

Establishing your Enterprise and campus NetID for Continuing UIS Students

You will need an **EnterpriseID/password** in order to login and register for classes, as well as to access all other services available to you.

Important Note: Students who were not enrolled at UIS during the last three semesters (including summer) must contact the Office of Records and Registration to have their record reactivated in order to be eligible to register for classes. For more information regarding your return to UIS please visit <http://www.uis.edu/registration/more/continuing.html>

Establishing your Enterprise and campus NetID

Please Note: You will need the following information to confirm/establish your Enterprise and campus NetID: Name, University Identification Number (UIN), Social Security Number (SSN) **OR** Temporary Control Number (TCN), birth date, and gender.

You may look up your UIN online at https://www.icard.uillinois.edu/secure/act_tellme.cfm. Or, if you are missing these pieces of information, you will need to physically visit the UIS Tech Support Center (Help Desk) located at HSB 127.

1. Go to <http://www.uis.edu/its/techsupport/passwords.html>
2. Click on Request or locate your Enterprise or campus NetID
3. Fill out personal information on form
4. You will be given both your campus Enterprise and campus NetID
If you have any problems establishing your NetID, contact the UIS Tech Support Center (Help Desk) at (217) 206-6000 or email techsupport@uis.edu.
5. After receiving both ID's you will need to establish a password. Please remember or write down your password because you will use it often.

REGISTERING!

1. Go to the Records and Registration home page (www.uis.edu/registration).
2. Click on 'Register Now!' under the Online (Web) Registration link. Select appropriate term.
3. Carefully review the information listed and once read, click on the registration link at the bottom of the screen.
4. You will be redirected to the Enterprise Applications page; once there, click on the "Student and Faculty Self-Service" link.
5. Select UIS by clicking on the "University of Illinois at Springfield (UIS)" link.
6. Enter your Enterprise ID and password established above.
7. Click on the "Registration & Records" link, followed by the "Registration" link.
8. Click on the "Add/Drop Classes" link to add or drop classes, the "Registration Eligibility" link to view holds, academic standing, and time ticket information, or click on any of the other links provided to view other useful information.
9. After selecting "Add/Drop Classes" carefully review the Registration agreement listed and once read, click on 'I agree to the above statement' at the bottom of the screen to proceed.

Your **NetID** allows you to access campus specific sites and services – such as email and Blackboard (usually these sites are designated by campus domains like uis.edu).

Your **EnterpriseID** allows you to register for classes and access services such as Financial Aid or Student Accounts/Billing (usually these sites are designated with the uillinois.edu domain).

I followed the directions and I still need HELP!

Call the UIS Technology Center at (217) 206-6000 or send an email to techsupport@uis.edu and provide the following information: Complete name, Email address that you **will** reply to, **NetID and/or EnterpriseID** if you established them, Phone number and hours that are best to contact you, Website address where you experienced a problem.