



## DIVISION OF ONLINE AND CONTINUING EDUCATION At the University of Massachusetts Lowell

### *Important Registration Information for All Students & Login Information for Online Students*

Welcome. All of us at UMass Lowell's Division of Online and Continuing Education would like to wish you a very satisfying, challenging, and productive semester. We recommend that new students access our website at <http://continued.uml.edu> and use the New Student Registration Form and Checklist available on the website.

#### ALL NEW STUDENTS

Whether you are taking an online, off-campus, or on campus graduate or undergraduate course through UMass Lowell's Online and Continuing Education, please do the following prior to beginning your course:

##### **ACCESS YOUR UMASS LOWELL STUDENT EMAIL ACCOUNT**

As a new student, a UML student email account is generated for you usually 24-48 hours after you submit your registration. Your new UML student email address is where all official University communication will be sent. Your UML student email account is usually formatted like this:

YourFirstName\_YourLastName@student.uml.edu You can also look up the UML email address that was generated for you at <https://sc-sys-prd.sa.umasscs.net/web/email-address-lookup/home>

Your default student email password is Ums12345678, where the last eight digits are your UMass Lowell Student ID number. In order to access your UML student email account you will need to know your UMass Lowell Student ID number. If you provided a personal email address when you registered, your UMass Lowell Student ID number will have been emailed to you at that address. Otherwise, a printed letter with your Student ID number should have been mailed to your home address. If you have not yet received your UML Student ID number through your personal email account or by traditional mail, you can look up your UML Student ID at <https://sc-sys-prd.sa.umasscs.net/web/student-id-lookup>

Once you have your UML Student ID, visit <http://mypassword.uml.edu> and change your default email password by selecting "Change my Password". When entering your default student email password, don't forget to use an Uppercase "U" and lowercase "ms" before your eight digit Student ID number. After changing your default email password please click on the "create/edit my profile" link and create a profile. This profile will allow you to self-reset your email/SiS password. Once you have done this, to access your UMass Lowell student email, visit [www.outlook.com/student.uml.edu](http://www.outlook.com/student.uml.edu) . Enter your full UML Student Email Address (including the @student.uml.edu) as your user name, and your student email password where it

asks for Password. If you encounter problems or need additional assistance, contact the UMass Lowell Help Desk at (978) 934-4357.

### ACCESS YOUR SiS STUDENT RECORD

Once you have your Student Email Address and your Student Email Account Password, you will use these to log into your SiS Student Records at <https://uml.edu/enrollment/sis> – Select the “Student Self-Service Login” button, then enter your full Student Email Address (including the @student.uml.edu) as the “Campus User ID”, and your Student Email Account Password as the “Password”. Then select “Lowell” from the Campus popup menu, and click on the “Login” button to proceed.

Through this SiS Self-Service Login, you will be able to register for future classes, search the course catalog, add, drop and swap courses, obtain class schedules (called a study list), view and print grades, obtain unofficial transcripts, and more. Make sure to save your Student Email Address, Password and UML Student ID number somewhere safe, as you will need these for future reference.

If you encounter problems or need additional assistance, contact the UMass Lowell Help Desk at (978) 934-4357.

### GET YOUR TEXTBOOKS

Visit the bookstore website at <http://www.uml.bkstr.com> or call (978) 934-2623 for details. The UMass Lowell bookstore is located at 220 Pawtucket Street in Lowell, MA in the University Crossing building. Online students can order their books online at <http://www.uml.bkstr.com>

## ONLINE STUDENTS - LOGGING INTO YOUR COURSE

On the first day of classes, go to <https://uml.umassonline.net> and log into the Blackboard online course management system using your UMass Lowell student email address and password. **Please note: you will not be able to log into your course(s) until the first day of classes.**

## OTHER INFORMATION

### ONLINE COURSE TECHNICAL REQUIREMENTS

To review course technical requirements, be sure to check our website at <http://continuinged.uml.edu/online/techrequire.cfm>

### ONLINE COURSE REQUIREMENTS AND EXPECTATIONS

Be sure to log into your online course on the first day of classes to review any communications from your instructor. **All email communications to and from your instructor should be sent from within your online course using the Blackboard Mail tool.** Your instructor will introduce you to the course material and notify you about what day of the week course lectures will be activated. Students are expected to review all course materials and contribute to class discussion on a weekly basis. Assignments, exams and projects are due within the timelines designated by each instructor.

Please review the online course syllabus for details about your course(s). Our courses are rigorous, undergraduate and graduate, university-level courses. Students should plan to set aside 6 to 10 hours per week, per course, in course-related activities. Students are responsible for meeting the prerequisite course skills for each course listed on our website at <http://continuinged.uml.edu> prior to enrolling in the course.

Students should know how to use their web browser, email and related course software prior to starting their online course. Software tutorials and a course test drive are available at <http://continuinged.uml.edu/online>. All students must review and abide by the University's academic policies -- See <http://continuinged.uml.edu/policies/policies.cfm>

## ONLINE STUDENT CONCERNS & COMPLAINTS

For information about UMass Lowell's Institutional Complaint Process, please visit <https://continuinged.uml.edu/online/out-of-state/>.

## QUESTIONS?

SiS Account or Email Questions:	Call the UMass Lowell Help Desk at (978) 934-4357 (HELP).
Registration Questions:	Call the Solution Center at (978) 934-2000
Online Course Questions:	Call Online and Continuing Education Technical Support at (978) 934-2467 or (800) 480-3190 during business hours Monday – Friday 8:30 am – 5:00 pm EST or (800) 480-3190 during non-business hours, Monday – Friday 5:00 pm – 8:30 am EST, Sundays & Holidays. Or email <a href="mailto:onlinelearning@uml.edu">onlinelearning@uml.edu</a>

For semester dates and specific course information, please see our website or course bulletin. The scheduling of courses may vary slightly by department. All students must review and abide by the University's academic policies -- see <http://continuinged.uml.edu/policies/policies.cfm>

Use this QR-code to visit our website.

