

## 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>

**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.**

UCLA Logon

Secure | <https://accounts.iam.ucla.edu/register>

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### CREATE A UCLA LOGON ID

Please read the terms of service and accept them to begin the account creation process.

#### Terms of Services

In support of the University's mission of teaching, research, and public service, Information Technology Services provides computing, networking, and information resources to UCLA's students, faculty, and staff.

IT Services provides the UCLA community with access to local, national, and international sources of information in an atmosphere that encourages sharing of information, access to a rich collection of services, and open and free discussion for academic purposes and other University-related uses.

For both your personal benefit and the benefit of others, you must assume responsibility for making the best possible use of your privileges and for not abusing them. All existing laws (federal and state) and University regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

#### YOUR RESPONSIBILITIES

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individuals act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

You are responsible for ensuring the integrity of your account. IT Services grants permission to members of the UCLA community to use computing resources by issuing individual computing accounts including UCLA Logon IDs. As a condition of receiving an account, you must observe the following guidelines:

- Respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.
- Respect others' rights to the privacy of their programs and data.
- Prevent others from learning your password, thus reducing the possibility of illegal use of your account by unauthorized persons.
- Report suspected unauthorized use of facility resources to the BOL User Relations Office (Kerckhoff Hall, Suite 124) or to [ebuse@ucla.edu](mailto:ebuse@ucla.edu).
- Your UCLA Logon may not be used for: unlawful activities; commercial purposes not under the auspices of the University; or personal financial gain (except as permitted under applicable academic policies).

#### CONSEQUENCES OF MISUSE

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Additionally, misuse of a computing account will require financial restitution to the University for funds expended and could result in University disciplinary action or civil or criminal action.

Users may be held accountable for their conduct under any applicable University or campus policies, procedures, or collective bargaining agreements. Any actions which deter other users from doing their work or which would otherwise be deemed malicious by the University will result in the loss of access to the system and possible University disciplinary action or civil or criminal action. Unauthorized use of computing resources and use for personal gain constitute theft under California law and will be prosecuted by the University.

Complaints alleging misuse of resources will be directed to those responsible for taking appropriate disciplinary action.

I agree to the Terms of Service.

By clicking the "I Agree to the Terms of Service" button, you accept the terms. Continuing with the account creation process constitutes agreement. You may not agree to the terms and may not proceed with account creation if you are barred from accepting the terms under the laws of the United States or the laws of the state of California.

**I AGREE TO THE TERMS OF USE**

**Step 3:** Click on the most appropriate option.

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### CREATE A UCLA LOGON ID: CONFIRM UNIVERSITY AFFILIATION

Do you have a 9 Digit UCLA ID Number (UID)?

IF YOU ARE AFFILIATED WITH ONE OF THESE POPULATIONS YOU HAVE A 9 DIGIT UCLA ID NUMBER (UID):

- New UCLA Students (including admitted/waitlisted applicants and summer sessions)
- Former UCLA Students (including alumni and summer sessions)
- UCLA Faculty or Staff Members
- UCOP or UC Merced Staff Members
- Contractors
- BruinCare holders

IF YOU DO NOT HAVE A 9 DIGIT UCLA ID NUMBER (UID) AND YOU ARE NOT AFFILIATED WITH THE UNIVERSITY:

Accounts created without a 9 Digit UCLA ID Number (UID) can be used with, but may not have full access to, many UCLA applications. Users with unaffiliated accounts generally aren't eligible to receive campus services.

**I HAVE A 9 DIGIT UCLA ID NUMBER (UID)**

**I DO NOT HAVE A 9 DIGIT UCLA ID NUMBER (UID)**

**Step 4:** Fill out your information and click **CONTINUE**.

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### CREATE A UCLA LOGON ID: SET YOUR IDENTITY

You are creating an account without a 9 Digit UCLA ID Number (UID). Although usable with some UCLA applications, an account created without a 9 Digit UCLA ID Number (UID) is not generally eligible to receive campus services (email, network access). If you are a **student, alumnus, faculty, staff, or contractor**, please **create** a UCLA Logon with your 9 Digit UCLA ID Number (UID) to ensure access to university resources.

Tell us a bit about yourself

**First Name**

**Last Name**

**Date of Birth**

**Email Address**

**CONTINUE** **CANCEL**

**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**.

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### CREATE A UCLA LOGON ID: USERNAME & PASSWORD

Choose your Logon ID

Your UCLA Logon ID must be between 2 and 15 characters in length and begin with a letter; following characters can be any combination of letters and numbers. All letters default to lowercase. Your UCLA Logon ID will be your main campus identifier and you'll use it to log in to most campus-wide applications. **Once selected, a UCLA Logon CANNOT be changed! This is your lifetime Identifier and your BOL email address. Please choose carefully.**

**Desired UCLA Logon ID**

**Confirm desired UCLA Logon ID**

Choose your Password

Your password must be between 8 and 128 characters and contain at least two of the following three types of characters: letters, numbers, and the following special characters: `!@#%&*()_.,`. Passwords are case sensitive.

**Password**

**Confirm Password**

Create a Challenge Phrase for Account Recovery

Select a challenge and response phrase so that should you forget your password in the future, you may reset it online. The challenge question must be at least 8 characters long and may not exceed 128 characters. The response phrase is case sensitive. It cannot be the same as your Challenge phrase. It must be at least 8 characters long and may not exceed 128 characters.

**Select your Challenge Question**

**Type your Response**

**CREATE UCLA LOGON ID** CANCEL

**Step 6:** You will then be brought to a confirmation page. Click **CONFIRM**.

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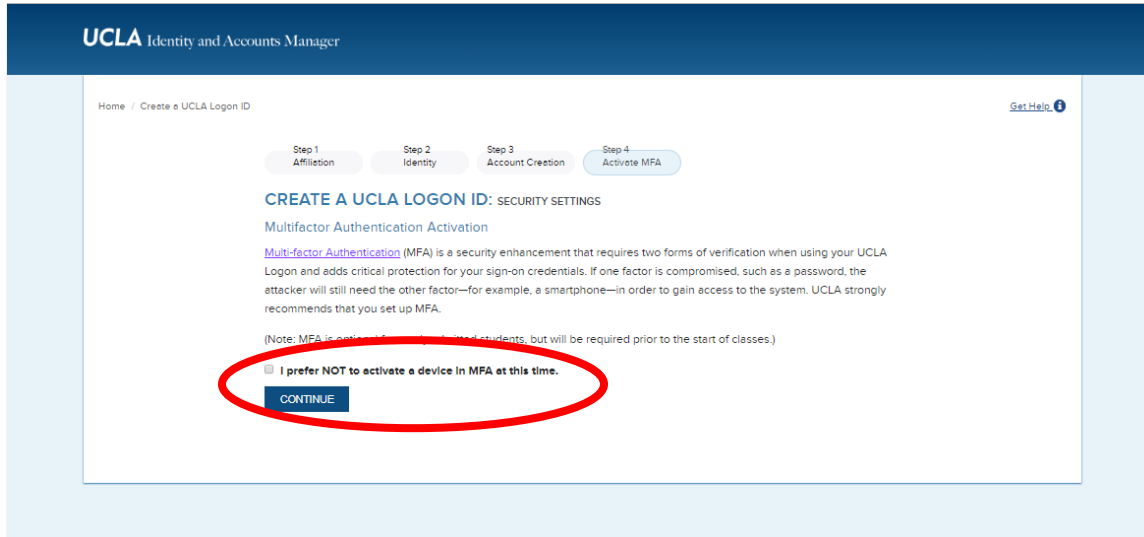
### CREATE A UCLA LOGON ID: CONFIRM

The account **devistest** will be created for you

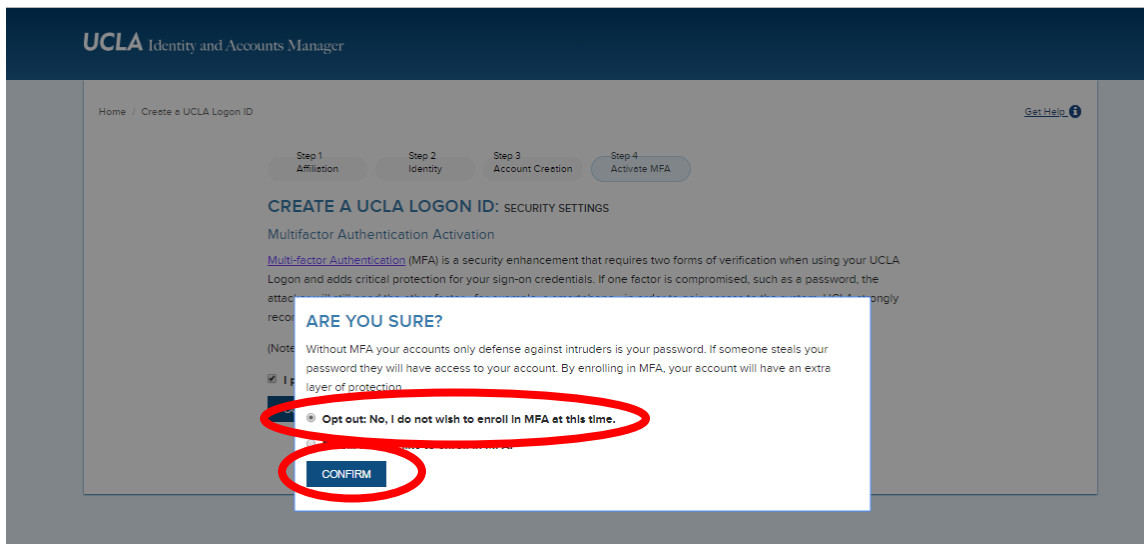
If you would prefer to select an alternate username, please do so. If you are satisfied with your selection, continue on to create your account. **Once selected, a UCLA Logon CANNOT be changed! This is your lifetime Identifier and your BOL email address. Please choose carefully.**

**CONFIRM** GO BACK CANCEL

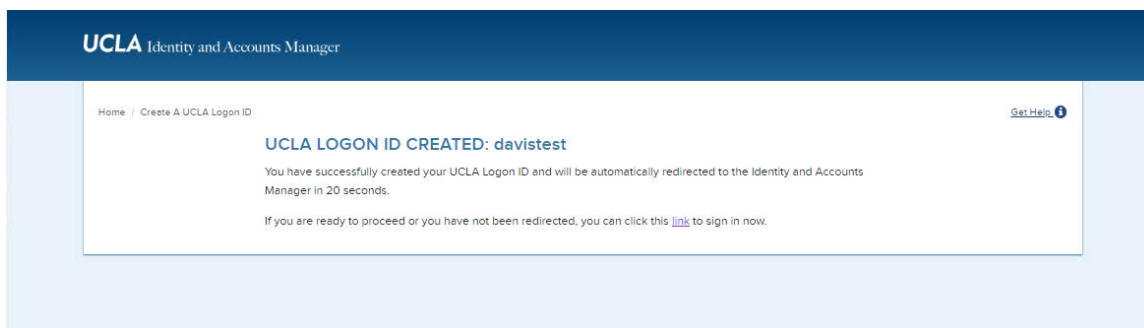
**Step 7:** You will be asked about Multifactor Authentication Activation. Select **“I prefer NOT to activate a device in MFA at this time”** and click **CONTINUE**.



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.