



SAIS Single Sign-On (SSO)

Quick Guide v1.3

Single Sign-On (SSO)

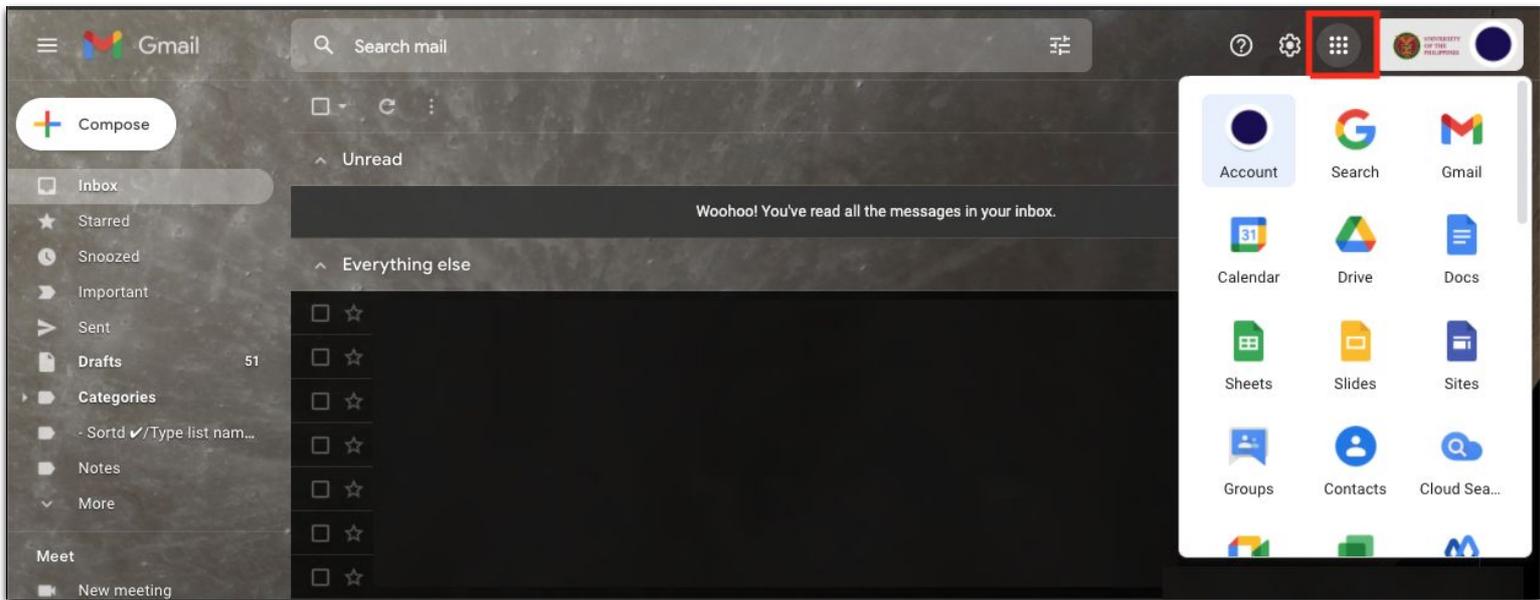
The SSO is enabled for UIS and SAIS.

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

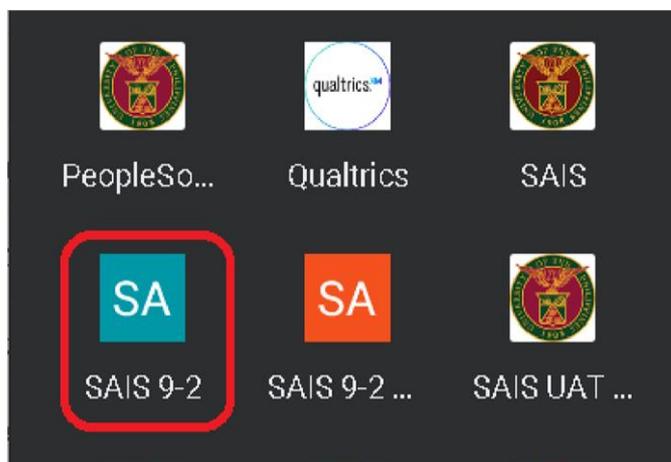
LOGGING IN TO UIS/SAIS

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.



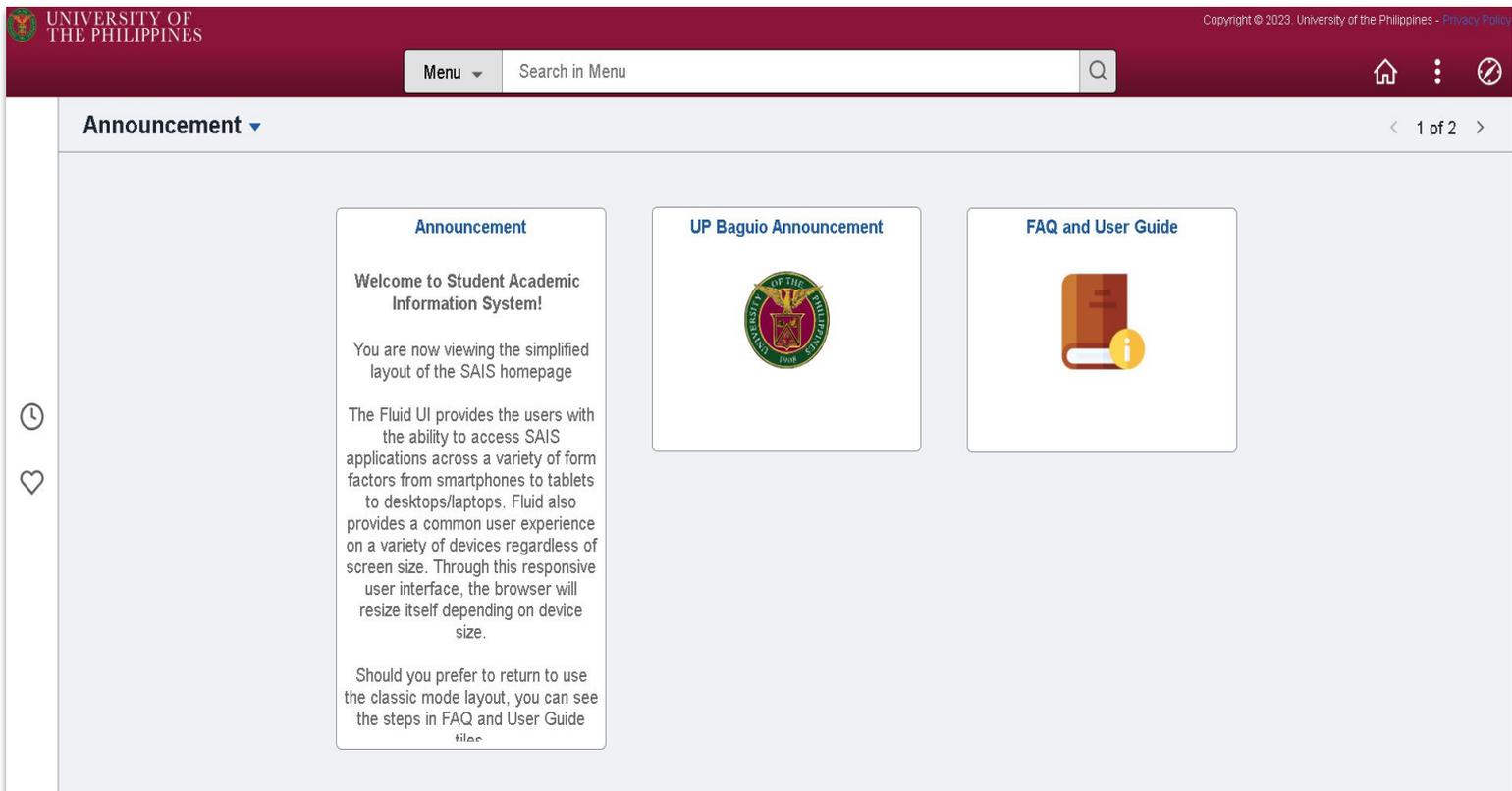
LOGGING IN TO UIS/SAIS

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.



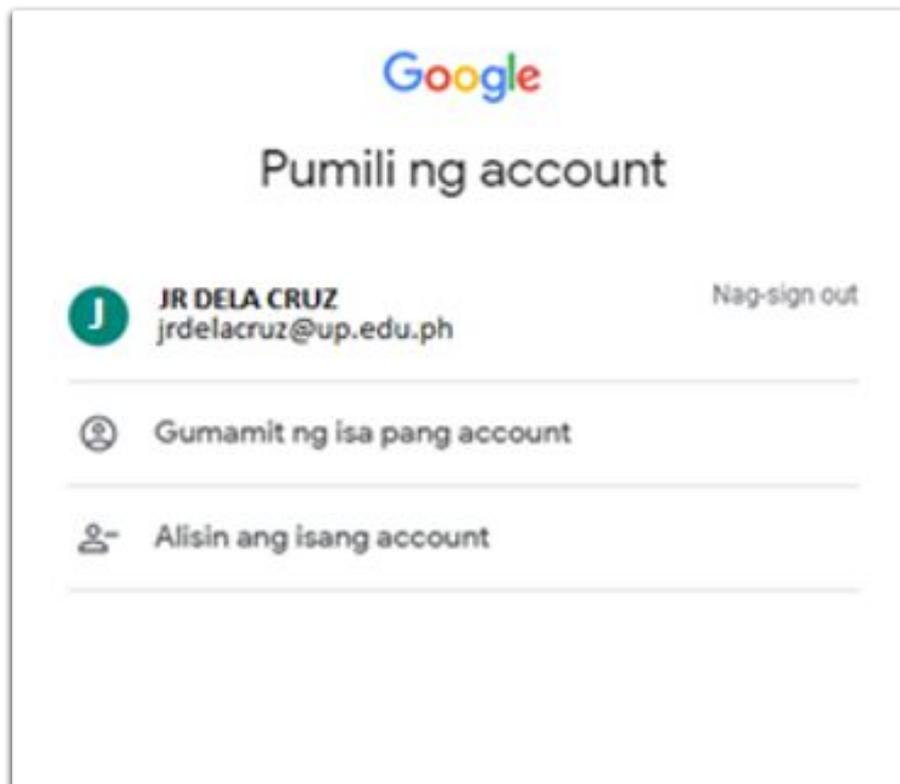
The screenshot displays the UIS/SAIS Home Page interface. At the top, there is a dark red header with the University of the Philippines logo and name on the left, and a copyright notice on the right. Below the header is a navigation bar containing a 'Menu' dropdown, a search box labeled 'Search in Menu', and navigation icons for home, menu, and refresh. The main content area is titled 'Announcement' and features three columns of information:

- Announcement:** A text block welcoming users to the Student Academic Information System (SAIS) and explaining the Fluid UI's responsive design across various devices.
- UP Baguio Announcement:** A card featuring the UP Baguio logo.
- FAQ and User Guide:** A card featuring an icon of a book with an information symbol.

On the left side of the page, there are vertical navigation icons for a clock and a heart.

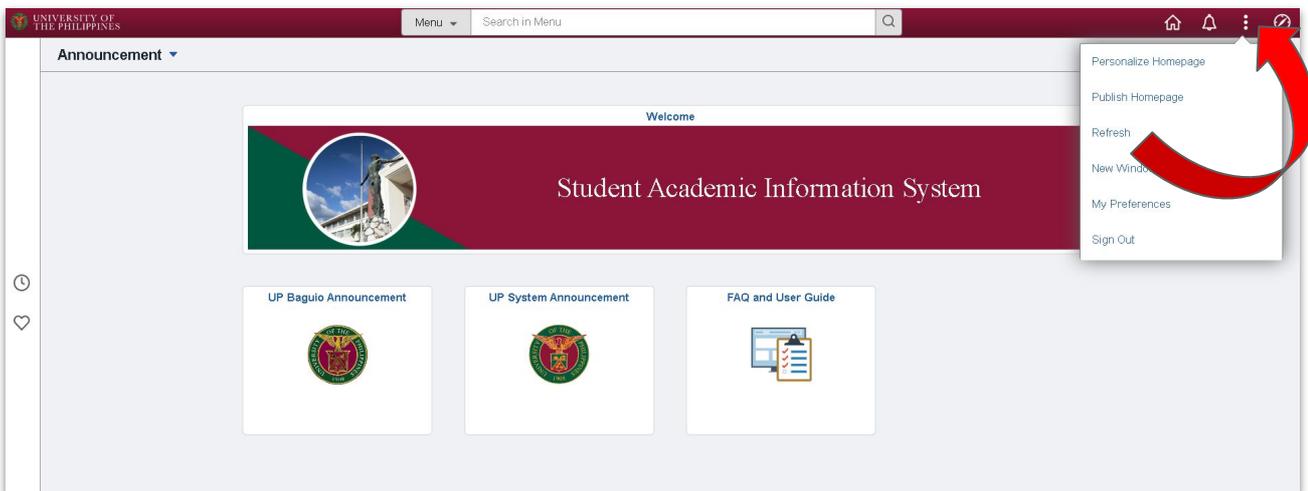
LOGGING IN TO UIS/SAIS

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



LOGGING OUT OF SAIS

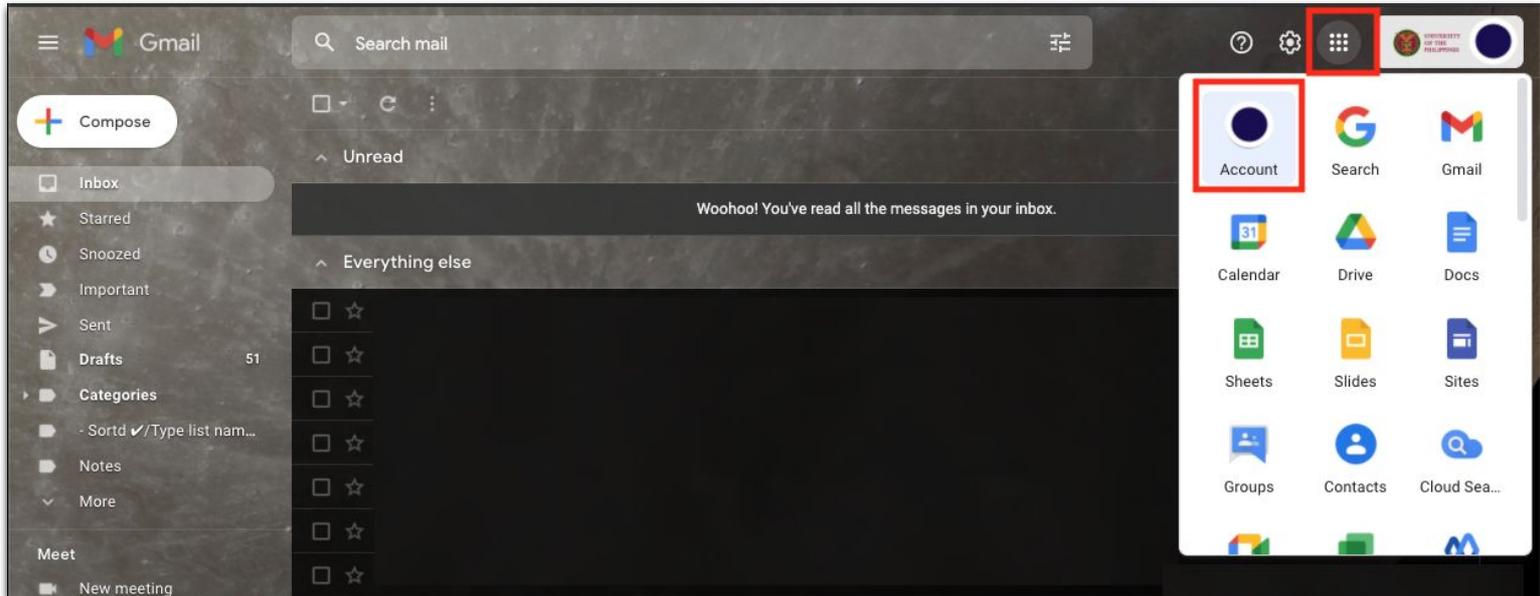
When you log out of SAIS, you are automatically logged out from all open tabs of SAIS. The Google login page will be displayed. Click the three dots on the upper right part of your homepage. Then, select Sign Out.



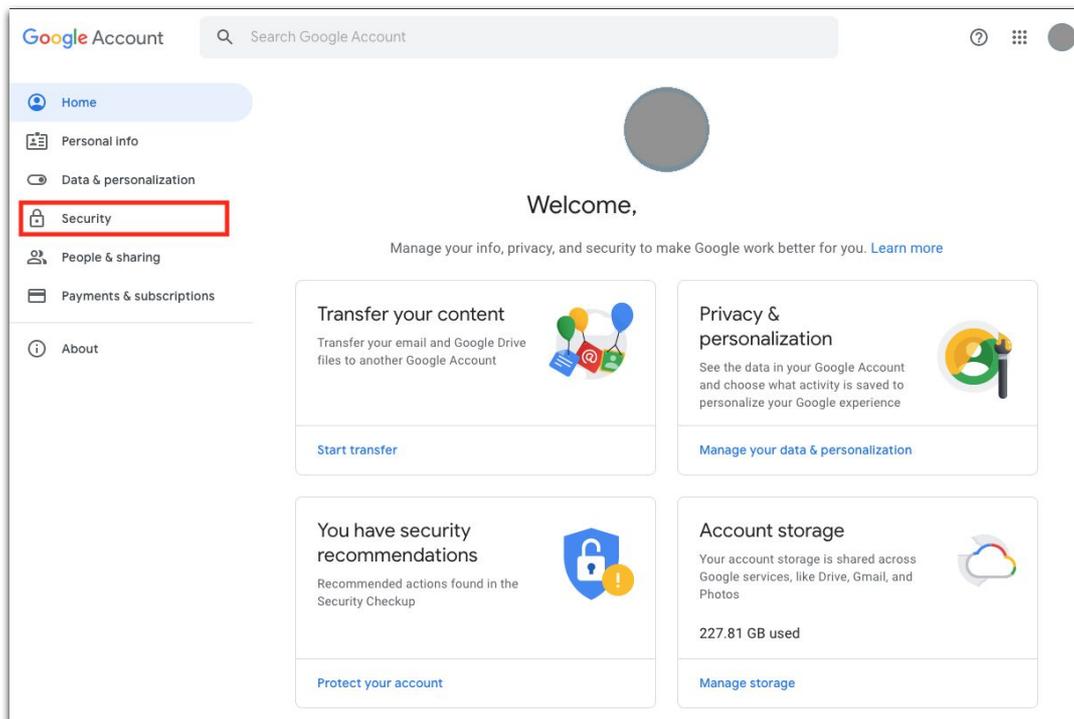
CHANGING YOUR UP MAIL PASSWORD

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.

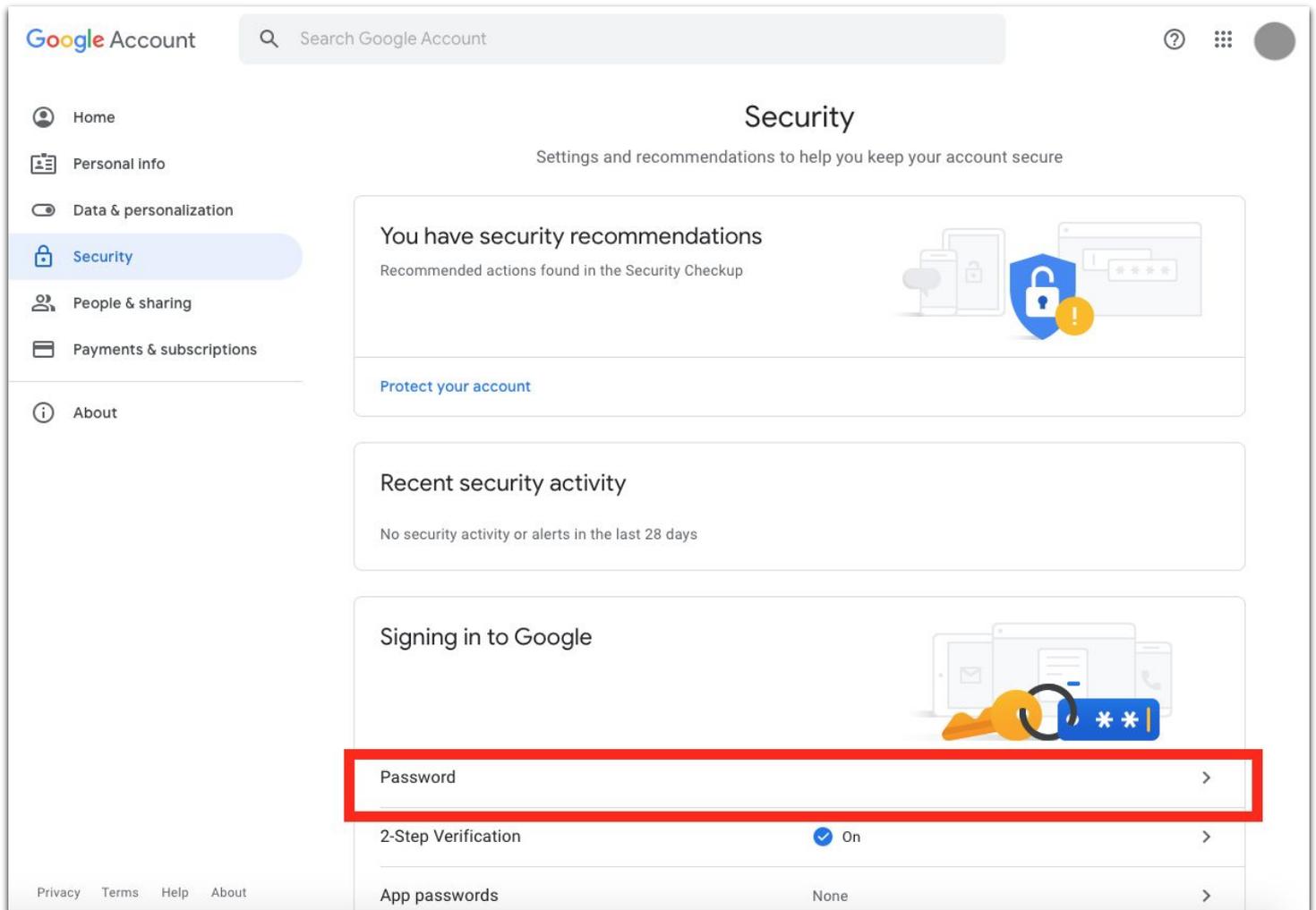


- 2 In the Google Account page, click Security.



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

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

UP Baguio: sysnet.upbaguio@up.edu.ph

UP Cebu: itc.upcebu@up.edu.ph

UP Diliman: helpdesk@upd.edu.ph or cc.upd@up.edu.ph

UP Los Baños: dic.uplb@up.edu.ph

UP Manila: ims.upmanila@up.edu.ph or ims@post.upm.edu.ph

UP Mindanao: ito.upmindanao@up.edu.ph or
it-office@upmin.edu.ph

UP Open University: techsupport@upou.edu.ph

UP Visayas: disp.upvisayas@up.edu.ph

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



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