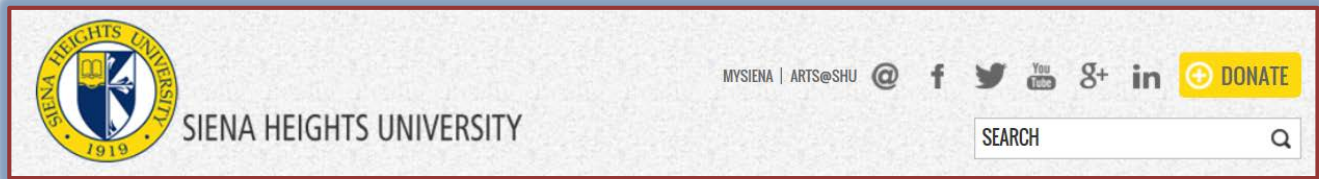


## Log In To My Siena-Students

- ✚ 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 **Siena ID** number.
  - ✦ If you have changed your password for My Siena or the Windows Network, you must use that password.
  - ✦ When you log in, you may be prompted to change your password. If you are:
    - ★ 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 **Student My Siena** page will display.