Table of Contents

Table of Contents ......................................................... 1
Faculty/Staff ..................................................................... 2
  F/S e-Campus .................................................................. 3
Single Sign On (SSO) ...................................................... 6
E-Mail .............................................................................. 10
Microsoft Portal ............................................................. 12
Introduction:

What is e-Campus?
e-Campus is the University of Rhode Island's central online system. This system's core is the purchased PeopleSoft software package; the University uses the Student Administration, Human Resources, and Financial Administration modules. e-Campus brings dozens of student and administrative online services together and is completely Web-enabled. By using a browser and clicking through Web pages, faculty, staff, and students are able to quickly and easily access any online functions they need.
e-Campus includes self-service to everything from retrieving class information to managing paychecks.

Solution:

Registering for an e-Campus account

NOTE: If you had a previous e-Campus account at URI (people who have taken a course at URI, graduated, graduate students, current employees, retired faculty/staff, or paid a deposit to attend URI), you already have an existing e-Campus account so you can skip this section. Only one e-Campus account is created per person.

1. Go to the e-Campus main page: https://its.uri.edu/ecampus/
2. Navigate to “First Time Users Register Here”
3. Enter your First and Last Name
4. Enter your URI ID # OR Social Security Number
   - Your URI ID # is included in the email notifying you of your status that you should have received. It follows the format of 100XXXXXX
5. Click “Continue” to go to the next page
6. In the User ID field, a User ID will be suggested for you. Keep in mind this will also be your email address so adjust it to what you would like it to be
7. Create your password - your password must be at least 8 characters and contain at least 1 capital letter, 1 special character and 2 digits
8. Enter in your personal email address
9. Choose your security question by clicking on the magnify glasses and then supply the answer below.

10. Click “Continue” at the bottom of the page.

11. Review the information that appears on the confirmation page.
   - If the User ID and email address is acceptable to you, click the “User ID Acceptable” button at the bottom of the page to go to the confirmation page.
   - If it is not acceptable, click “User ID Not Acceptable” button to go to the previous page and edit as needed.

12. When you have accepted the URI User ID and Email, you will receive this confirmation page to keep for your records.

Congratulations! You’ve successfully created your e-Campus account.

**NOTE:** Even though you may be able to logon to e-Campus immediately after creating your account, your information (including access rights and account settings) will only be up-to-date once one business day has passed.

Login to e-Campus

1. Go to the e-Campus main page: [https://its.uri.edu/ecampus/](https://its.uri.edu/ecampus/)
2. Navigate to “Faculty & Staff e-Campus Login.”
3. Click on the yellow button that says “Faculty and Staff e-Campus Login”

4. Enter your User ID and Password to sign in
   - NOTE: All the letters in your e-Campus username are lowercase

5. You should see the image below when you successfully login to e-Campus
Introduction:

What is Single Sign On?

URI's Single Sign On (SSO) is the new main password system that consolidates almost all of your application passwords into one. The SSO will give you access to the following URI applications once you've successfully reset your password: Active Directory, Brightspace, Gmail, Google Apps, Google Drive, Jabber, MS Office 365, Network Shares, Parking Portal, TechSmith Knowmia, Knowmia Cloud, Sakai, Starfish, VoIP Pages, Wifi, and Wordpress. This page does not change your e-Campus password.

For Faculty/Staff: Keep in mind that you can only complete the SSO process once your employee paperwork from HR has gone through and been confirmed.

For Students: Keep in mind that you can only complete the SSO process if you've paid your enrollment deposit.

Note: All URI applications will become available and accessible after you've reset 1-3 business days from the time that you initially created your e-Campus account. The waiting period is to allow your URI specific applications to be generated by the system.

Solution:

Resetting SSO Password Using Current Password

1. Go to the URI SSO password page: https://password.uri.edu/
2. Click on “reset using current password” under URI Password
3. Type in the first part of your URI email address in the empty box. This should be your e-Campus username all lowercase, or everything before the @symbol for your URI email address. For example, if the URI email is "joe_doe@uri.edu," input "joe_doe" for the URI account name.
4. For "Current Password," new members of URI should be entering their INITIAL E-CAMPUS PASSWORD - this means the password that you used to create your e-Campus account. NOTE: If you do not know your initial password, you can follow this guide to see the appropriate course of action you need to take to complete the SSO process.
5. Type in your new password. NOTE: This will be your SSO password. Please make sure you follow the "Password Requirements." The system will also not accept any passwords that are not categorized as "Strong" or higher as shown on the screenshot.

Faculty/Staff
6. Click “Submit” once the passwords match

7. If everything was done successfully then you should be greeted with a green box saying “All passwords successfully changed.”

Congratulations! You’ve successfully set up your SSO password or have reset it!

**NOTE**: Please wait 5-10 minutes before attempting to sign into any of the accounts mentioned in the Introduction to allow the system enough time to consolidate the application’s password.

Resetting SSO Password Using ID Number, Birthdate, ETC.

If you don’t remember what your current password is for URI, you can reset it using your personal information.

1. Go to the URI SSO password page: https://password.uri.edu
2. Click on “reset using ID#, birthdate, etc.” under URI Password
3. Type in your first and last name.
   Type in the first part of your URI email address under URI login name and leave the domain as @uri.edu.
   - This should be your e-Campus username all lowercase, or everything before the @symbol for your URI email address
   - For example, if the URI email is "joe_doe@uri.edu", input "joe_doe" for the URI login name
   
   Next, enter your phone number and a non-URI affiliated email address.
   Click on the reCAPTCHA checkbox so that a green checkmark appears as shown below.
   Click "Submit" to continue to the next page.

4. On this page, you will then have to input your birthdate and choose your correct home address.
   - **Note**: This process verifies your personal information to make sure that you are the right person. It is directly linked to e-Campus’s database which is securely protected, so you don’t need to worry about this information being easily accessible.
5. Type in your new password. Click "Submit" to complete the process.

- **NOTE**: This will be your SSO password. Please make sure you follow the "Password Requirements." The system will also not accept any passwords that are not categorized as "Strong" or higher as shown on the screenshot below.

6. If everything was done successfully then you should be greeted with this page saying "All Set!"

Congratulations! You've successfully reset your SSO password.

**NOTE**: Please wait 5-10 minutes before attempting to sign into any of the accounts mentioned in the Introduction to allow the system enough time to consolidate the application’s password.
Introduction:

All faculty, staff, and students have an official URI email address on Google Workspace with unlimited storage. Google Workspace is a powerful web-based environment that offers a suite of services including email, documents, spreadsheets, presentations, messaging, chats, file storage, and many other applications. It enables you to stay connected from anywhere and collaborate with colleagues, students, and friends around the world.

**Students:** Your email is important to access so that you can get updates from URI and not miss any important information about the upcoming semester. After you have set up your SSO password, you will be able to access your URI email through Gmail. Your email address is in the format: “e-CampusUsername@uri.edu”. If you are an alumni your email may be in the format “e-CampusUsername@my.uri.edu”.

**NOTE:** Your email will become available and accessible after you’ve successfully completed your SSO.

**Solution:**

Logon to URI Email Account

1. Go to the Gmail login page: [https://accounts.google.com/signin](https://accounts.google.com/signin)
2. Type in your URI Email address in the text box where it says “Email or phone” and then click “Next”
3. Input your URI SSO password and then click “Next”
4. If your credentials were accepted, then you will be greeted with a screen welcoming you to your new account. Read the terms and services and click “Accept”
5. After clicking "Accept" you should see Google asking for you to protect your account.
   - If you wish to set this up later, select "Confirm"
   - If you wish to set it up now, just click the update button and input a recovery phone and email address

6. After clicking "Confirm", you should be logged in

Congratulations! You've successfully setup your URI email account!
Microsoft Portal

Introduction:
What is Microsoft Portal?
The Microsoft Portal is an online platform that features URI supported applications, extra online storage, and cloud-connected features. URI has full access to the Microsoft tool suite (Word, Excel, etc.) for all active faculty, staff, and students at URI. The Portal also includes external applications such as Zoom, Starfish, Brightspace, etc. The full Office 365 suite is available free of charge for up to 5 machines per active user (Windows, Macs, tablets, and mobile devices).

Please note that URI supports and uses both Google Workspace AND Microsoft Office. You may choose whichever application you prefer using.

After you have set up your SSO password you will be able to access your Microsoft Portal through Microsoft.

NOTE: Your Microsoft Portal account will become available and accessible after you've successfully completed your SSO and waited at least 5-10 minutes.

Solution:
Logon to Microsoft Portal
1. Go the Microsoft Portal page to login: Microsoft Portal Login
2. Type in your URI E-mail address and then click “Next”

3. Type in your SSO password in the password box and then click “Sign In”

4. After clicking “Sign in,” you might get this screen asking if you want to “Stay signed in.” If you wish to always review this message when you login, then you can disregard this step. We recommend if you do not wish to see this again, to click on the checkbox and then click “Yes”

5. After clicking “Yes”, your screen should look like the image below
Congratulations! You've successfully setup your Microsoft Portal!

If you would like to learn more about all the applications that are featured within the Microsoft Portal, please click [here](#).