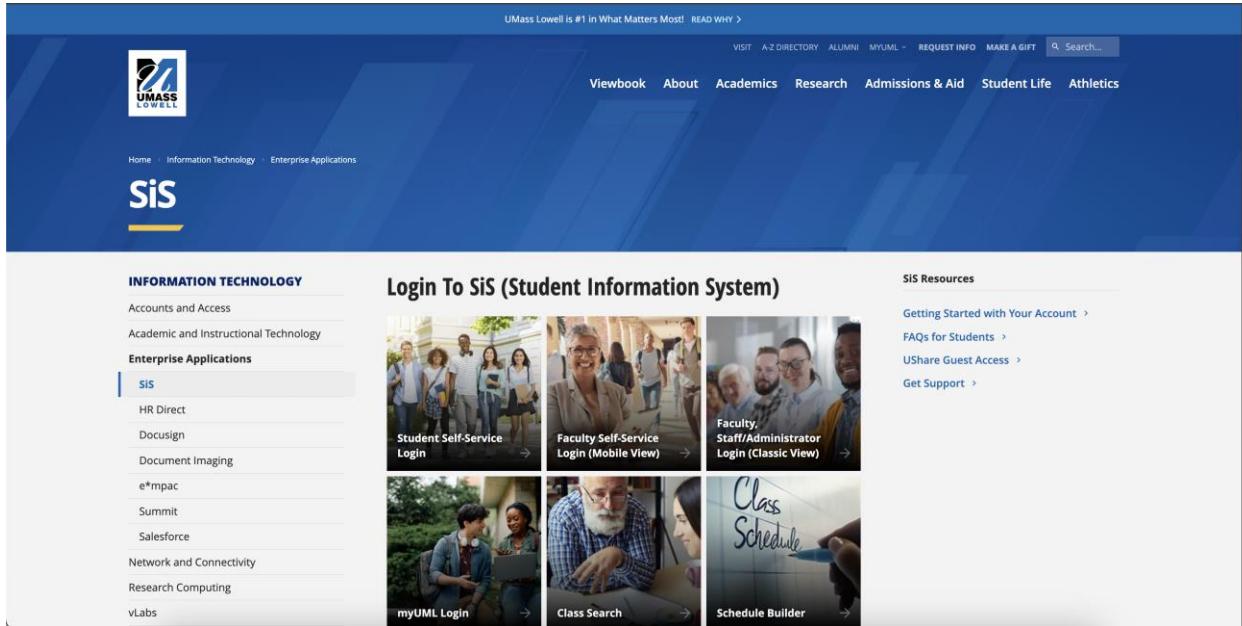


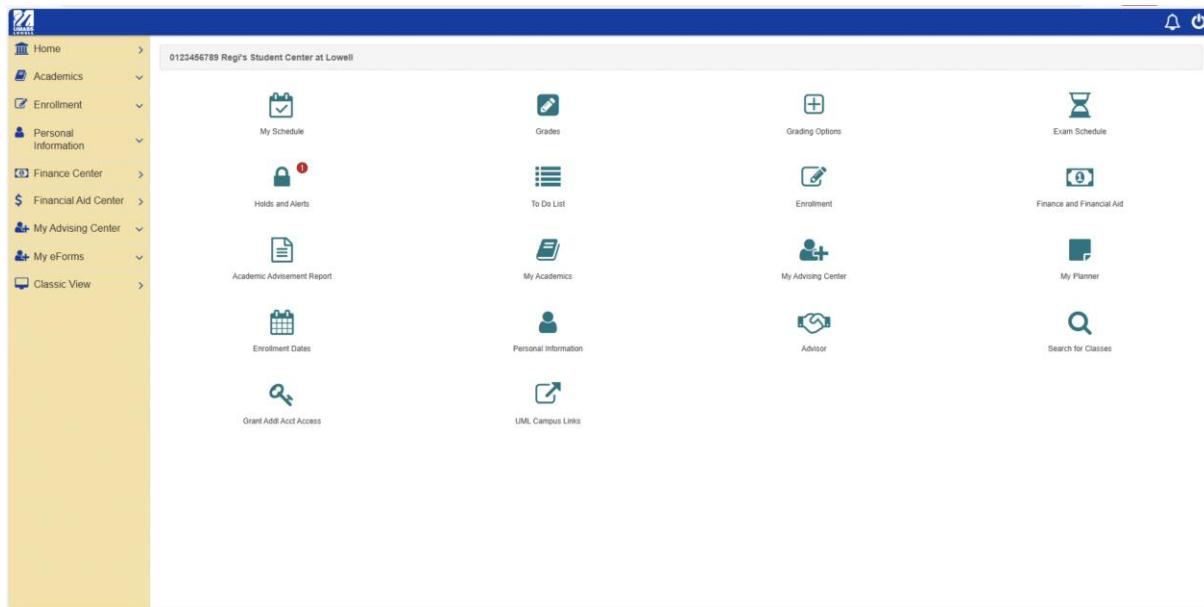
## Step 1: Go to SIS

- **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

Verify Your Emergency Contacts

Each academic term, you are required to review and update important contact information to ensure university records are accurate.

Please complete the following by selecting "Next Step" at the top of the screen:

- Addresses: Review and/or update your personal address.
- Emergency Contacts: Review and/or update your emergency contact to ensure we have at least one current contact on file.

Once you have completed both steps and clicked "Finish and Remove Hold," the hold will be automatically removed.

- 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

Emergency Contacts

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



**Add an Emergency Contact**

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

click on “Accept Verification”

**Accept Verification**

**Message**

**X**

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**

<input type="radio"/>	<b>*</b> <a href="#">Introduction</a>
<input checked="" type="radio"/>	<b>*</b> <a href="#">Addresses</a>
<input checked="" type="radio"/>	<b>*</b> <a href="#">Emergency Contacts</a>
<input type="radio"/>	<b>*</b> <a href="#">Complete</a>

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

#### **Step 6: Finish and Remove Hold**

UML Emergency Contact Verification

UMass Emergency Contact Verification Completed

Previous Step    Next Step

Task Details

Finish and Remove Hold

Introduction  
Addresses  
Emergency Contacts  
Complete

- 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)