirements, your password must have a minimum length of 8 characters and must follow three of the following four rules:
   1 uppercase
   1 lowercase
   1 number
   1 special character (!@#$%&)*

6. This new password will now give you access to your UMass Lowell email account, as well as SiS, the wireless network, HR Direct, myAlert, VPN, the Online Housing Gateway and the Echo 360 lecture capture system.
7. Next log into SiS. Navigate to http://www.sis.uml.edu.
8. Click Student Self-Service Login
9. Enter your User ID, which will be your full UMass Lowell email address, followed by the password you have created using myPassword.
   Note: Students will be able to use SiS to manage all aspects of their academic careers. Features include adding, dropping, and swapping classes and viewing and paying tuition balances using ebilling.

Accessing Student Email Accounts

UMass Lowell has partnered with Microsoft to launch **UMass Lowell Office 365 Exchange Online**, a new online system for e-mail and other online communications services for UMass Lowell students.

1. Navigate to http://www.outlook.com/student.uml.edu.
2. Enter your username, which is your full UMass Lowell email address followed by the password you have created using myPassword.
3. When your first logon, you will be asked to set your time zone. The correct time zone for UML Students is **GMT -5:00 (Eastern Standard Time)**.
4. Once you have entered the correct time zone, you will be re-directed to your inbox where you will have full access to your student email account.

Note: The UMass Lowell Student E-mail Policy states that email is an official means for communication from Faculty and Staff. Faculty and Staff use this email address often to communicate with you regarding such things as your academic information, e-bill, financial aid, etc.

Online Web Tutorials

SiS Self-Service offers online Web Tutorials and Video Screencasts. Click on the **"Information For"** link, and select **Student**.

http://www.sis.uml.edu

Application Support

If you encounter any login or desktop issues, please contact:

Help Center- University Crossing
978-934-4357 (HELP)
866-435-7437 (866-HELP-HERE)

Getting Started with SiS & Email

This brochure provides a quick reference guide to help students create a password using myPassword, access their SiS accounts and their UMass Lowell Office 365 Exchange Online student email accounts.

http://www.sis.uml.edu

4/2015