How to Create a UCLA Logon ID

You will need a UCLA Logon ID to access CTSI application systems. You do not need to be a UCLA affiliate to get a UCLA Logon ID.

**Step 1:** Create a UCLA Logon ID. Copy and Paste or Type this link in the web browser and then, press the Enter key: [https://accounts.iam.ucla.edu/register](https://accounts.iam.ucla.edu/register)

**Step 2:** You will be brought to this page. Click on the box to indicate agreement and then, click the I AGREE TO THE TERMS OF SERVICE.
**Step 3:** Click on the most appropriate option.

**Step 4:** Fill out your information and click **CONTINUE**.
**Step 5:** Read ALL of the information before filling out your Credentials and Challenge/Response. Fill out the information and click **CREATE UCLA LOGON ID**.

**Step 6:** You will then be brought to a confirmation page. Click **CONFIRM**.
Step 7: You will be asked about Multifactor Authentication Activation. Select “I prefer NOT to activate a device in MFA at this time” and click CONTINUE.

Select “Opt Out” when prompted and click CONFIRM.

You will see following confirmation.

You now have your UCLA Logon ID and can access application and service request systems within UCLA CTSI.