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?

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**

Successful Login (Student)

Standard Student Menu after login:
- Home
- Student
- Academic Support
- Student Life
- Admissions
- Financial Aid
- Technology
- Alerts
- My Pages
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.