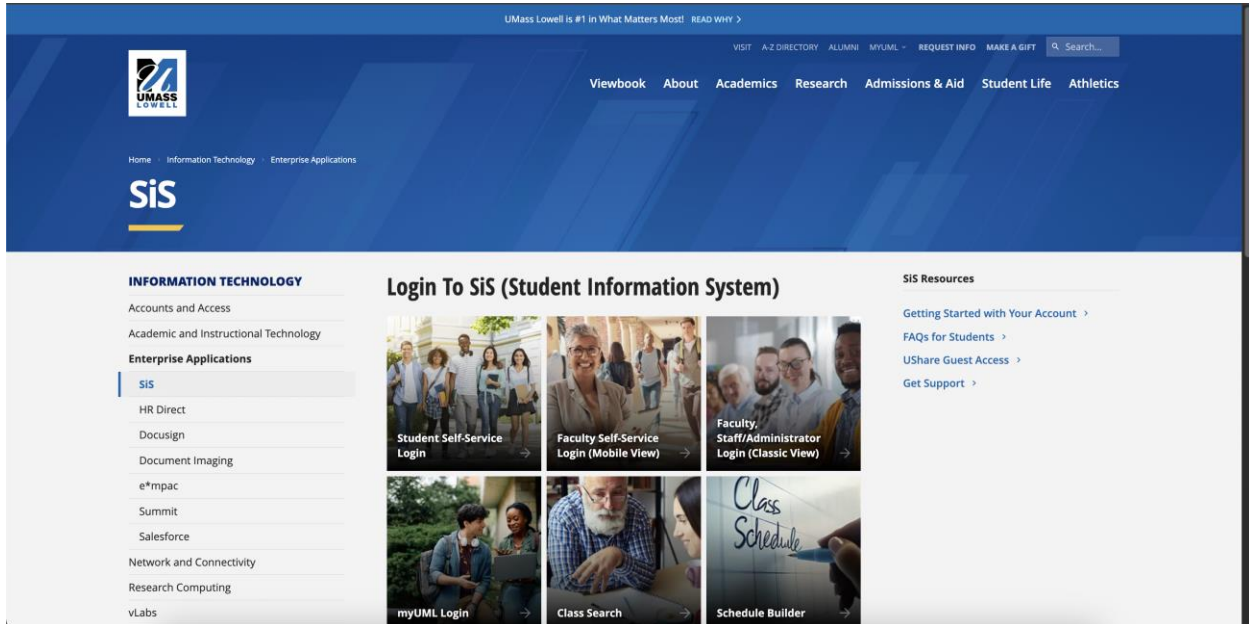


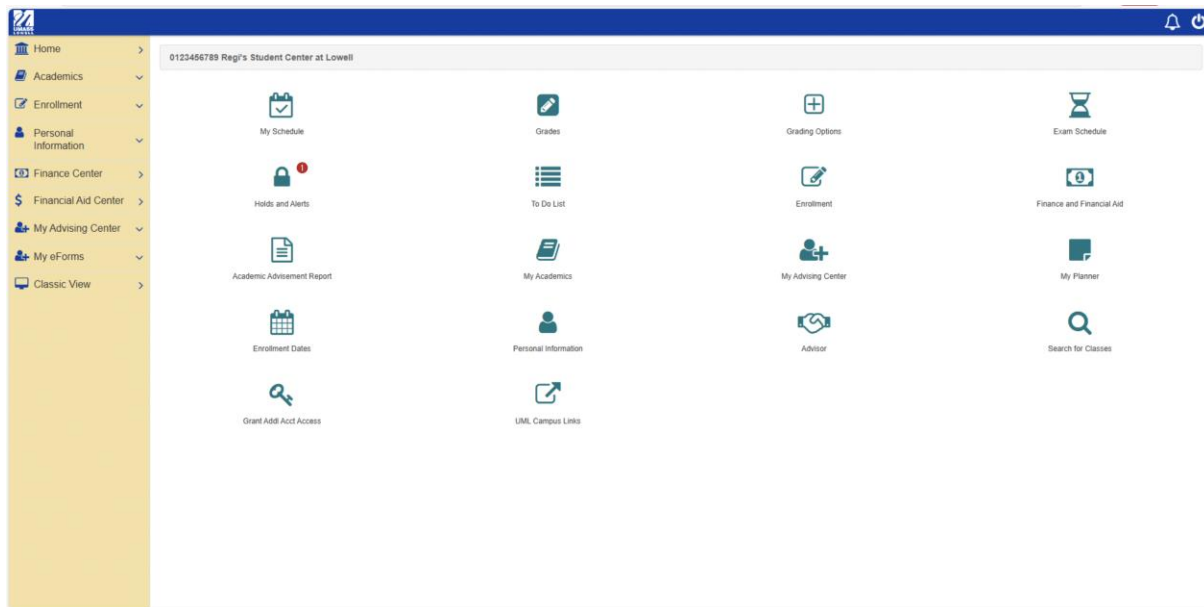
## Step 1: Go to SIS

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



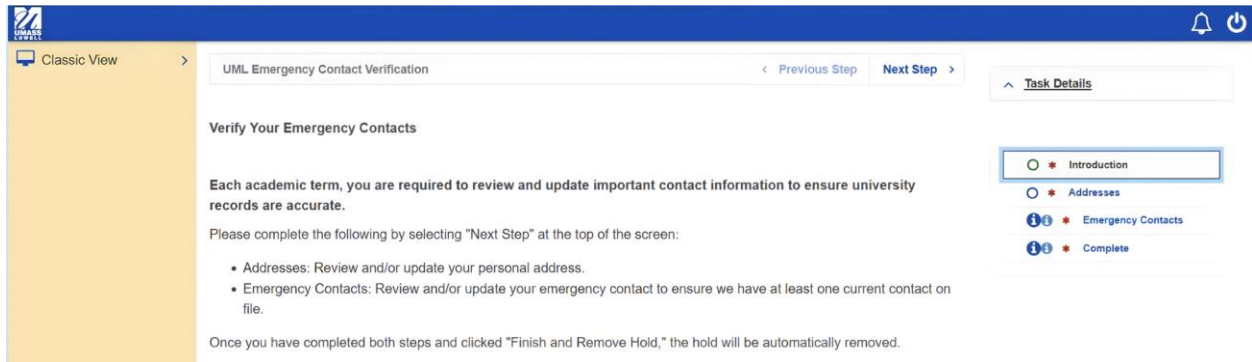
## Step 2: Enter SIS and look for the hold

- 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

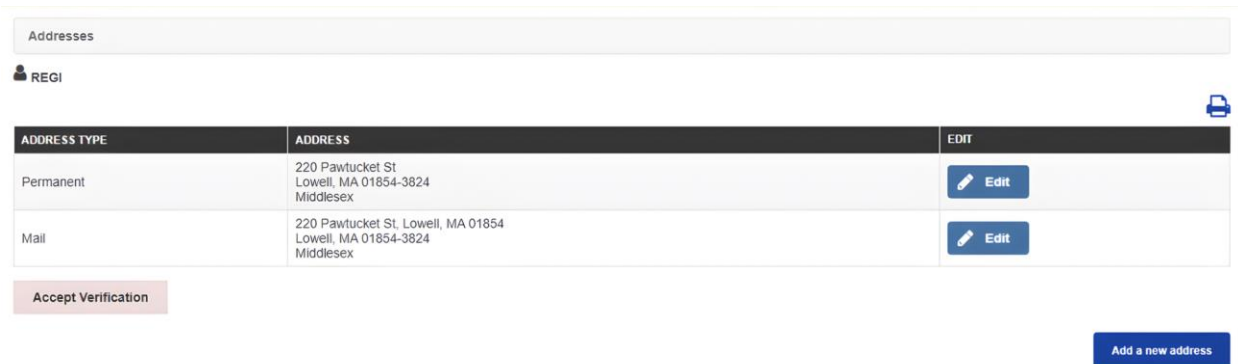


- Click on the “Next Step” button top right of the form to continue



#### 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.



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



- Once all addresses have been confirmed/changed, click on “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.

- 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.

- Click the **“Edit”** button or **“Add an Emergency Contact”** button to make any changes



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

click on “Accept Verification”



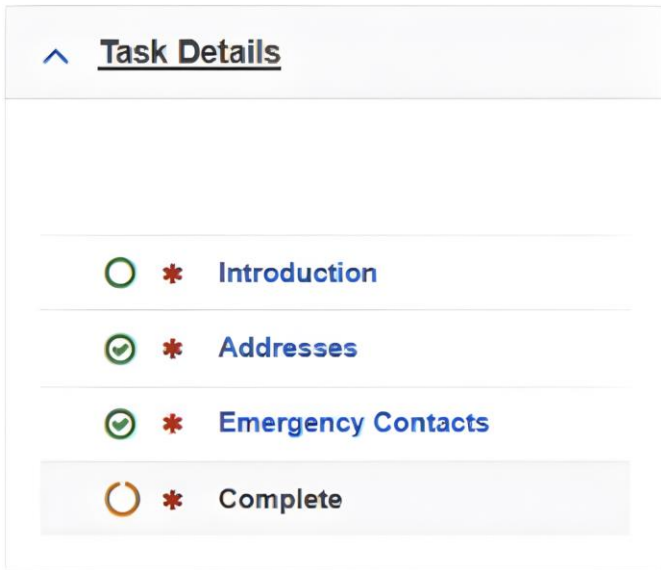
**Message** ✕

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.

- 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**



- 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 < Previous Step Next Step >

UMass Emergency Contact Verification Completed

Finish and Remove Hold

Task Details

- 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)