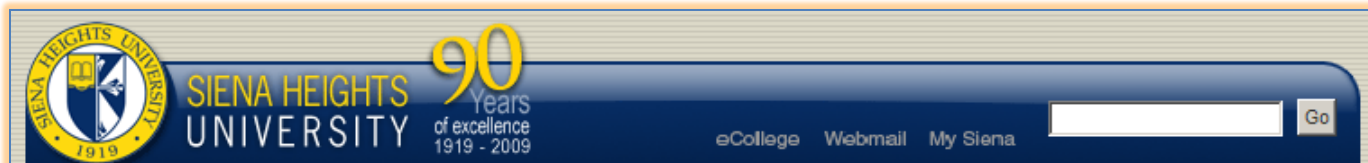


LOG INTO MY SIENA

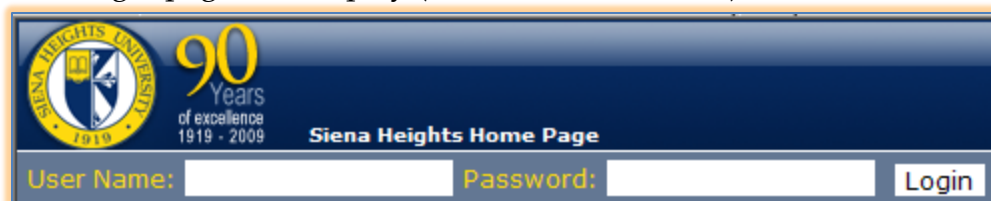
Each time that you access the My Siena area from the Siena Heights University Web site, you will be required to log in. This document explains the process for logging into My Siena.

LOGGING INTO MY SIENA

- ✦ Open **Internet Explorer**.
- ✦ The **Siena Heights University Web Page** should display.
- ✦ If the **Siena Heights University Web Page** does not display, input www.sienaheights.edu into the Address Bar of the web browser such as Internet Explorer.
- ✦ Click the **My Siena** link (see illustration below).



- ✦ The **My Siena** login page will display (see illustration below).



- ✦ Input your **User Name** and **Password** into the appropriate boxes.
 - ✦ The **User Name** is the same one that you use to log into the Windows Network or your Email Account.
 - ✦ The **Password** is the same one that you use to log into the Windows Network or your Email account.
- ✦ From this area, you will be able to access:
 - ✦ Announcements regarding different events and happenings at Siena Heights.
 - ✦ Links to eCollege, Bill Payment, Campus Bookstore, the Library, Registration, plus many more areas.
- ✦ Click the **Login** button.
- ✦ The **My Siena Home** page will display.

PASSWORD EXPIRATION

Your password is set to expire every 120 days.

- ✦ A message will appear when the password expires with boxes that can be filled in to change the password.
- ✦ Fill in the appropriate boxes and click **Submit** to change the password.
- ✦ The **My Siena Home** page will display.

If you have any questions about logging into My Siena, please call Wanda House at 517-264-7651 or the Help Desk at 517-264-7655.