How to Log in to the Campus Information System (CIS)

Prior to your start date

Please go online to www.cis.utah.edu to create your network login and password using the instructions below. Please remember this login and password; you will need it at New Employee Orientation!

If you have trouble creating your password using the instructions below, try clicking on the "Forgot your password?" link. If that doesn't work, call the Help Desk for assistance: (801) 587-6000, option 1.

First Time Users

uNID:

Password: The first time you sign in, you will use the default password which is your birth date in the format mmddyy. As soon as you enter your password and click the “Go” button, you should see the "Change Password" screen.

Your new password must be at least 8 characters or more. Your new password may not match the first 8 characters of your previous 6 passwords (if you had a previous login & password for CIS).

For security purposes, your password is required to have three (3) 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%Cal!
- 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: abcccb, 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.