

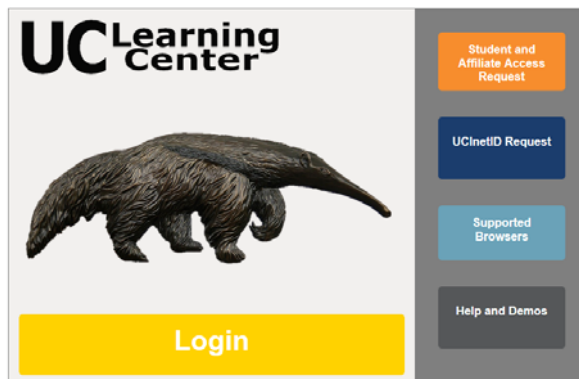
Learner: How To Activate Your UCInetID

1

Locate your Employee ID number before beginning this process.

2

Visit the following link:
<http://uclc.uci.edu/>
and click **Login**



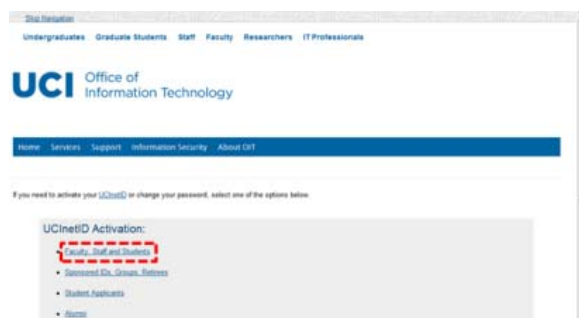
3

Click **Activate your UCInetID** located on the left side of the page.



4

Under the **UCInetID Activation:** section, click **Faculty, Staff, and Students**.



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5

Follow the instructions and complete Steps 1 - 4. Click **Yes, I Agree. Activate My UCInetID** at the bottom of the page when complete.

The screenshot shows the UCInetID activation process. At the top, there is a navigation bar with links for Undergraduates, Graduate Students, Staff, Faculty, Researchers, and IT Professionals. The main header reads "UCI Office of Information Technology". Below this is a secondary navigation bar with links for Home, Services, Support, Information Security, and About OIT. The page content is divided into four steps:

- Step 1: Enter in your personal information.** This section includes a note that the information will be used for login and only your data record. A note specifies that for group UCInetID members, the date of birth and social security information should be that of the group sponsor. There are three input fields: "ID Number (ex: 12345678)", "Date of Birth (MM/DD/YYYY)", and "Last 4 digits of Social Security". Each field has a "What's this?" link.
- Step 2: Choose a good password.** A note states that the password is the user's only protection against someone obtaining OICNet services in their name. A note also states that the password should not contain any personal information such as the user's name, UCInetID, or ID number. There are two input fields: "Enter Password:" and "Confirm Password:".
- Step 3: Choose a password security question and answer.** A note states that if the user forgets their password, they can reset their own account by answering the question they chose. There is a dropdown menu for "Password Reset Question" with a "What's this?" link. Below it are two input fields for "Password Reset Answer" and "Confirm Password Reset Answer" with "What's this?" links.
- Step 4: Read and accept the UCI Computer & Network Use Policy.** A note states that the user's use of UCI computer and network resources is subject to the UCI Computer & Network Use Policy. There is a link to the policy: <https://www.educps.ucd.edu/info/64714-18.html>. Below this is a question: "Do you agree to comply with the UCI Computer & Network Use Policy?". There are two buttons: "Yes, I Agree. Activate my UCInetID" and "No, I do not agree to the policy."

At the bottom of the page, there are three columns of links:

- Need Help?** Call Us - (949) 824-2222, Email Us - oit@uci.edu, Help Desk, Knowledgebase.
- About OIT** OIT Employment Opportunities, Org Chart (PDF), Policies, IT News.
- Contact Us** Office of Information Technology, University of California, Irvine, Contact Form.