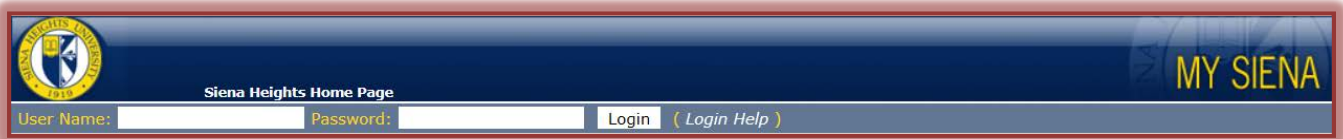


## LOG INTO MY SIENA

- ✦ Open your Internet browser window and go to the **Siena Heights University** web page ([www.sienaheights.edu](http://www.sienaheights.edu)).
- ✦ Click the **My Siena** link in the top frame of the window (see illustration below).



- ✦ The **My Siena** page may display instead of the **Siena Home Page** when you open the browser window.
- ✦ If this happens, you don't need to click the **My Siena** link.
- ✦ The **My Siena** page should display.
- ✦ Input your **Username** and **Password** in the appropriate boxes (see illustration below).



- ✦ Your **User Name** is the one assigned when you enrolled at Siena.
  - ☐ It is the same username that you use to access the Windows Network.
  - ☐ An example of a username would be wsmith.
- ✦ The default password is your **Student ID Number** (Example: 123456).
  - ☐ If you changed your password for your Student ID Number, then you will use that password.
- ✦ After you have logged into **My Siena**, you are able to access and log into the following programs by clicking on the link under **My Tools** on the right side of the window.
  - ✦ [Outlook Web Mail](#)
  - ✦ [My Desktop \(VMware View\)](#)
  - ✦ [eCollege](#)
  - ✦ [Library Databases](#)
  - ✦ [Other Library Links](#)
- ✦ You will also be able to access the following information.
  - ✦ [Academic Information](#)
  - ✦ [Email Forwarding](#)
  - ✦ [Financial Information](#)
  - ✦ [Registration](#)
  - ✦ [Payroll Information](#)