



Single Sign-On (SSO)

USER GUIDE

Single Sign-On (SSO)

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.

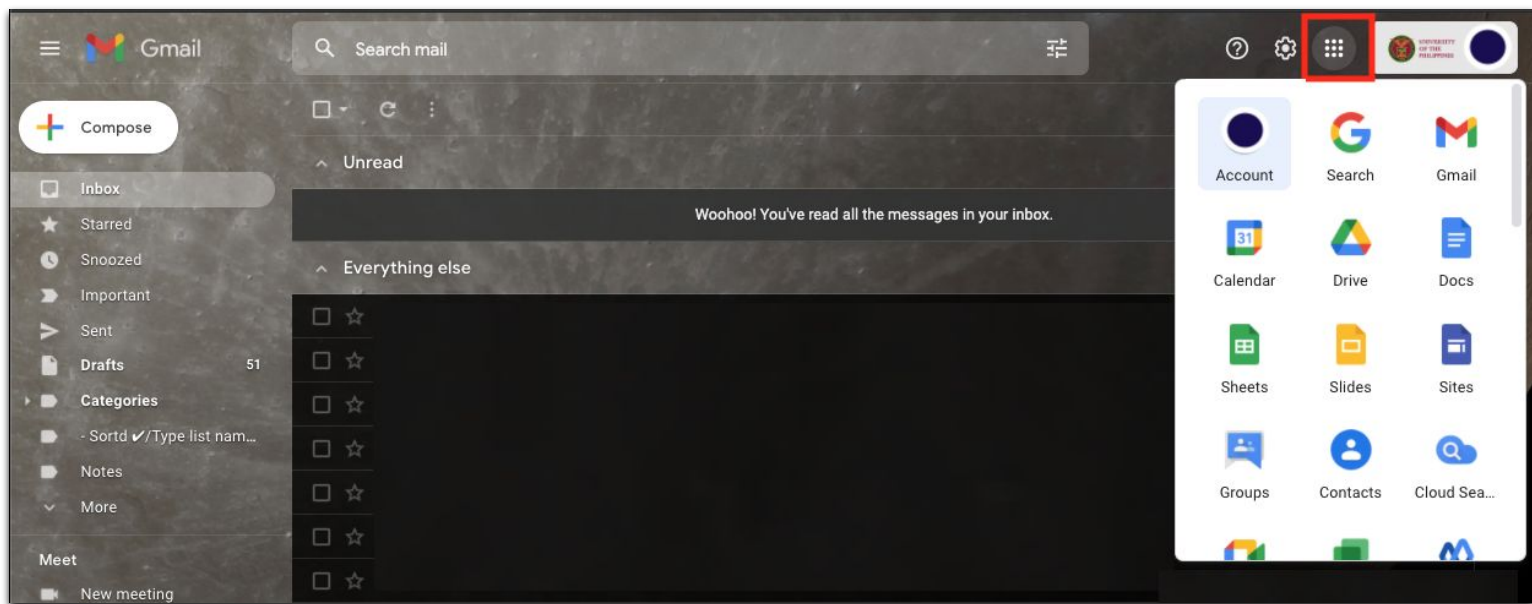
User authentication (logging in) uses your UP Mail account username and password.



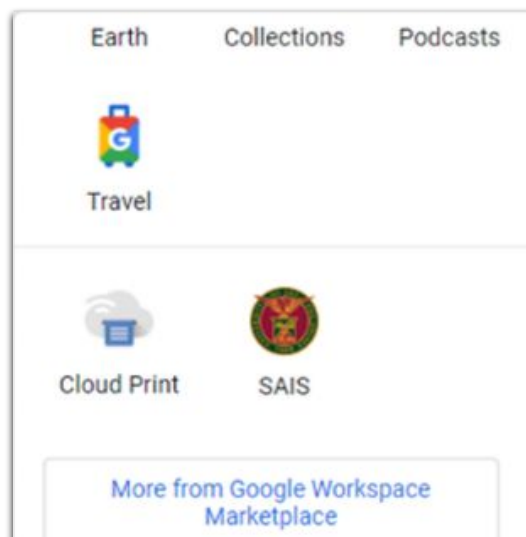
LOGGING IN TO UIS/SAIS

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 UP Google Workspace, click Google Apps and select the UIS or SAIS icon.



LOGGING IN TO UIS/SAIS

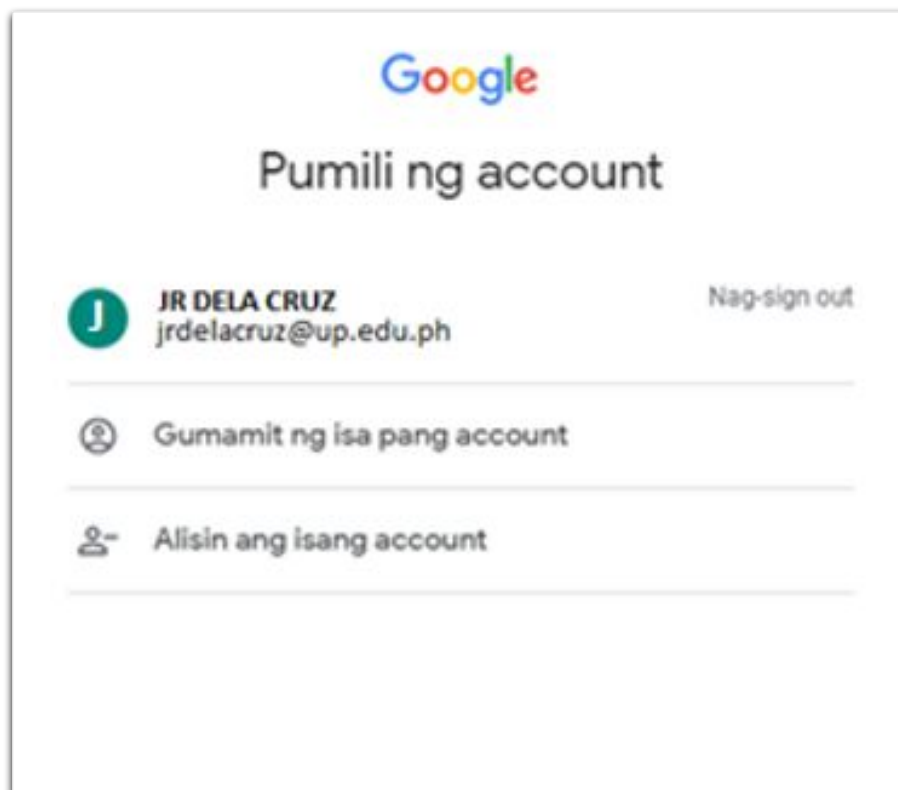
METHOD 2: In a browser tab, input the URL of UIS/SAIS:

uis.up.edu.ph

sais.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.

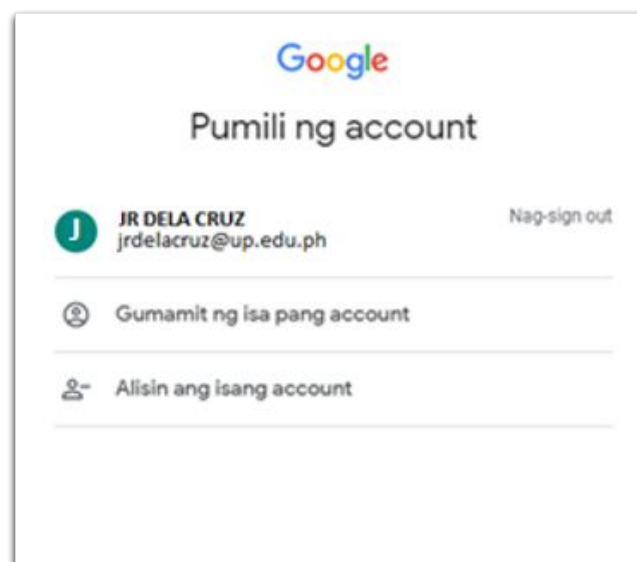
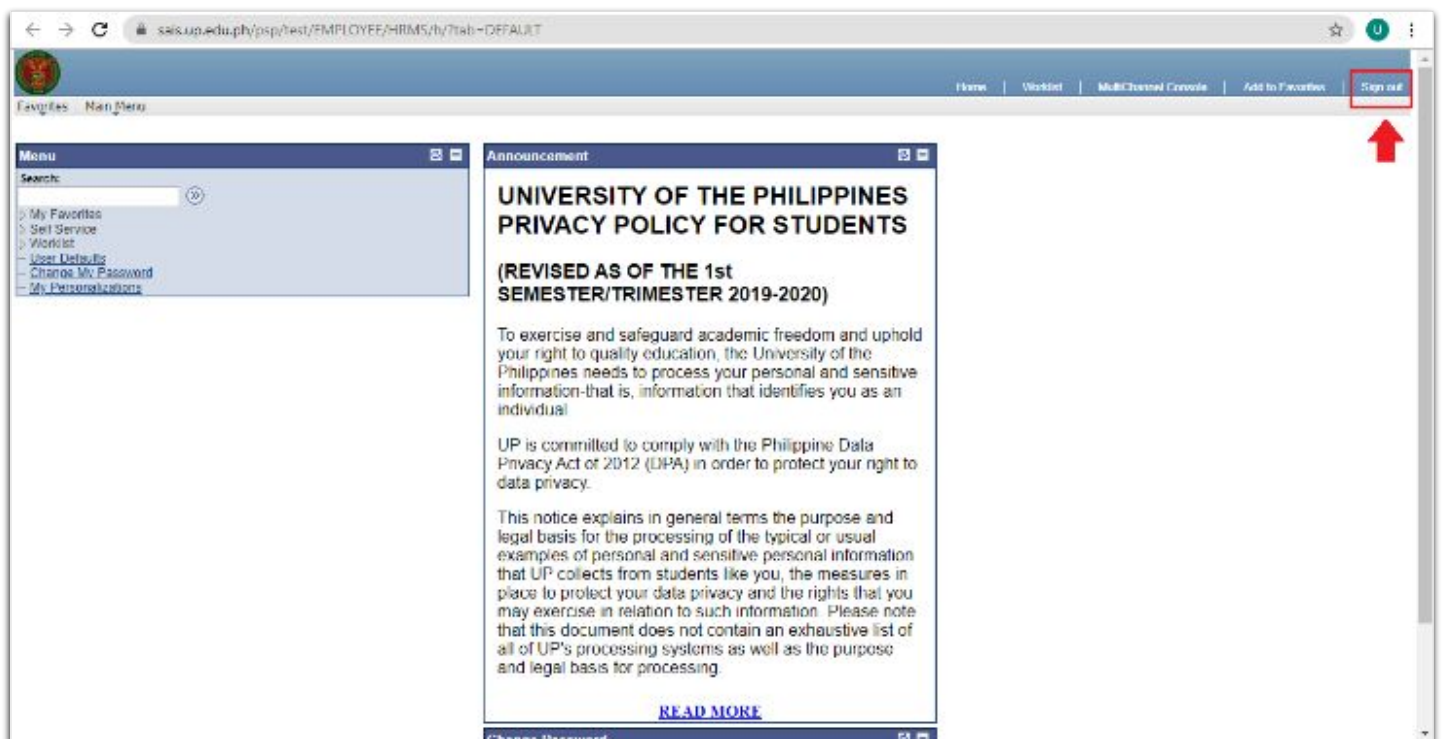
If you are logged-in to several Google accounts, you will be prompted to select your UP Mail account.



LOGGING OUT OF UIS/SAIS

When you log out of UIS/SAIS, you are automatically logged out from all open tabs of UIS/SAIS. You will also be logged out of UP Mail/Google Workspace.

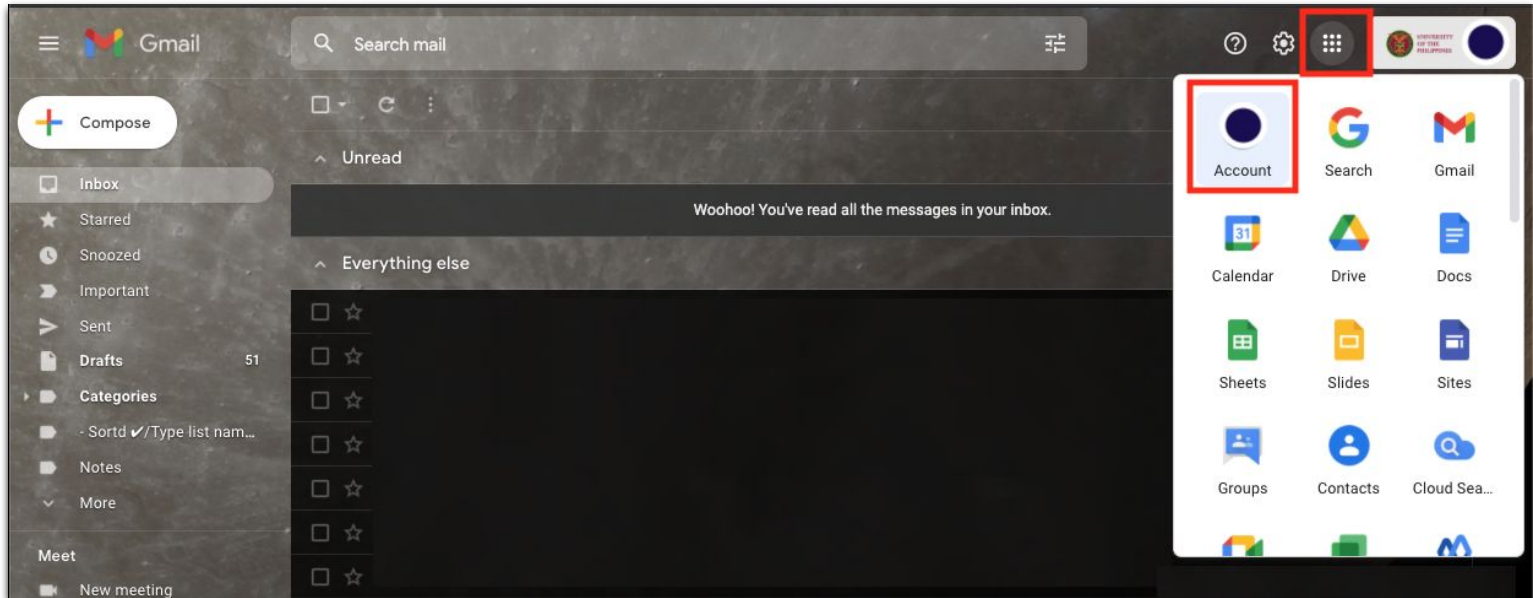
The Google login page will be displayed.



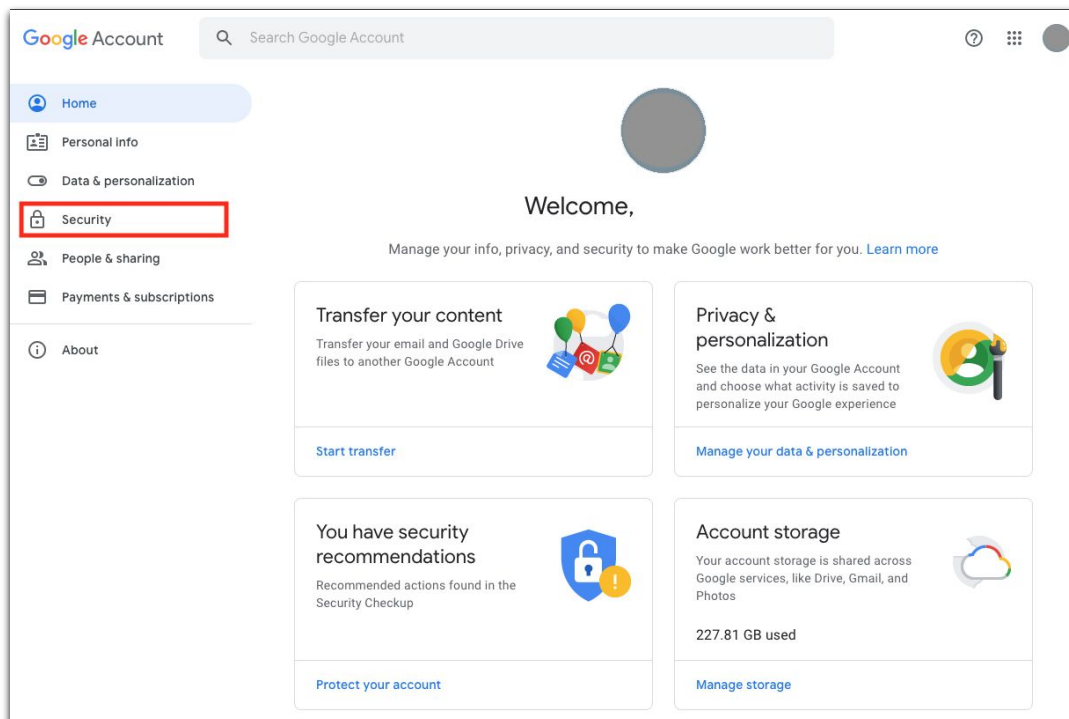
CHANGING YOUR UP MAIL PASSWORD

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.

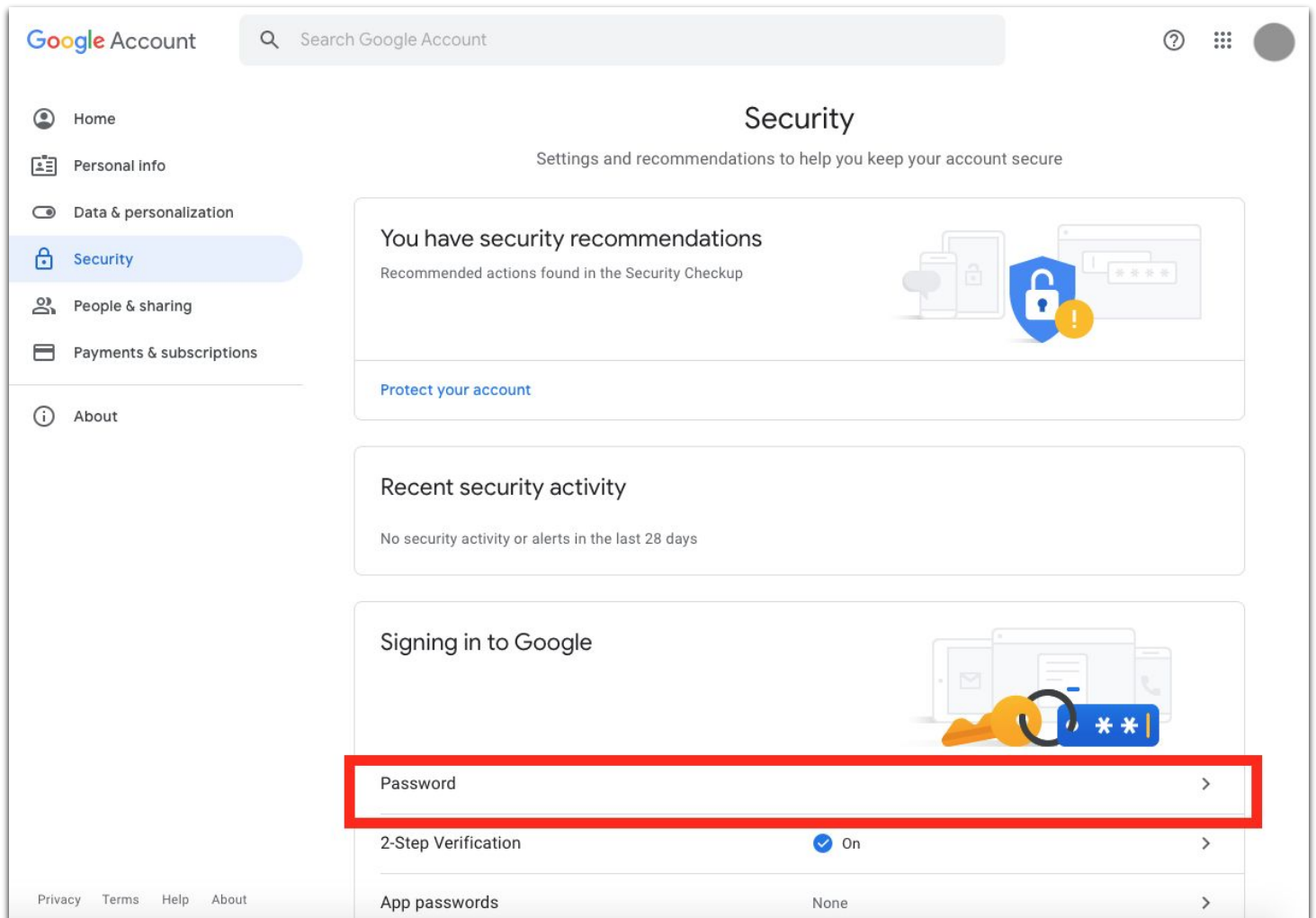


- 2 In the Google Account page, click Security.



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

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: itc.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

