

LOGGING IN TO CAMPUS INFORMATION SYSTEM FOR THE FIRST TIME

Employee ID number and CIS Password – To log in the first time, employees use their uNID (Lowercase ‘u’ replaces first zero of University ID number) as their username and their birth date in one of the following formats: mmddyy or mmdd for their password. Once they are logged in, they may change their password. If you are having problems, please contact Campus Help Desk at 801-581-4000.



⚡ campus information system help ⚡

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Browser Refresh

The Campus Information System (CIS) has been upgraded. If you experience display issues after logging in, please clear your cache. Internet Explorer users can press the F5 key to refresh the page. Please report problems to webmaster@acs.utah.edu.

First Time Users

When using the Campus Information System for the first time you will log in using your uNID and a default password

uNID: Your uNID is created by substituting a "u" for the first zero in your student ID. For more information about your uNID, please see the University IT [uNID & Password page](#).

Password: The first time you sign in, you will use your default password which is your birthdate in the format mmddyy or mmdd. If the 6 digit format does not work, try the 4 digit format. As soon as you enter your password and click the "Go" button, you should see the "Change Password" screen.

Your password must be at least 8 characters or more. Your new password may not match the first 8 characters of your previous 6 passwords.

For security purposes, your password is required to have three of these four elements in the first 8 characters:

- a number
- a symbol, such as \$, &, @, %, _, *
- a lowercase letter
- a capital letter

Your password **may not** contain slashes (/).

A good way to create a strong password is to think of a sentence that will be easy for YOU to remember -- but hard for others to guess. Here are some examples:

- I spent 2 weeks at Laguna Beach Is2wk@LB
- I'm 100% Californian 100%Ca!
- My three brothers are Dan, Alan & Jason 3Bro=DAJ

Security Guidelines: Do NOT include these items in your password:

- A date or combination of characters that look like a date, such as birthdays or anniversaries
- Personal information such as name or Social Security Number
- License plate number or a combination of characters resembling a plate number
- Repeated patterns: ababab, 123123
- Reversed patterns: abccba, 987654
- Keyboard sequences: asdfasdf, ;lk;lk
- A function key (Sun-style fn keys).

Why So Complex? A strong password keeps others from accessing your personal data and safeguards the information you may be entrusted to protect.