

Establishing an EnterpriseID for New UIS Students

Welcome to the University of Illinois! So that we may better serve you, many of the services you need are accessible through a secured website that you can log into for your information 24 hours a day, 7 days a week (except 6 am – Noon Sundays). You will establish TWO IDs in order to access all of the services available to you. **This includes registration at UIS!**

The initial ID (**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). The second ID (**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).

As a new UIS student, you have the ability to create both IDs and passwords in one web session. The directions here will allow you to establish both IDs and set up the passwords for each at the same time.

Before you begin, gather the following information (most of which is on your Notice of Admission):

- a) “Official” Name as listed on University documents – your Notice of Admission displays the way the University has you listed in our database.
- b) University Identification Number (UIN) – displayed on your Notice of Admission, or you may look up your UIN online at https://www.icard.uillinois.edu/secure/act_tellme.cfm
- c) Social Security Number (SSN) **OR** If you did not provide your SSN during the admissions process, a Temporary Control Number (TCN) has been assigned for you. You may find your TCN by contacting the Office of Admissions or the I-card Center.
- d) Date of Birth
- e) Gender

Establishing my NetID / EnterpriseID and registering.

1) Establish your NetID / EnterpriseID online at:

<http://www.uis.edu/its/techsupport/passwords.html>

Remember your password - you will need it to register for classes!

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.

You have now established your UIS **NetID**, AND you have established your **EnterpriseID** as well. In creating your **NetID AND EnterpriseID in this step**, your passwords for both are the same.

2) REGISTERING!

- a) Go to the Records and Registration home page (www.uis.edu/registration).
- b) Click on ‘Register Now!’ under the Online (Web) Registration link. Select appropriate term.
- c) Carefully review the information listed and once read, click on the registration link at the bottom of the screen.
- d) You will be redirected to the Enterprise Applications page; once there, click on the “Student and Faculty Self-Service” link.
- e) Select UIS by clicking on the “University of Illinois at Springfield (UIS)” link.
- f) Enter your EnterpriseID and password established above.
- g) Click on the “Registration & Records” link, followed by the “Registration” link.
- h) 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.
- i) 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.

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.