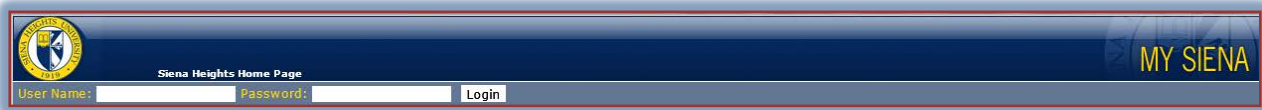


## LOG IN TO MY SIENA

- ✦ Access the Siena Heights University Web site ([www.sienaheights.edu](http://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.