

Activate Your SAIC Email Account



School of the Art Institute
of Chicago



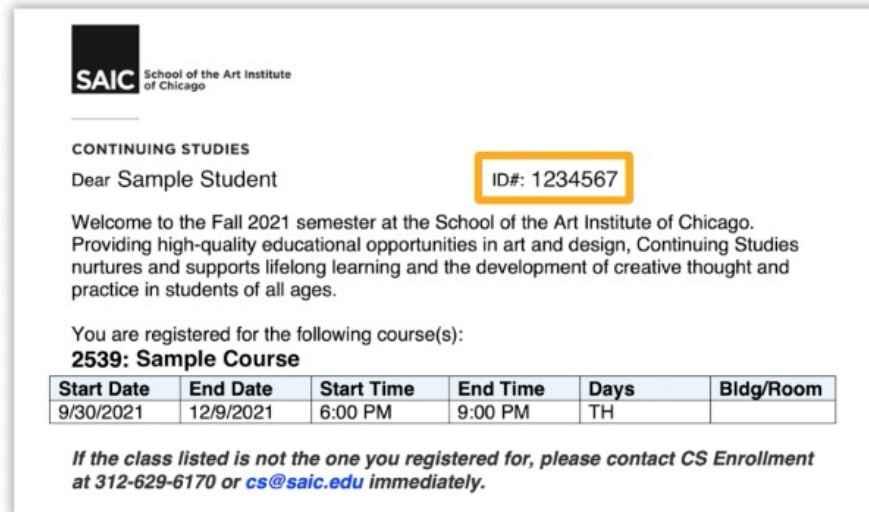
You will use your *SAIC* account to access *Medicat* to submit proof of COVID-19 vaccination.

If you are a high school student or adult, you will also use it to access *Canvas* and other student resources.

Your instructor will communicate with you through *Canvas* and your *SAIC.edu* email address. Check it regularly during the course.

Please follow the next **7 steps** to activate your SAIC email account.

Step 1: Locate your SAIC ID number in your Registration Confirmation email, sent from cs@saic.edu. If you have an SAIC ID card from a previous term, you will also find it there.



SAIC School of the Art Institute of Chicago

CONTINUING STUDIES

Dear Sample Student ID#: 1234567

Welcome to the Fall 2021 semester at the School of the Art Institute of Chicago. Providing high-quality educational opportunities in art and design, Continuing Studies nurtures and supports lifelong learning and the development of creative thought and practice in students of all ages.

You are registered for the following course(s):
2539: Sample Course

Start Date	End Date	Start Time	End Time	Days	Bldg/Room
9/30/2021	12/9/2021	6:00 PM	9:00 PM	TH	

If the class listed is not the one you registered for, please contact CS Enrollment at 312-629-6170 or cs@saic.edu immediately.



SAIC

Art Student

1234567

ARTICARD EXPIRES 02/2/2014
CONTINUING STUDIES

Step 2: Go to *password.artic.edu*



Please Log In

Artic Account Self Service

Username

Current Password

Forgotten Password Regain access to your account if you have forgotten your password.

Forgotten Username Find your forgotten username.

Activate Account Activate your Artic Account and establish a new password.

Step 3: Select *Activate Account*



Please Log In

Artic Account Self Service

Username

Current Password

[Login](#) [Clear](#) [Cancel](#)

Forgotten Password Regain access to your account if you have forgotten your password.

Forgotten Username Find your forgotten username.

Activate Account Activate your Artic Account and establish a new password.

Click here



Step 4: Enter your 7-digit SAIC ID number



Activate Account

Artic Account Self Service

To activate your Artic Account you must confirm your identity.

Please provide the information requested below.

BE SURE to read all instructions and record your account information for future reference.

YOU MUST complete the entire process or your account will not be activated.

SAIC ID

ID*

1234567

Last Name*

Birthdate (DD-MMM, example: 01-JAN)*

Activate

Clear

Cancel

Step 5: Enter your Last Name



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ID*

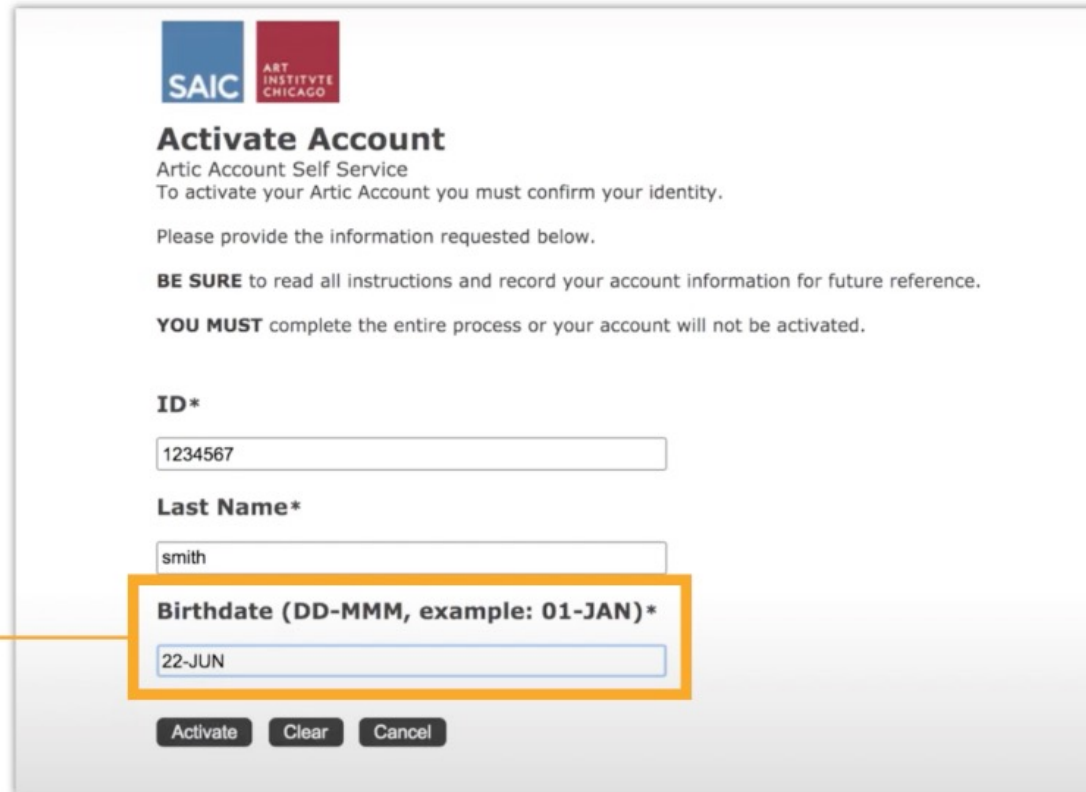
Last Name*

Birthdate (DD-MMM, example: 01-JAN)*

Last Name



Step 6: Enter your Birthday using the exact date format DD-MMM (e.g., 22-FEB or 03-JUN).
(Note - you will only enter the first three characters of your birth month.)



SAIC **ART INSTITUTE CHICAGO**

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ID*

Last Name*

Birthdate (DD-MMM, example: 01-JAN)*

Activate **Clear** **Cancel**

Birthday

Step 7: Select Activate



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ID*

Last Name*

Birthdate (DD-MMM, example: 01-JAN)*

Click here

Activate

Clear

Cancel

Pause to record your account information
for future reference.

Your username will be automatically assigned but
you will create your own password, which must be
alphanumeric and at least six characters.

Now that you've set up your account,
you can visit your *saic.edu* email account.

Visit *gmail.artic.edu* to log in with your
username and password.

Need help?

Contact the *CRIT Help Desk*

Phone: 312-345-3535

Email: crithelpdesk@saic.edu

Office hours: Monday-Friday, 8:30 a.m.-5:00 p.m.