



# SAIS Single Sign-On (SSO)

## Quick Guide v1.2

# Single Sign-On (SSO)

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The Single Sign-On (SSO) allows users to log in to their UIS and SAIS accounts using their UP Mail accounts.

SSO is enabled for UIS and SAIS.

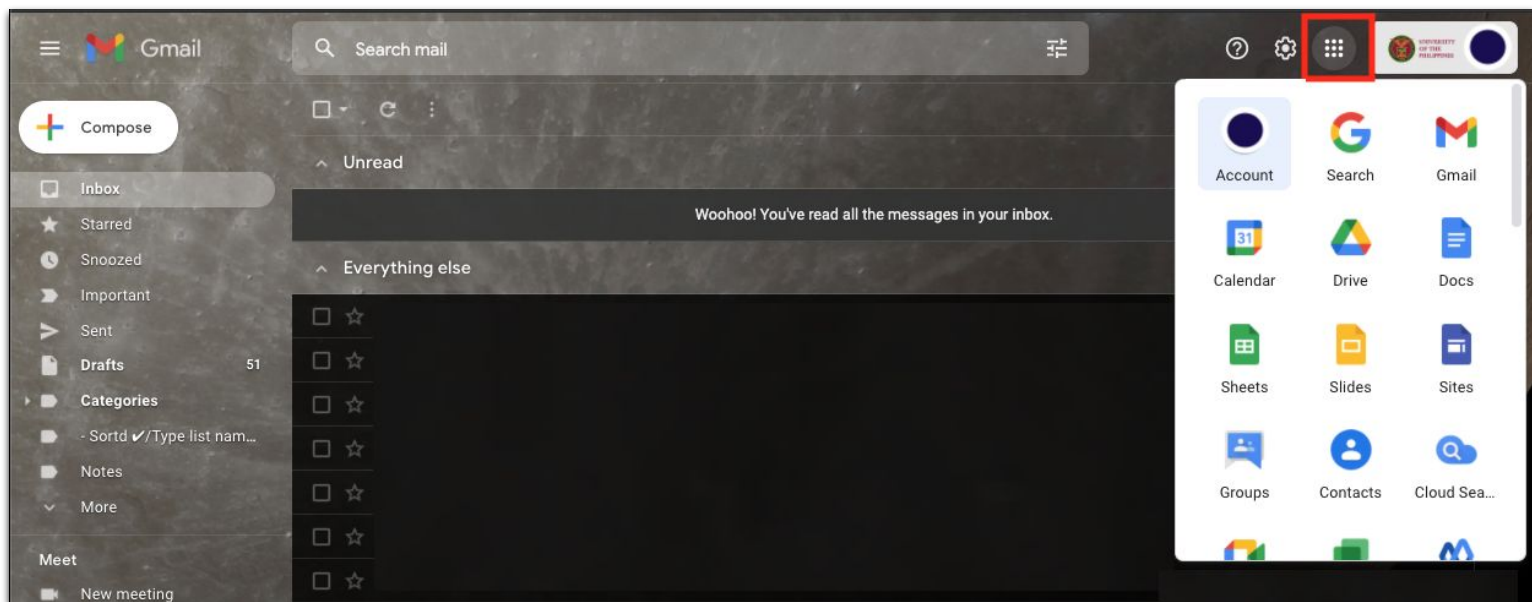
User authentication (logging in) uses your UP Mail account username and password.



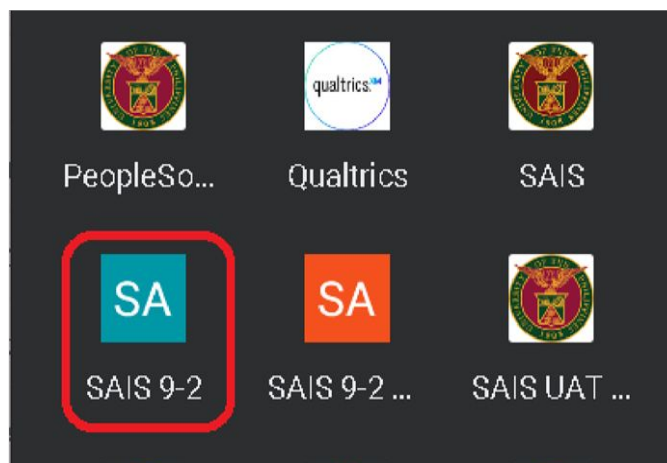
# LOGGING IN TO UIS/SAIS

There are two (2) ways you can login to UIS/SAIS:

METHOD 1: IN UP GOOGLE WORKSPACE. To access your UP Google Workspace in your UP Mail, click the Menu or the dots on the upper right corner.



In this Google apps menu, scroll down to find the icon for SAIS. Click this icon.



# LOGGING IN TO UIS/SAIS

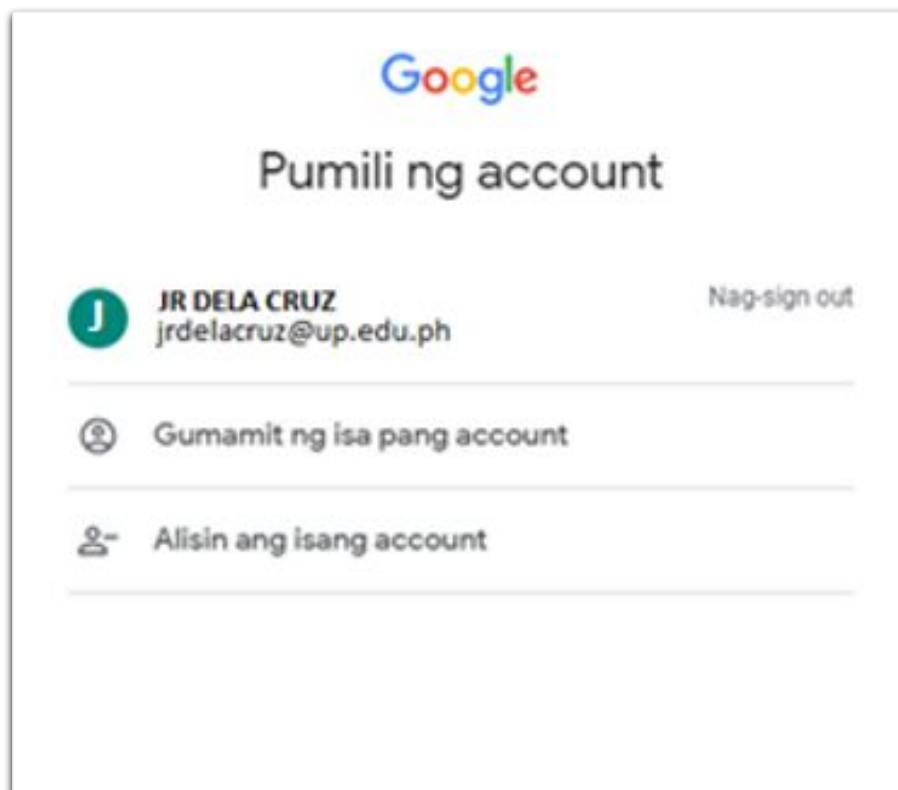
METHOD 2: In a browser tab, input the URL of UIS/SAIS:

uis.up.edu.ph

saisv2.up.edu.ph

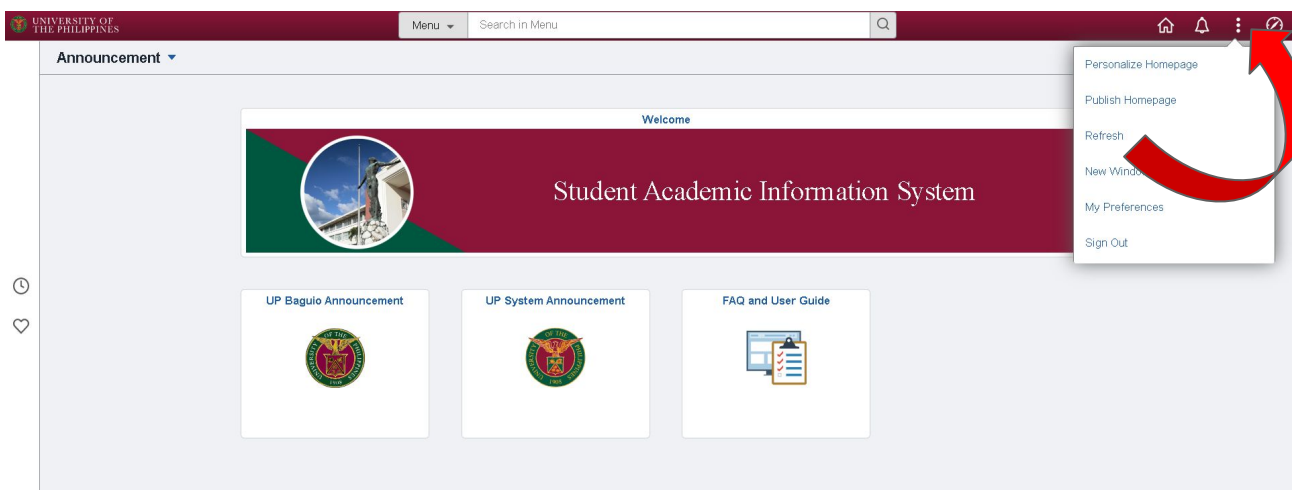
If you are already logged-in in your UP Mail, the UIS/SAIS Home Page will be displayed. Else, you will be prompted to log in to UP Mail.

If you are logged-in to several Google accounts, you will be prompted to select your UP Mail account.



# LOGGING OUT OF SAIS

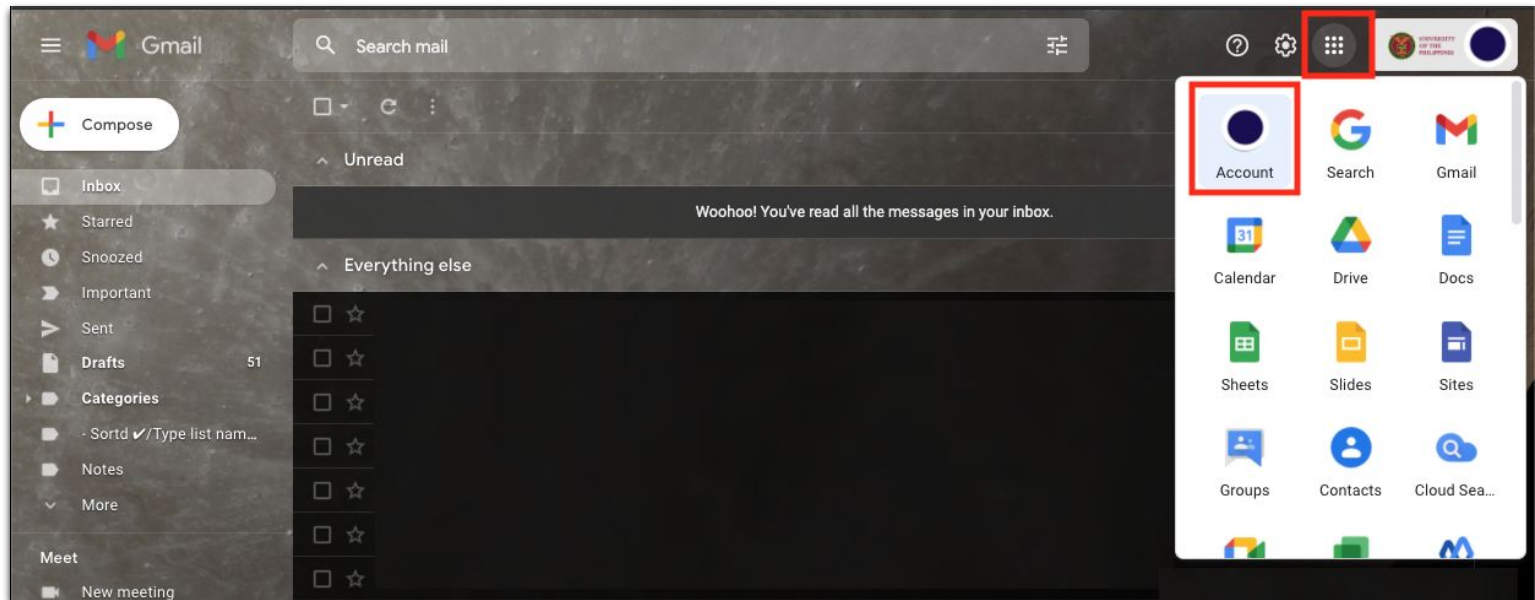
When you log out of SAIS, you are automatically logged out from all open tabs of SAIS. The Google login page will be displayed. Click the three dots on the upper right part of your homepage. Then, select Sign Out.



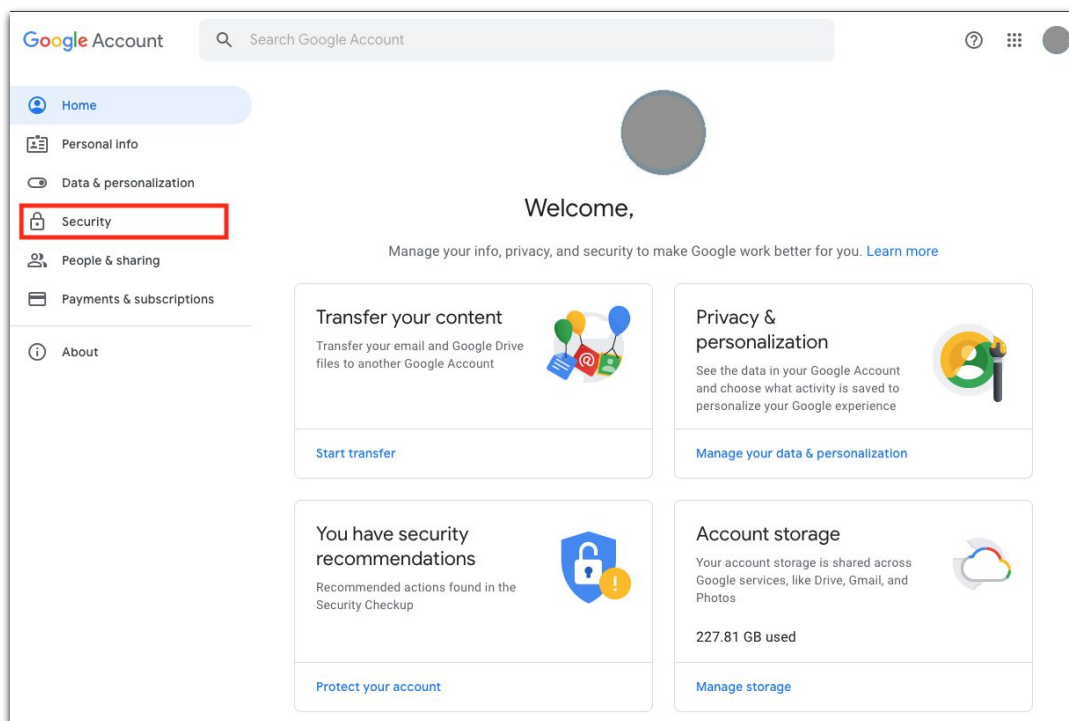
# CHANGING YOUR UP MAIL PASSWORD

You can change your password in UP Mail by following these steps:

1. In your UP Mail, click the Menu or the dots on the upper right corner. Then click Account.

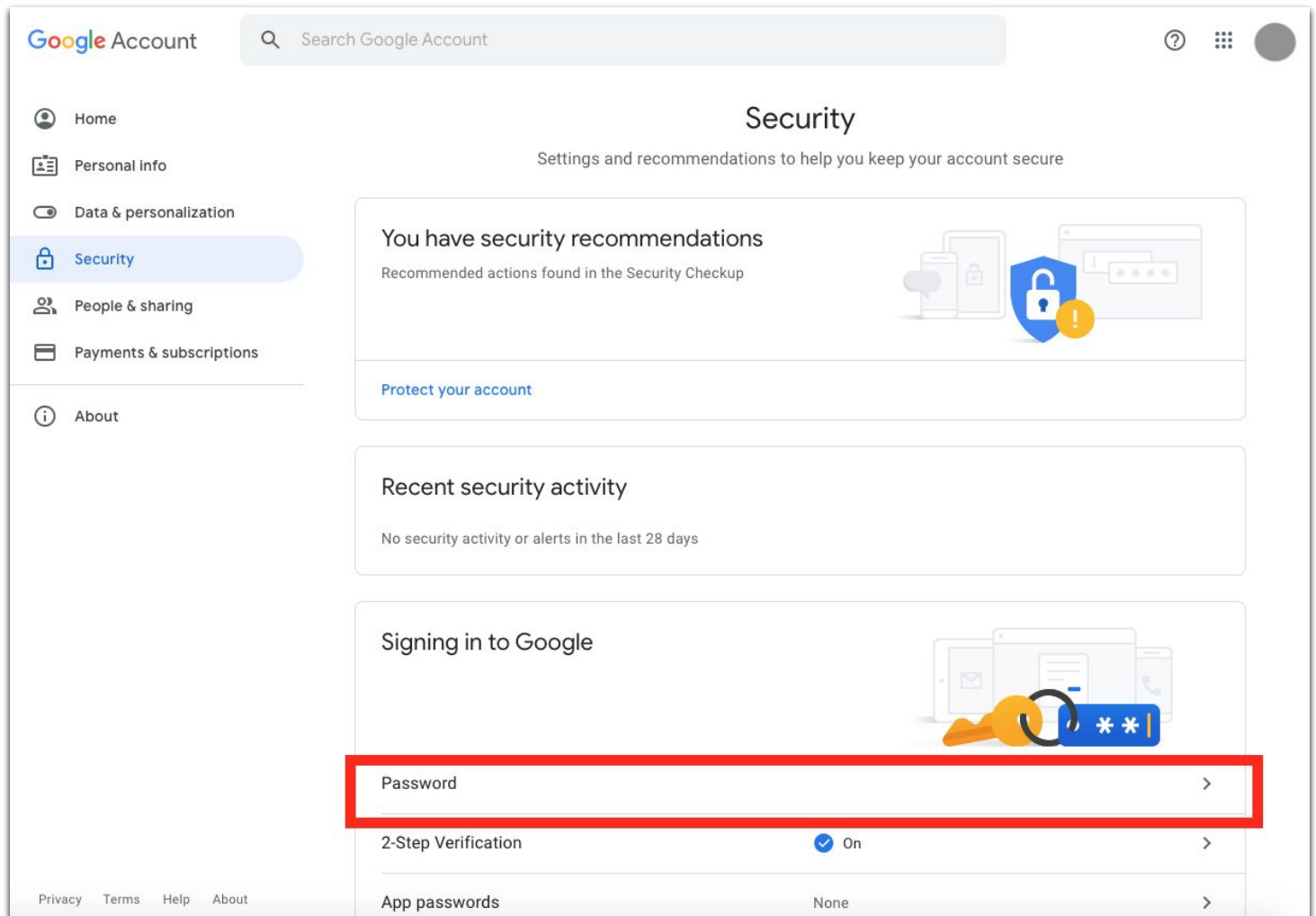


2 In the Google Account page, click Security.



# CHANGING YOUR UP MAIL PASSWORD

3. In the Signing in to Google section, click Password.



For forgotten UP Mail passwords, kindly contact your Constituent University's IT Office/Computer Center.

# CU IT OFFICE CONTACT INFORMATION FOR TECHNICAL SUPPORT

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Here are the respective local IT Offices/Units of the UP Constituent Universities:

UP Baguio: [sysnet.upbaguio@up.edu.ph](mailto:sysnet.upbaguio@up.edu.ph)

UP Cebu: [itc.upcebu@up.edu.ph](mailto:itc.upcebu@up.edu.ph)

UP Diliman: [helpdesk@upd.edu.ph](mailto:helpdesk@upd.edu.ph) or [cc.upd@up.edu.ph](mailto:cc.upd@up.edu.ph)

UP Los Baños: [itc.uplb@up.edu.ph](mailto:itc.uplb@up.edu.ph)

UP Manila: [ims.upmanila@up.edu.ph](mailto:ims.upmanila@up.edu.ph) or [ims@post.upm.edu.ph](mailto:ims@post.upm.edu.ph)

UP Mindanao: [ito.upmindanao@up.edu.ph](mailto:ito.upmindanao@up.edu.ph) or [it-office@upmin.edu.ph](mailto:it-office@upmin.edu.ph)

UP Open University: [techsupport@upou.edu.ph](mailto:techsupport@upou.edu.ph)

UP Visayas: [disp.upvisayas@up.edu.ph](mailto:disp.upvisayas@up.edu.ph)

UP System ICT Support: <https://ictsupport.up.edu.ph/>



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