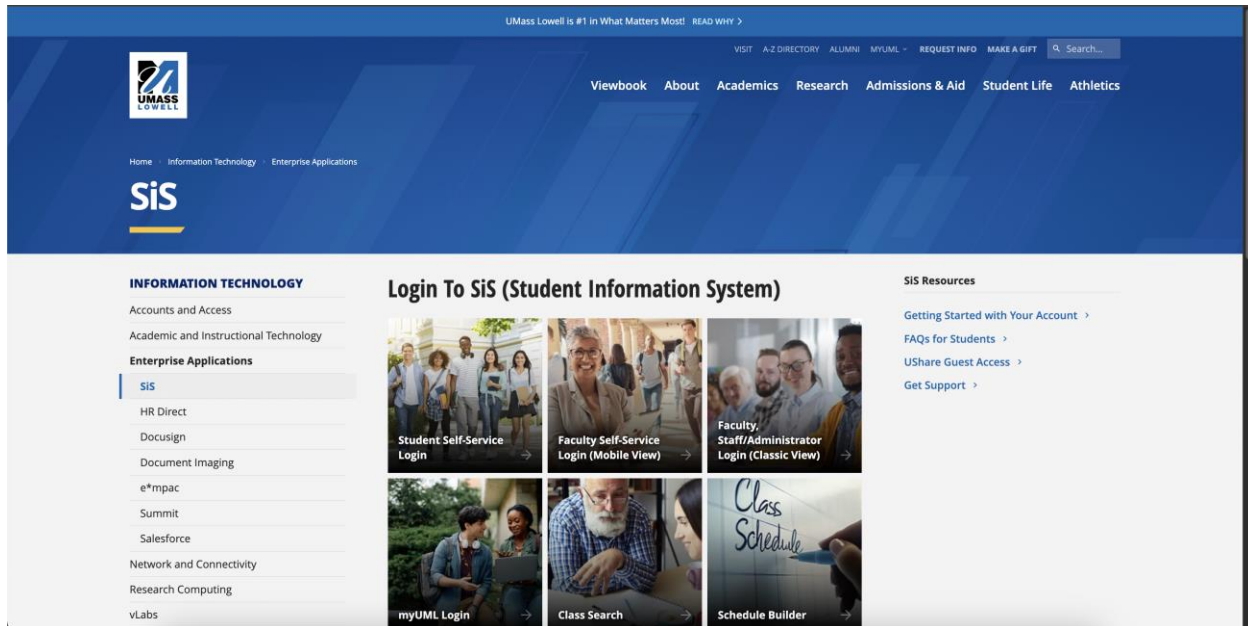


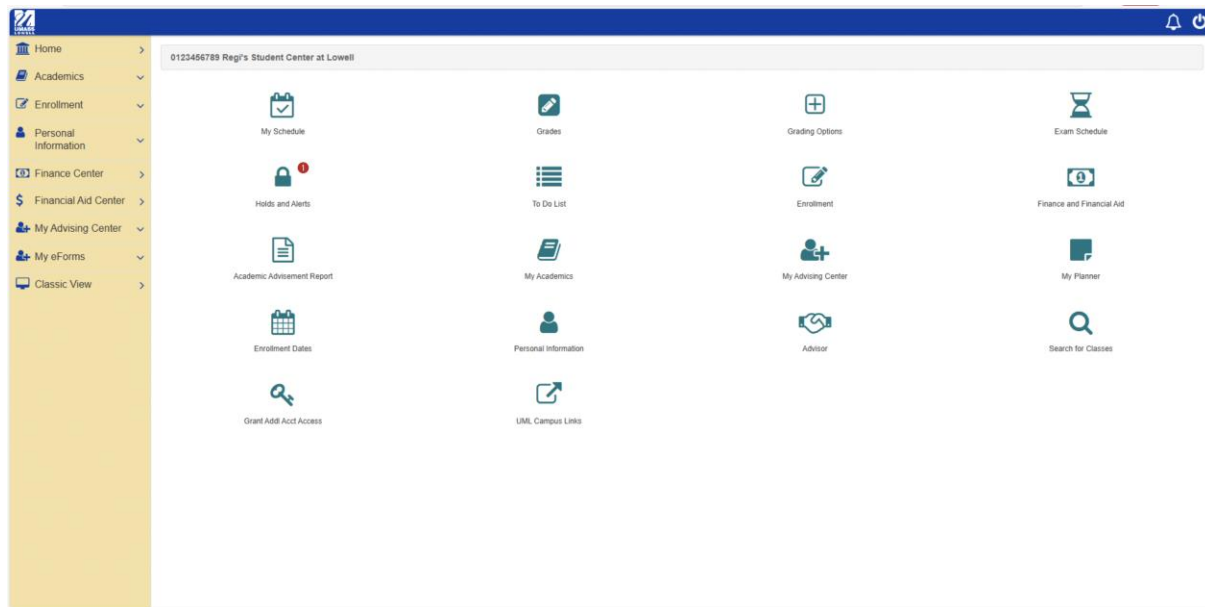
## Step 1: Go to SIS

- **SIS Link:** <https://www.uml.edu/IT/Enterprise-Applications/SiS.aspx>
- Choose **Student Self-Service Login**
- Log in with your Credentials



## Step 2: Enter SIS and look for the hold

- With the hold active it should automatically bring up the page to complete the EMC hold, if not then it should be under “**Holds and Alerts**”



## Step 3: Completing the EMC form

- Be sure to read through each section of the form carefully

- Click on the “Next Step” button top right of the form to continue

**Next Step** >

#### Step 4: Addresses Section

- Here you will find the next section to verify your address
- Review your Permanent **and Local** addresses and update them as needed.

ADDRESS TYPE	ADDRESS	EDIT
Permanent	220 Pawtucket St Lowell, MA 01854-3824 Middlesex	Edit
Mail	220 Pawtucket St, Lowell, MA 01854 Lowell, MA 01854-3824 Middlesex	Edit

Accept Verification

Add a new address

- Click the “Edit” button or “Add a new address” button to make any changes

**Edit** **Add a new address**

- Once all addresses have been confirmed/changed, click on “Accept Verification”

**Accept Verification**

Message

×

Verify Permanent as Local Address

If you are not entering a local address, click 'Yes' to use your permanent address as your local address. After confirming, click 'Next Step' on the top of the screen to continue.

If you click 'No' you will be required to enter a local address.

Yes

No

- Press “**Yes**” to the message to continue after verifying your addresses
- Click on the “[Next Step](#)” button top right of the form to continue

### Step 5: Emergency Contact Section


- Here you will find the next section to verify your emergency contact information
- Review your emergency contacts and update them as needed.


UML Emergency Contact Verification

< Previous Step

Next Step >

Emergency Contacts





Below is a list of your emergency contacts. At least one contact is required. You cannot add yourself as the contact.

To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button. To add a contact, select the Add an Emergency Contact button.

Primary Contact


☒

Contact Name

Relationship

Parent


Phone


 Edit


Accept Verification


Add an Emergency Contact

Task Details

 Introduction

 Addresses

 Emergency Contacts

 Complete

- Click the “[Edit](#)” button or “[Add an Emergency Contact](#)” button to make any changes

 Edit

Add an Emergency Contact

- Once all the emergency contact information has been confirmed/changed,

click on “Accept Verification”

Accept Verification

#### Message



Please Confirm Emergency Contact Information

Click 'Yes' to confirm your emergency contact information.

After confirming, click 'Next Step' at the top of your screen to continue.

Yes

No

- Press “**Yes**” to the message to continue after verifying your emergency contact information
- Click on the “[Next Step](#)” button top right of the form to continue

#### Step 6: Review your information

**Task Details**

Introduction

Addresses

Emergency Contacts

Complete

- Be sure to double check the information and make sure the “Task Details” side panel is all green

#### Step 6: Finish and Remove Hold

The screenshot shows a web interface for 'UML Emergency Contact Verification'. At the top, there's a header bar with the title 'UML Emergency Contact Verification' and navigation links for '< Previous Step' and 'Next Step >'. Below this, a confirmation message states 'UMass Emergency Contact Verification Completed'. A prominent blue button labeled 'Finish and Remove Hold' is centered on the page. To the right, a 'Task Details' sidebar lists four steps: 'Introduction' (with a green circle icon), 'Addresses' (with a green circle icon), 'Emergency Contacts' (with a green circle icon and highlighted in blue), and 'Complete' (with an orange circle icon).

- Click on “[Finish and Remove Hold](#)” to complete the form and the hold should be removed from your account

For any further information or assistance contact

[TheSolutionCenter@uml.edu](mailto:TheSolutionCenter@uml.edu)