MYCIIS

Getting Started Guide

MyCIIS is the online administration portal for California Institute of Integral Studies prospective students, applicants, students, and faculty. It allows users to conduct transactions, view the status of submitted documents, and download forms.

This *Guide* will help familiarize newcomers to MyCIIS, and contains instructions about initial set up and orientation. It is not intended to be a comprehensive instruction manual. There are many transactions that are available via MyCIIS that this *Guide* does not cover. The best way to learn about MyCIIS is by using it.

We strongly encourage all MyCIIS users, upon receiving their log-in, to change their password and to confirm the information CIIS has on record for them.

## TABLE OF CONTENTS

Obtaining a MyCIIS Log-In

You are here: Admissions > Admissions Home

You will obtain a CIIS ID and this together with the MyCIIS password upon successful admission of your application to an academic program. You will then be e-mailed this CIIS ID number and password soon afterwards. The unique CIIS ID number is the same as your student ID number and will be used on any subsequent interaction with CIIS. You are able and encouraged to change your password, however.

Retrieving Your Log-In

If you've forgotten your MyCIIS user ID or password, click one of the links under "Retrieve Username and Password" heading under the Home tab.
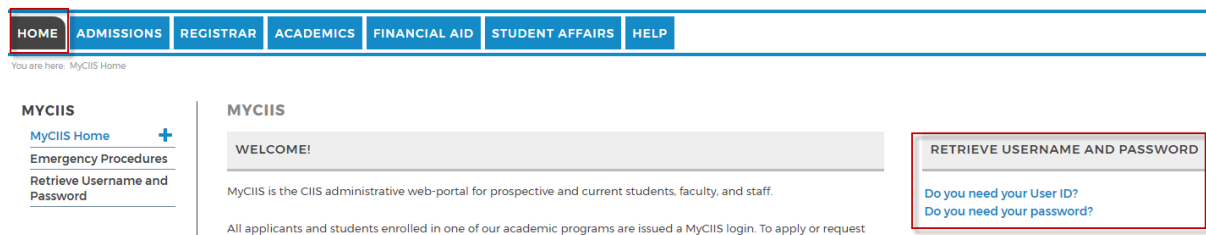
You'll be presented with a screen asking you to submit the following information:

Submitting this will have your log-in sent to the e-mail address CIIS has on record for you.

If *any* of the information you submit does not match the information CIIS has on record for you, you'll received the following error message:

The data submitted does not match any records in MyCIIS. Please send an email to portalhelp@ciis.edu for more information.

Send an e-mail to portalhelp@ciis.edu requesting your log-in and include the following information:

1. Full Names /CIIS User ID Number
2. Day and month of birth
3. Current Zip code/Postal code
4. The name of the program you are interested in or currently studying / enrolled in/Teaching.
5. Email address that we have of file

If existing/previous student at CIIS:

1.   Two last classes you have taken before
2.   Two grades you got in those last two classes
3.   Two instructors who have taught you.

Changing Your Password

We encourage everyone to change their password as soon as it's issued, although this isn't required.
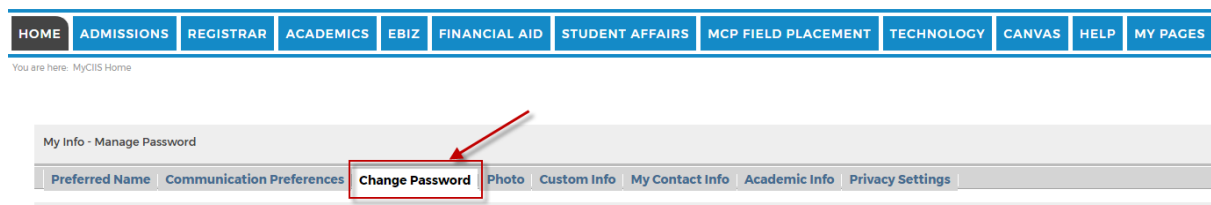To change your password:

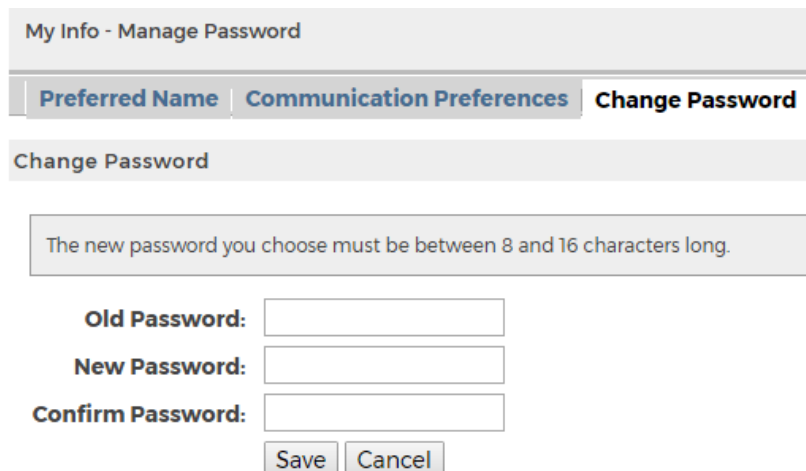Log in and click the "Account Information" link, which is located on the top right.

Click "Change Password" Tab.

Enter your old password and then new password two times and click "Save".

Updating the Information CIIS Has on Record for You

Group One - *Can be viewed but not updated via MyCIIS*

- Legal name
- Preferred name*
- Program
- Anticipated graduation date

*A preferred name field appears on MyCIIS. Using it will update only the preferred name appearing on MyCIIS, and not the preferred name in your university record.

Group Two - *Can be updated via MyCIIS*

- Address
- Phone number
- Date of birth
- Marital status

To update items in Group One:

- To change your legal name, preferred name, and/or ethnicity, download the *Personal Information Update Form* from under the Registrar tab of MyCIIS. Click the Registrar's Office Forms link in the left-hand menu.

- To change your program, contact Admissions.

- To change your anticipated graduation date contact the Registrar's Office.
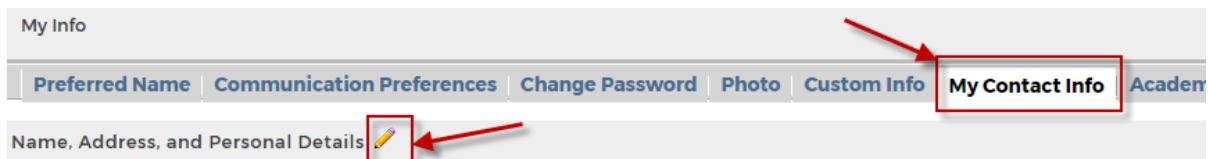
To update items in Group Two:

Log in and click the "Account Information" link, which is located on the top right.

Click "My Contact Info" and then the pencil icon.

Review the information CIIS has on record. Overwrite any obsolete information. Click "Submit".

Your information will be updated within three business days.

Seeing Who Your Advisor Is

Log in and click the "Account Information" link, which is located on the top right.

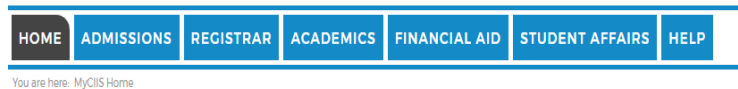Click "Academic Info". Your advisor is listed in the lower right.

If you see no name listed, contact your program and inquire about the status of your advisor assignment. It is important that CIIS have your correct advisor in our information system as he or she will receive notifications about your academic standing. If this information needs updating, download the *Advisor Change Form* from under the Registrar's Office Forms page (found in the left-hand menu under the Registration tab) and have it signed by your current advisor, new advisor, and program chair.

Navigating

Before you log in, you cannot conduct any transactions or see the status of your accounts and documents, but you can download forms.

MyCIIS pages are organized by tabs at the top, which group specific types of transactions. For example, you apply under the Admissions tab, register under the Registrar tab, etc. Certain tabs, such as eBiz, appear only after you log in.

Tabs appearing before you log in:

HOME	ADMISSIONS	REGISTRAR	ACADEMICS	FINANCIAL AID	STUDENT AFFAIRS	HELP

You are here: MyCIIS Home

Tabs appearing after you log in:

HOME	ADMISSIONS	REGISTRAR	ACADEMICS	EBIZ	FINANCIAL AID	STUDENT AFFAIRS	MCP FIELD PLACEMENT	TECHNOLOGY	CANVAS	HELP	MY PAGES

You are here: MyCIIS Home

Don't use your web browser's "back" button in MyCIIS. Instead, use the "breadcrumb trail" found directly under each tab. The trail shows you where you are in MyCIIS, and you can back out to where you were previously by clicking anywhere in this trail.

HOME	ADMISSIONS	REGISTRAR	ACADEMICS	EBIZ	FINANCIAL AID	STUDENT AFFAIRS	MCP FIELD PLACEMENT	TECHNOLOGY	CANVAS	HELP	MY PAGES

You are here: Registrar > Grades and Transcript

Instructions on how to conduct transactions can be found under most tabs. For instance, under the Registrar tab you'll find a video tutorial on how to register and printable instructions; under the Academics tab you'll find instructions on how to use the online course portal. The home page of each tab will give contact information of the department if you need help.

Each MyCIIS page has its information grouped into boxes called features (formally called portlets). In the illustration below, the red outlines indicate features. Some features may appear but be unusable. For instance, you must be admitted and have submitted an enrollment deposit for you to use the Search and Register for Courses feature.

SEARCH AND REGISTER FOR COURSES

| SEARCH AND REGISTER FOR COURSES |

Add/Drop

Current Term: 2017-18 Fall
Add Period Open / Drop Period Open

Add/Drop Courses   Course Search

MY CURRENT SCHEDULE

Course Schedule for Joe Serete zTestJZ3

View Details

2017-18 Fall - All Divisions
Course   Title   Meets
No Courses to display.

PDF VERSION OF CLASS SCHEDULE

Class Schedule Overview

COURSES AVAILABLE TO ALL - PDF FORMAT

Courses Open To All Students

REGISTRATION INFORMATION

Three Best Practices (.pdf, 282K)
Policies, Deadlines, and Guides
Catalog - Review all policies in the Catalog before registering
Academic Calendar
Registration and Grading Policies
Tuition and Fees

How to Register Online - A Five Minute Video (.mov, 123900K)
How to Register Online - A Two Page Handout (.pdf, 131K)

REQUIRED TEXTBOOKS

Book Titles, USB Numbers, and Prices
InnerLight Bookstore (Viewed: 9532 times)

On the left is a menu to all of the pages associated with the tab the user is currently under. Please not whenever there is a "+" symbol means there is more informational pages on the link and clicking on it will bring the user to a page with only that features on it. It is not necessary to do this to use the feature.

Underneath this menu is the Quick Links menu, which features links to popular CIIS websites. Clicking these will take the user outside of MyCIIS.

HOME   **ADMISSIONS**   **REGISTRAR**   **ACADEMICS**   **EBIZ**   **FINANCIAL AID**   **STUDENT AFFAIRS**

You are here: MyCIIS Home

MYCIIS
MyCIIS Home   +
Building Hours and Locations
CIIS Printable Directory
Emergency Procedures
Strategic Planning

QUICK LINKS
CIIS Faculty/Staff Office365 WebMail
CIIS Student WebMail Access
Canvas @ CIIS Access
Emergency Procedures
California Institute of Integral Studies website
Faculty & Staff Directory
CIIS on Facebook
Public Programs
Laurance S. Rockefeller Library

MYCIIS

WELCOME!

MyCIIS is the CIIS administrative web-portal for prospective and current students, faculty, and staff.

All applicants and students enrolled in one of our academic programs are issued a MyCIIS login. To apply or request more information about CIIS, please click the **Admissions tab** above.

If you do not remember your MyCIIS user ID and password, please **click here**.

Please note, students enrolled in certificate programs through our Public Programs department do not require MyCIIS accounts.

AMAZON FOR THE CIIS COMMUNITY

amazon.com Prime   via   **California Institute of Integral Studies**

Seeing Your Grades

Log in and click the "Registrar" tab and then, in the left-hand menu, "Grades and Transcript".

Customizing MyCIIS

MyCIIS has a tab that each user may customize with the features of their choice. For instance, you may want a blog, a calendar, or your MyCIIS Campus Groups log in.

To select your page features, log in and click the "MyPages" tab and then the "Options" link.

\

Click the "Content" link and then the "Add a new feature to this page" link.

Similarly certain customizations needed including Layout and rearrangement as available on the top menu.

Requesting Help

May issues can be resolved by reviewing the Frequently Asked Questions found under the Registrar and Financial Aid tabs.

If you need assistance with MyCIIS, email portalhelp@ciis.edu . Your issue will have a better chance of being resolved quickly if you are as specific as possible in your e-mail. For instance, state the page you were on, the error message you received, etc. You should receive a response within one business day. This response may take longer during periods when MyCIIS use is at its highest, when registration opens and the semester begins.

If you need help conducting a registration transaction, e-mail registrar@ciis.edu.