



How do I log in to myCIA?

myCIA is the intranet for The Cleveland Institute of Art. While there are sections for general use, many sections contain user centric information. The sensitive nature of personal information requires that myCIA users login

If your CIA email account is not set up please view the handouts concerning email creation.

What is a login?

Login Credentials consist of:

- User Name
- Password



CIA accounts are accessible with credentials derived in part or in whole from the users **CIA email account**.

The email address consists of **username@student.cia.edu** or **username@cia.edu** and an **associated password**.

Depending on the online service it may or may not require the entire email address as the username.

myCIA Login Example

myCIA Login Credentials for:

portal_joe@student.cia.edu

- **UserName:** "portal_joe"
- **Password:** "email password"



Where do I login to myCIA?

The image shows the myCIA login interface. It features two input fields: 'CIA Login:' and 'Password:'. The 'CIA Login:' field is highlighted with a red border and a red circle with the number '1' below it. The 'Password:' field is also highlighted with a red border and a red circle with the number '2' below it. To the right of the password field is a 'Login' button.

myCIA login fields are located in the top right hand corner of the page.

1. **UserName**
2. **Password**

Invalid Login Screen

If the first attempt to login fails the page will reload and only display the login credential fields.

1. **UserName**
2. **Password**

The image shows the myCIA 'Invalid Login' screen. At the top is the myCIA logo. Below it is a navigation bar with links: HOME, ADMISSIONS, TECHNOLOGY, and ALERTS. Under the navigation bar, it says 'You are here: Home'. The main heading is 'Login - Login'. Below this, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field has a red asterisk (*) to its right. A red circle with the number '1' is next to the 'Username:' label, and a red circle with the number '2' is next to the 'Password:' label. Below the password field is a 'Login' button. The text 'Invalid Login' is displayed in red above the input fields.

Successful Login (Student)

Standard Student Menu after login:

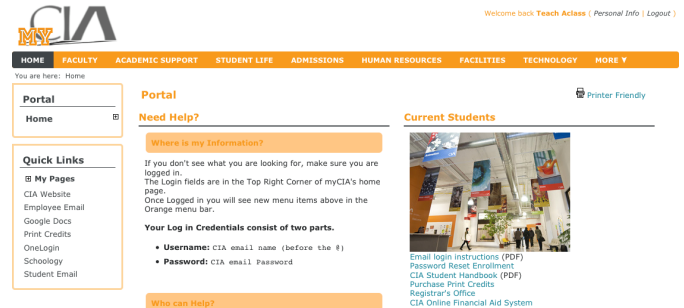
- Home
- Student
- Academic Support
- Student Life
- Admissions
- Financial Aid
- Technology
- Alerts
- My Pages

The image shows the myCIA home page after a successful login. At the top is the myCIA logo. Below it is a navigation bar with links: HOME, STUDENT, ACADEMIC SUPPORT, STUDENT LIFE, ADMISSIONS, FINANCIAL AID, TECHNOLOGY, ALERTS, and MY PAGES. Under the navigation bar, it says 'You are here: Home'. The main heading is 'Portal'. Below this, there are two sections: 'Where is my Information?' and 'Need Help?'. The 'Where is my Information?' section contains a list of links: CIA Website, Employee Email, Google Docs, Print Credits, OneLogin, Schoology, and Student Email. The 'Need Help?' section contains a list of links: Email login instructions (PDF), Password Reset Enrollment, CIA Student Handbook (PDF), Purchase Print Credits, Registrar's Office, and CIA Online Financial Aid System. To the right of these sections is a 'Current Students' section with a photo of students and a list of links: Email login instructions (PDF), Password Reset Enrollment, CIA Student Handbook (PDF), Purchase Print Credits, Registrar's Office, and CIA Online Financial Aid System. The text 'Welcome back Joe Student (Personal Info | Logout)' is displayed in the top right corner.

Successful Login (Faculty)

Standard Faculty Menu after login:

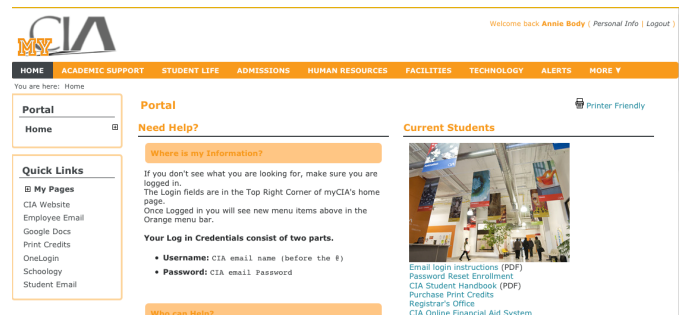
- Home
- Faculty
- Academic Support
- Student Life
- Admissions
- Human Resources
- Facilities
- Technology
- Alerts
- My Pages



Successful Login (Staff)

Standard Staff Menu after login:

- Home
- Faculty
- Academic Support
- Student Life
- Admissions
- Human Resources
- Facilities
- Technology
- Alerts
- My Pages



myCIA sessions expire

Due to the sensitive nature of myCIA content login sessions will expire quickly.

Inactivity will cause a session expiration message to appear, with an option to continue or "Logout"

If the session expires there is only one option. Click OK and log back in.

This is not an automatic relogin. Username and Password will need to be reentered.

