Access the Siena Heights University Web site (www.sienaheights.edu).

If you are on the Adrian campus, the My Siena page will display when the Web browser opens if the default Home Page has not been changed.

When the page opens, click the My Siena link (see illustration below).

The My Siena page will display.

The left side of the page will display Announcements.

Under the Announcements area, you will find the Campus News Links portlet and the Quick Links portlet.

On the right side of the window, you will see a list of Frequently Asked Questions (FAQs).

Click the User Name box at the top of the window (see illustration below).

Input your User Name.

This usually consists of the first letter of your first name and the first seven characters of your last name.

If there is a “clash” with another person’s User Name, a number will be added to the end of the User Name.

Click the Password box and input your password.

The default password is your CARS ID number.

If you have changed your password for the Windows Network and your Email, you must use that password.

When you log in, you may be prompted to change your password.

Input your old password into the Old Password box.

Input your new password into the New Password box.

Confirm the password in the Confirm Password box.

If you are not sure what your username and password are, please call the Siena Help Desk at 517-264-7655.

Click the Login button.

The Faculty and Staff My Siena page will display.