Go to finaid.ciis.edu to accept/decline and view your financial aid awards. You will fall under one of two categories when logging onto your account:

**First Time User**: If you have never logged onto your account
**Continuing***: If you have previously logged onto your account

*Scroll down to page 3 for Continuing instructions

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**First Time User**

1a Click on “First Time User” (see above)

1b Activate your Account by entering your Student ID

1c Click on the “Submit” button

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**Continuing**

1d Enter your **Student ID**

1e Enter your **PIN**

1f Click on the “Submit” button

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**Office hours**

Mondays-Through Thursdays 9-5PM, Fridays 11-5PM
3 Verify your identity and program. Remember to enter the city that you indicated in your FAFSA
4 Choose (use the drop down menu) and answer 2 security questions (remember, these are case sensitive)
5 Enter and confirm a new PIN (note: the system is case sensitive)
6 Click “Submit” → You will return to the Login screen.

California Institute of Integral Studies

The Financial Aid Office Online System

- Check the status of your financial aid now, IT IS EASY!
- View a list of documents we’ve received and/or still outstanding from you.
- Accept/Decline your financial aid awards ONLINE!
- View your student loan history.

Log In Instructions – PLEASE READ

To access the online system, enter your CIIS ID and your PIN.

Note: the PIN may not be the same one you used to access any other CIIS websites. Click on the "Forgot your PIN?" to reset it.

You must have a financial aid record already established at California Institute of Integral Studies in order to use this system. You will only be able to view information for years for which you've applied.

7 Enter your student ID number
8 Enter your PIN
9 Click “Submit”
Continuing

If you have already logged onto your account, but have forgotten your PIN:

1. Enter your student ID number
2. Click on “Forgot your PIN?”

You will be asked one of your security questions you established when you set up your account:

1. Enter your student ID number
2. Click on “Forgot your PIN?”

3. Answer your security question
4. Click “Submit”
Enter and confirm your new PIN → You will return to Login screen:

6 Enter your student ID number
7 Enter you PIN
8 Click “Submit”
If you enter your **SID and/or PIN incorrectly more than 4 times**, you will receive this screen:

![Login Screen]

Please contact the Financial Aid Office at 415-575-6122 for assistance. Once our office resets the system, you will have 4 more opportunities to try to log-in, as a “First Time User” OR “Forgot Your PIN?”