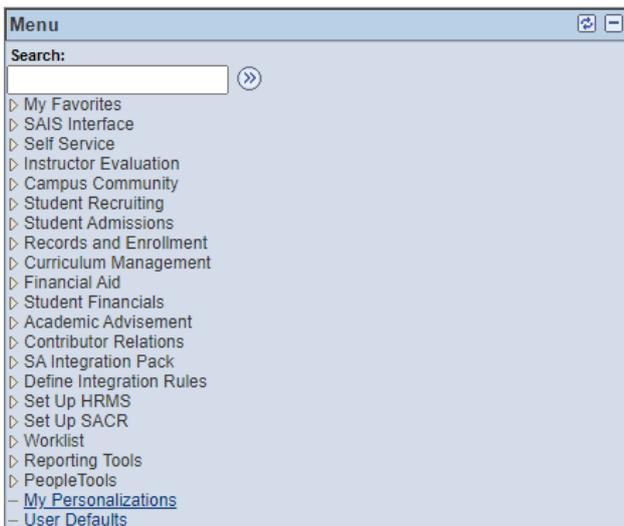
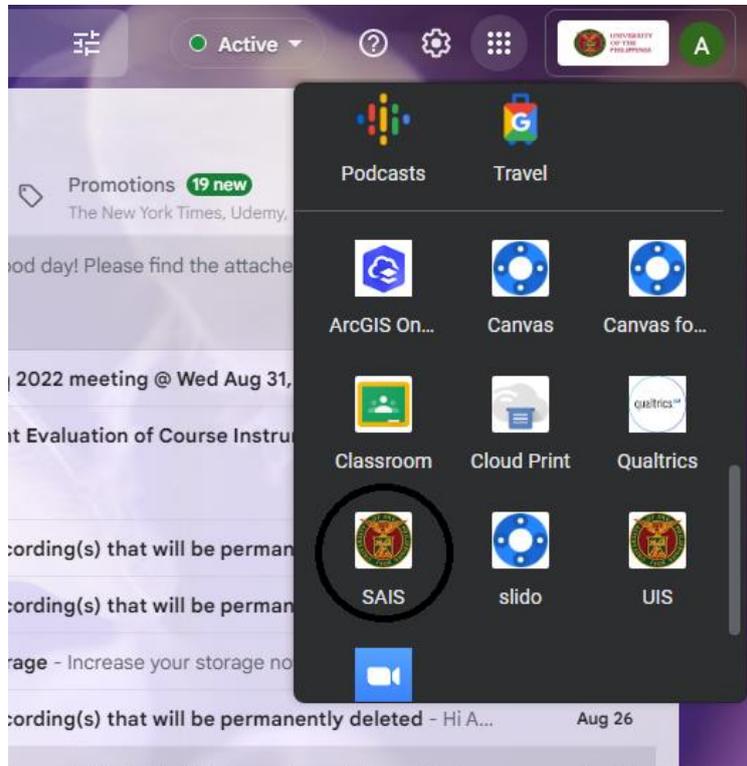


ACCESSING SAIS ACCOUNT VIA UP EMAIL

1. Open your UP email.
2. In your UP email, click the SAIS app icon among the app icons on the top right portion of your email screen.
3. You can now access your SAIS account.



IMPORTANT REMINDER: Please *****DO NOT OPEN MULTIPLE TABS/SESSIONS***** or your account will be **LOCKED**. You will not be able to proceed with your online activities.