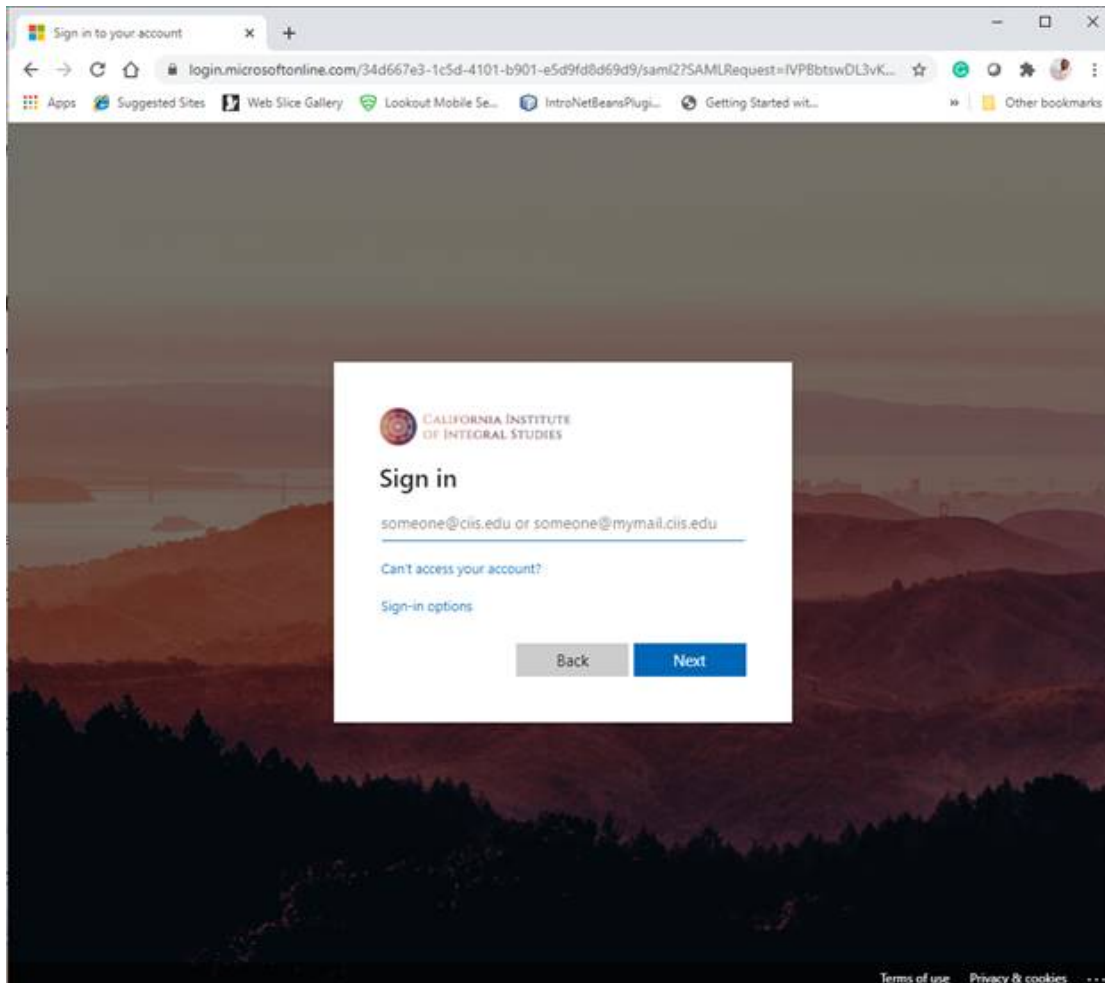


Steps to login into Colleague Self Service:

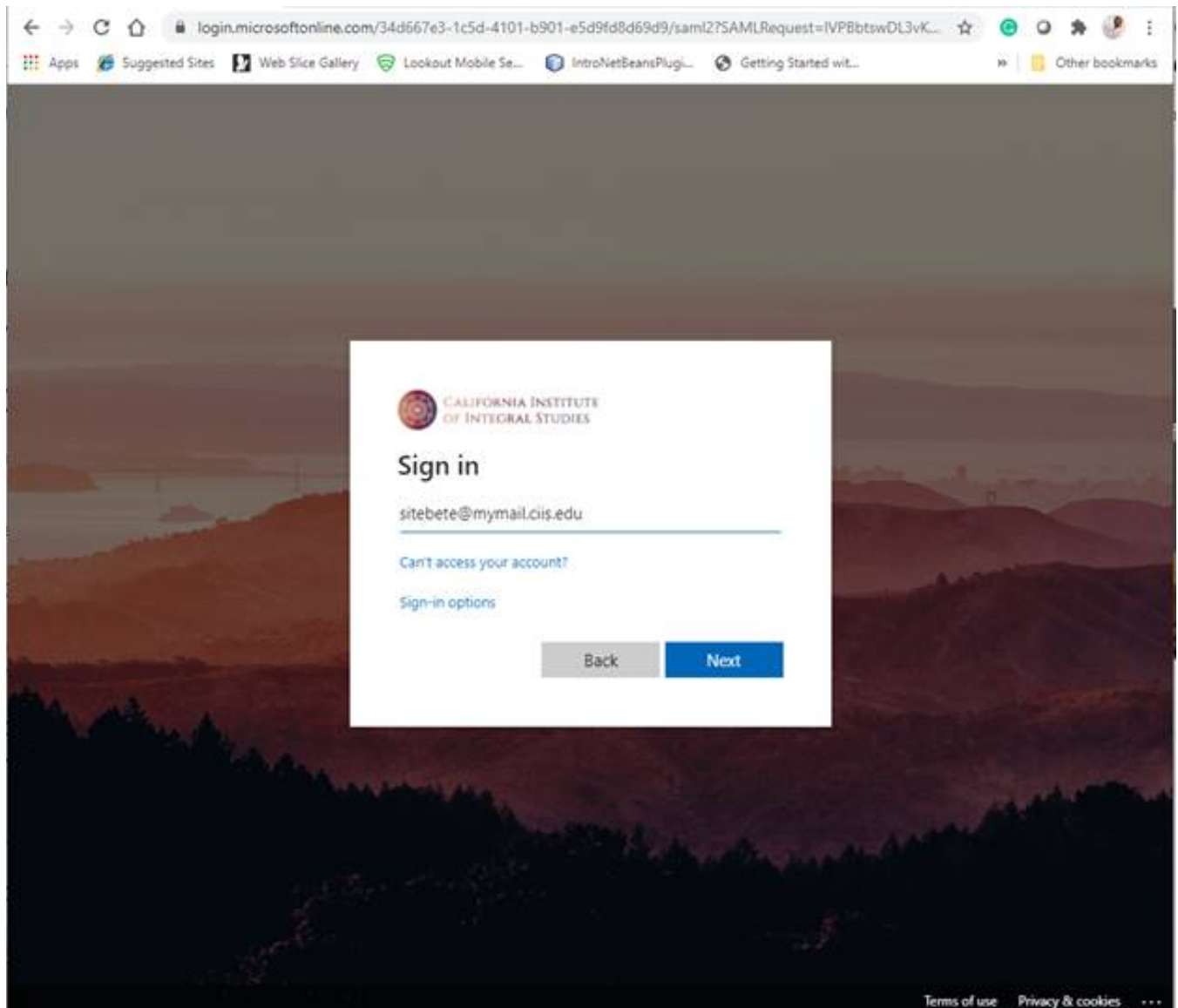
- 1) Go to this website: <https://ciis-ss.colleague.elluciancloud.com/>
- 2) Login with your CIIS email address and password (students: this your MyMail address and password)

For login issues, please submit a ticket by emailing: support@uswired.com

Step 1: Login Page from above URL



STEP 2: Enter Email Address (Student example: name@mymail.ciis.edu) and Click Next button

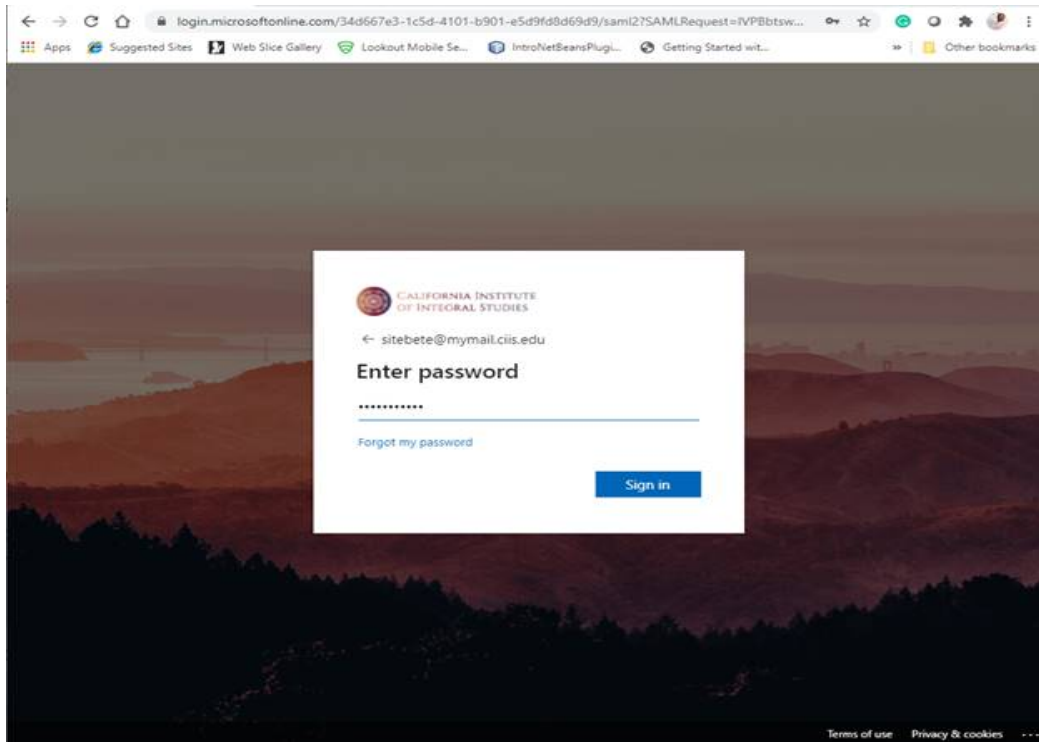


The screenshot shows a web browser window with the URL `login.microsoftonline.com/34d667e3-1c5d-4101-b901-e5d9fd8d69d9/saml2?SAMLRequest=IVP8btswDL3vK...`. The browser's address bar and tabs are visible at the top. The main content is a sign-in page for the California Institute of Integral Studies. The page features a white sign-in box centered on a background image of a sunset over a forested landscape. The sign-in box contains the following elements:

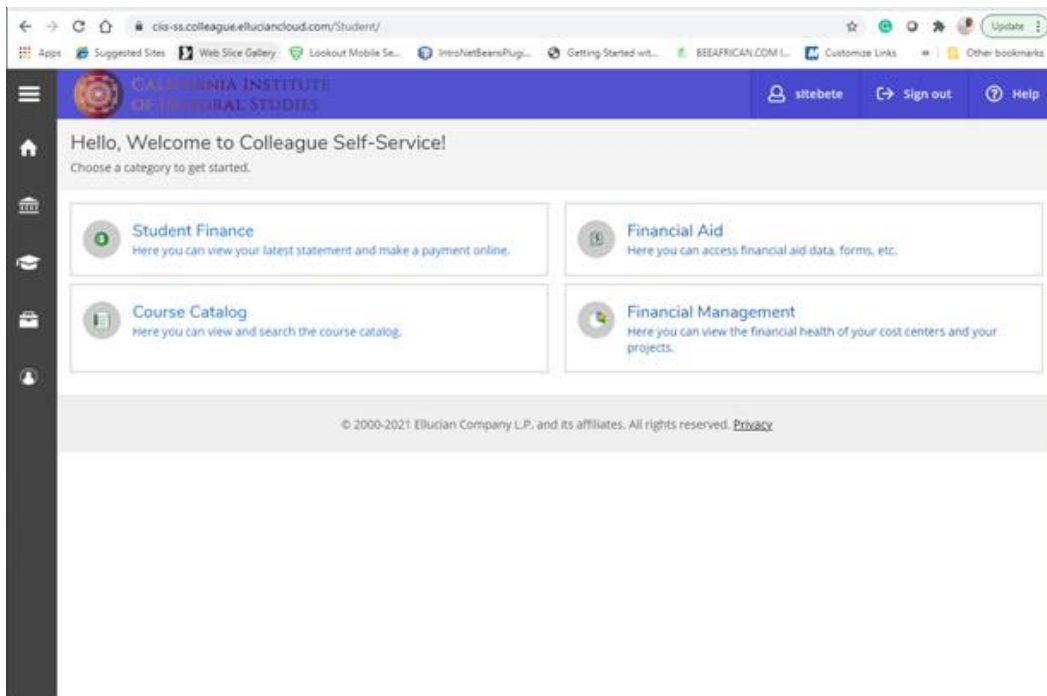
- Logo of the California Institute of Integral Studies.
- Text: "Sign in".
- Text input field containing the email address: `sitebete@mymail.ciis.edu`.
- Text: "Can't access your account?".
- Text: "Sign-in options".
- Two buttons: "Back" (disabled) and "Next" (active).

At the bottom right of the page, there are links for "Terms of use" and "Privacy & cookies".

STEP 3: Enter your Email password as shown below and Click “Sign in” Button



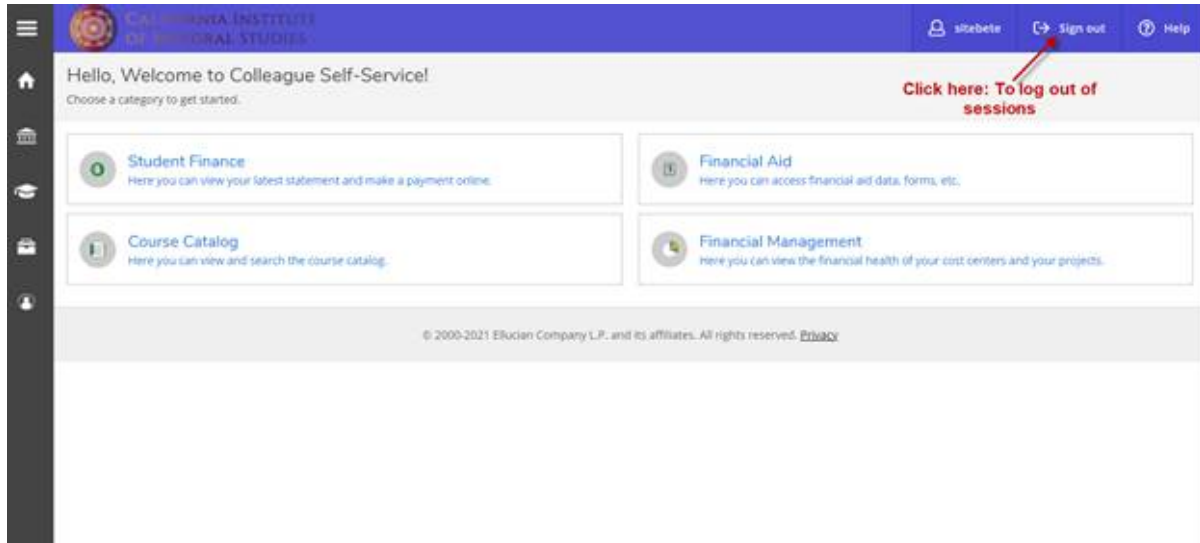
STEP 4: Self Service View (Access to specific areas of Self-Service menus depend on the user’s permissions – example: Financial Aid only for those students receiving or applying for aid)



Logging Out

It is important to log out when you are finished with your Self-Service session. To do so:

STEP 1 of LOG OUT – Click Log Out



STEP 2 of LOG OUT – Close the internet browser (Chrome/Firefox/Safari)

