



## Set Up Your Account (New Users)

If this is your first time using the EIS, you should have received a system-generated email that includes a link to verify your account. *You must **first verify your account** using this link **before** you will be able to access the site.*

1. Click the link provided in your email, to verify your account.
2. Enter your school-associated email address and click “**Submit**”
3. Check your e-mailbox for a new email that contains a *new unique link* to set up a password for your account.
4. Click on this new link.
5. Type in your password, then type it again and confirm the passwords match.
6. Click “**Set Password**” to set your account password.
7. You may now login to your account using your email address and new password!

***NOTE:** If you have previously created an EIS account, please see the instructions below to reset your password.*

## Reset Your Password (Existing Users)

1. Enter <https://eis.missouri.edu> into your web browser.
2. Click “**Reset Password.**”
3. Type in your email address and click “**Submit**”
4. Check your e-mailbox for a new email that contains a *unique link* to reset your password.
5. Once you are on the Reset Password page, type in your new password twice, then confirm the passwords match.
6. Click “**Reset Password**” to officially change your account password.
7. You may now login to your account using your email address and new password!