

Step 1: ACTIVATING UCI NetID

Please note that you will be using the information provided in your email instructions titled, **UC Irvine Reporting Instructions**, to activate your UCI access.

This is what it will look like in your email...

Username: janedo
UCI Email address: janedo@hs.uci.edu
UCI ID #: 00012345
Cost Center: 428730
Manager: Michelle Kim-michelk1

- 1) To activate your UCI NetID, please visit <https://activate.uci.edu/>
- 2) Next, you will click on **Sponsored IDs, Groups, Retirees** as shown in the image below. Please make sure you select the correct one to avoid having access issues



3) On the next page, you will be completing steps 1-4 order to activate your UCI NetID Successfully.

Step 1: Enter in your personal information.

This information will be used to lookup and verify your data record. **NOTE: If you are activating a group UCInetID number, the date of birth and social security information should be that of the group sponsor.**

ID Number (ex: 12345678):	<input type="text" value="00012345"/>	What is this?
Date of Birth (MMDDYY):	<input type="text" value="010190"/>	What's this for?
Last 4 digits of Social Security:	<input type="text" value="...."/>	What's this for?

- i) For the ID Number, please use the ID number that is listed in your email instructions. (Ex. 00012345)
- ii) For your Date of Birth, please enter it in this format only MMDDYY. (Ex. January 1, 1990 will be entered as 010190)
- iii) Then enter the Last 4 digits of your Social Security number.

Step 2: Choose a good password.

Your password is your only protection against someone obtaining UCInet services in your name. You are responsible for anything done with your UCInetID. Do not share your password with anyone.

Choose a password that contains at least 8 characters with at least one number that is not at the beginning or end of your password. Also, your password should not contain any of your personal information such as your name, UCInetID, or ID number. For complete password guidelines [click here](#).

Enter Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

- i) Please select a password then re-confirm the password by retyping it. Do NOT include your name, SSN, DOB, or other personal info in the password. Special character is now optional. If you include it, do not put it in the beginning or at the end of your password. Both answers must match, or you will get an error. ***If you create a password with the guidelines below, you will be able to use the same password for your HS account (final step listed).**

Password Guidelines:

- have from 14 to 32 characters
- include both uppercase and lowercase letters
- have at least 1 digits not at the beginning or end
- not be an exact dictionary word (ex. 'word')
- have at most 3 pairs of repeating characters

Step 3: Choose a password security question and answer.

If you forget your password, you can reset your own account by answering the question you choose below. Please select a question that you will be able to answer in the future exactly as you enter it now. The question and answer combination are kept confidential and are solely for this purpose.

Password Reset Question: ▼

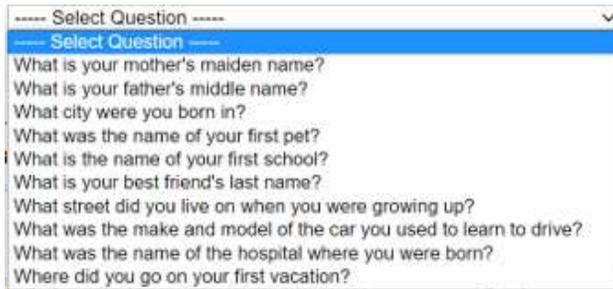
Password Reset Answer:

Confirm Password Reset Answer:

[What is this?](#)

[What is this?](#)

i) Please select a security question from the drop down menu. Options are listed below.



----- Select Question -----

----- Select Question -----

- What is your mother's maiden name?
- What is your father's middle name?
- What city were you born in?
- What was the name of your first pet?
- What is the name of your first school?
- What is your best friend's last name?
- What street did you live on when you were growing up?
- What was the make and model of the car you used to learn to drive?
- What was the name of the hospital where you were born?
- Where did you go on your first vacation?

ii) For Password reset Answer, please select an answer to the security question you chose then re-confirm the password by retyping it under Confirm Password Reset Answer. Both answers must match, or you will get an error.

Step 4: Read and accept the UCI Computer & Network Use Policy

Your use of UCI computer and network resources is subject to UC and UCI policies, including the UCI Computer & Network Use Policy, available here:

<https://privacy.uci.edu/resources.php>

By clicking below, you affirm that you have thoroughly read and understand the laws and policies relating to your use of UCI computer and network resources available at <https://privacy.uci.edu/resources.php> and that you will comply with them.

Your affirmation is required before you can continue with the UCInetID activation process.

Yes, I Agree. Activate my UCInetID



No, I do not agree to the policy.

Step 2: Activating Duo Mobile

Using your cell phone device, please download Duo Mobile!



Duo Mobile 4+
Security made simple
[Duo Security](#)
#13 in Business
★★★★☆ 2.4, 1.5K Ratings
Free

- i) Please click this link to register your DUO Mobile app! You will select the **DUO SUPPORT DESK** button → <https://www.oit.uci.edu/mfa/duo-enroll/>

Step 1: Install Duo Mobile on your mobile device

From your mobile device, download the Duo Mobile app (there are versions for [iOS](#) and [Android](#)). Once the app is installed, set your mobile device aside and come back to these instructions.

Step 2: Enroll your mobile device

From your computer, select the button below to open the **Duo Support Desk** in a new tab. If prompted, sign in with your UCInetID and password.

Duo Support Desk



Step 2a: After you've logged in to the Duo Support Desk, click the **Start Setup** button to begin the enrollment process.



Protect Your University of California - Irvine Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

Powered by Duo Security

Start setup

Step 2b: Select the your device type, then select **Continue**.



What type of device are you adding?

Mobile phone RECOMMENDED

Tablet (iPad, Nexus 7, etc.)

[What is this?](#) [Need help?](#)

Powered by Duo Security

Continue

Step 2c: Enter your phone number, check the box to confirm you've entered the right number, and then select **Continue**.

UCI

[What is this?](#) [Need help?](#)

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Enter your phone number

United States

+1 [REDACTED] ✓

Example: (201) 234-5678

You entered [REDACTED] Is this the correct number?

Step 2d: Select the type of device you are enrolling, then select **Continue**.

UCI

[What is this?](#) [Need help?](#)

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What type of phone is [REDACTED]

iPhone

Android

Windows Phone

Step 2e: Select I have Duo Mobile installed.



[What is this?](#) [Need help?](#)

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Install Duo Mobile for iOS



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

[Back](#) [I have Duo Mobile installed](#)

Step 2f: Pick up your mobile device and open the Duo Mobile app.

Tap the "Add +" button on the top-right of the app to add your account.

Select the first option "Use QR code". If prompted, allow Duo Mobile access to your camera.

Hold your device up and point it at your computer screen with the QR code centered on the camera. Duo will automatically scan the QR code. After the green checkmark appears, select **Continue**.

NOTE: Do NOT scan the example QR code below.



[What is this?](#) [Need help?](#)

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Activate Duo Mobile for iOS

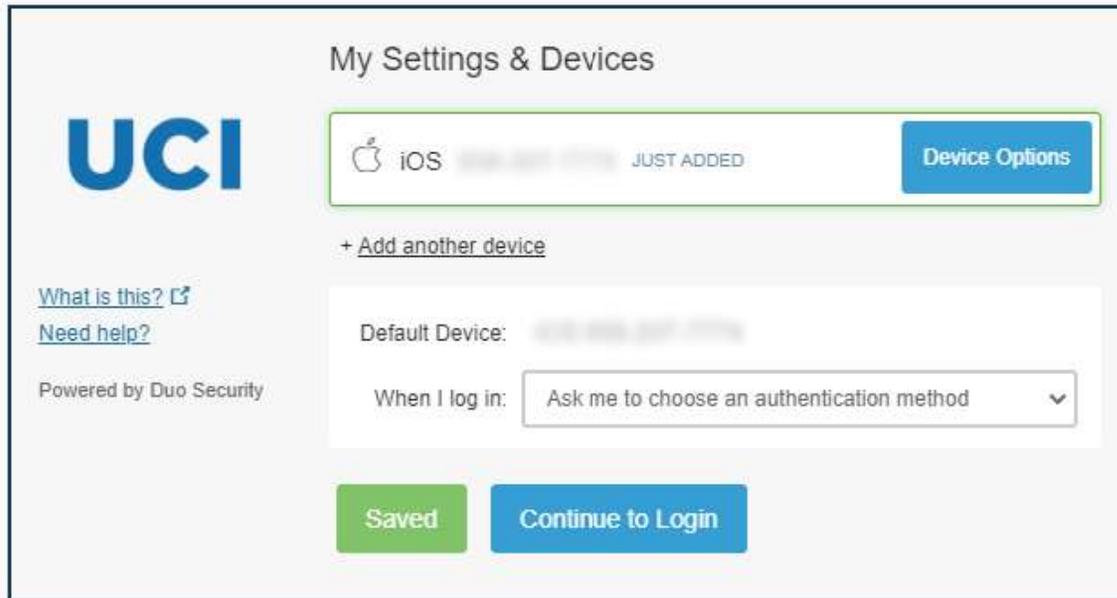


1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.

[Email me an activation link instead.](#)

[Back](#) [Continue](#)

Step 2g: You're almost done! The pulldown menu for "When I log in" gives you two options. Feel free to select either option. Then, select **Continue to Login**.



UCI

My Settings & Devices

What is this? [Need help?](#)

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Apple iOS [REDACTED] JUST ADDED **Device Options**

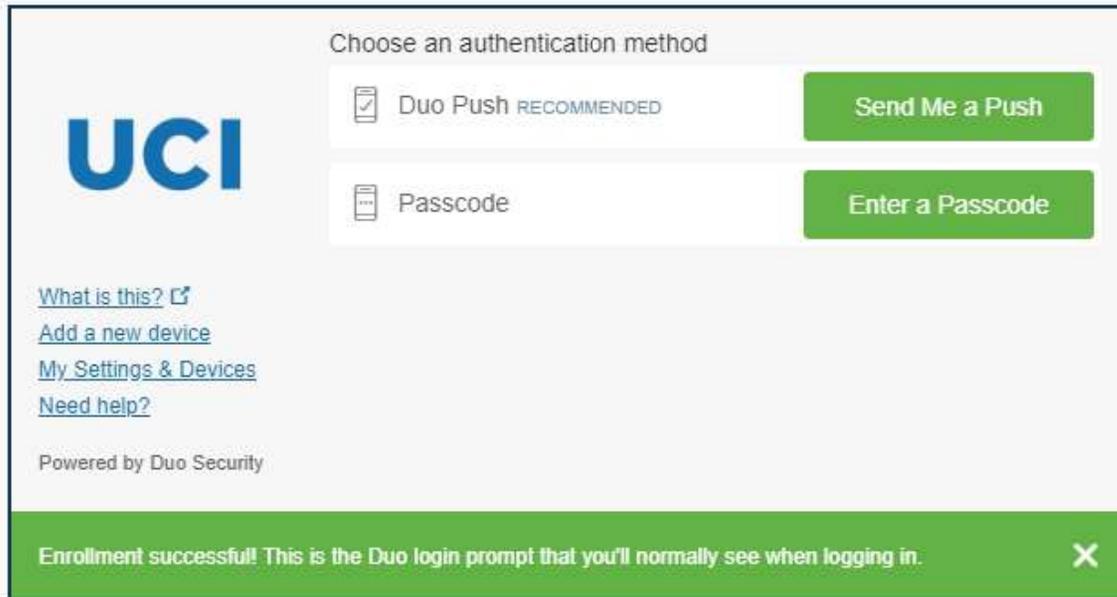
+ [Add another device](#)

Default Device: [REDACTED]

When I log in: Ask me to choose an authentication method ▼

Saved **Continue to Login**

Step 2h: Select the **Send Me a Push** button, and your mobile device will receive a push.



UCI

Choose an authentication method

Duo Push RECOMMENDED **Send Me a Push**

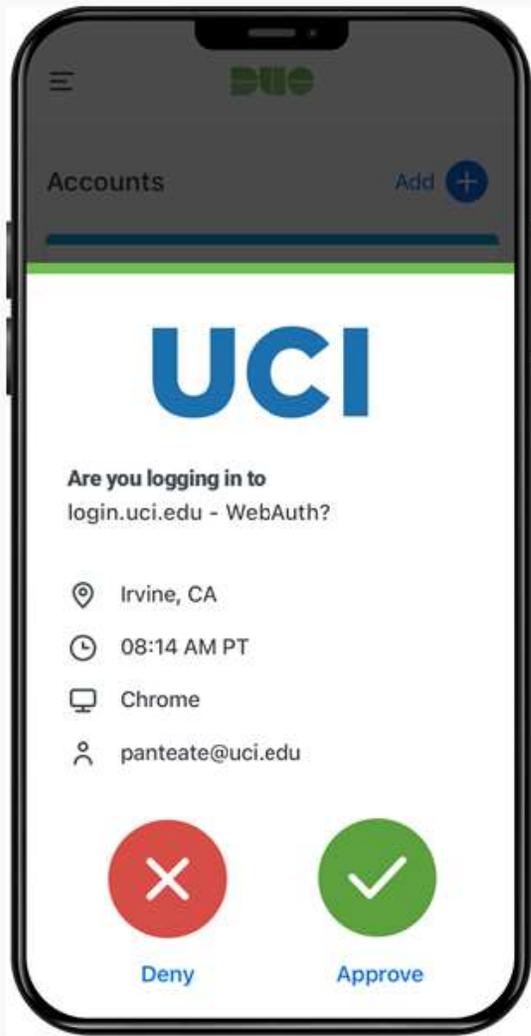
Passcode **Enter a Passcode**

What is this? [Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Powered by Duo Security

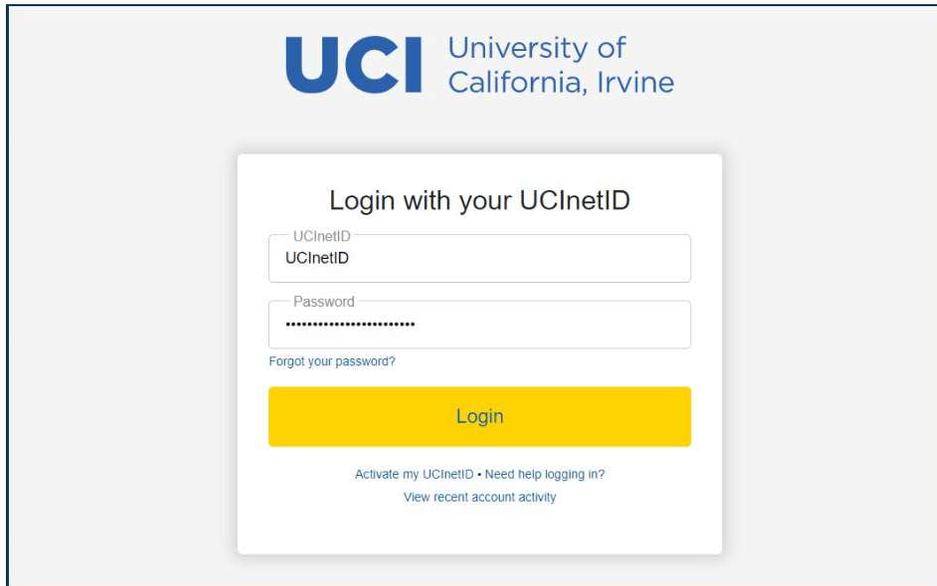
Enrollment successful! This is the Duo login prompt that you'll normally see when logging in. ✕

Step 2i: Pick up your mobile device, and open the Duo Mobile app. Tap **Approve** to accept the Duo push request.



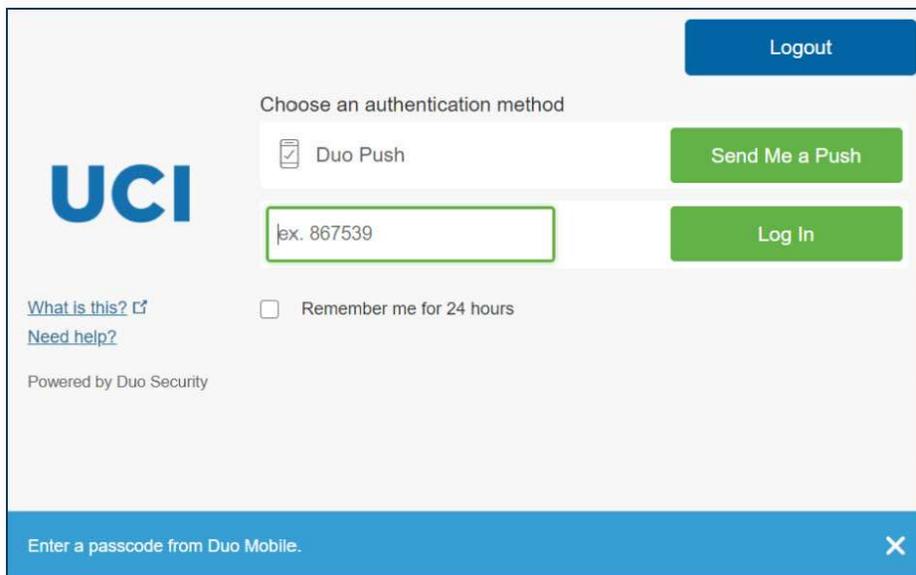
You're done with activating Duo Mobile!

ii) After you've enrolled in Duo Mobile, this is how you send a duo push to your mobile device.



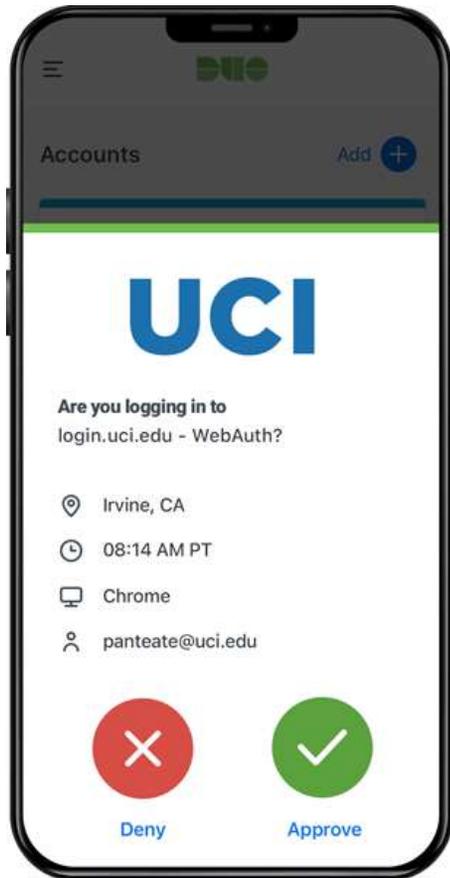
The image shows the UCI University of California, Irvine login page. At the top left is the UCI logo. The main heading is "Login with your UCInetID". Below this are two input fields: "UCInetID" and "Password". The password field contains a series of dots. Below the password field is a link that says "Forgot your password?". A large yellow "Login" button is centered below the input fields. At the bottom of the login box, there are two links: "Activate my UCInetID" and "Need help logging in?". Below these links is another link: "View recent account activity".

Step 2: On the *UCI MultiFactor Login* screen, select **Send Me a Push**.



The image shows the UCI MultiFactor Login screen. On the left is the UCI logo. In the top right corner is a blue "Logout" button. The main heading is "Choose an authentication method". Below this are two options: "Duo Push" and "Remember me for 24 hours". The "Duo Push" option is selected, indicated by a checkmark in a box. To the right of the "Duo Push" option is a green "Send Me a Push" button. Below the "Duo Push" option is a text input field containing "ex. 867539". To the right of this input field is a green "Log In" button. Below the "Remember me for 24 hours" option is a checkbox. At the bottom left, there are two links: "What is this?" and "Need help?". Below these links is the text "Powered by Duo Security". At the bottom of the screen is a blue banner with the text "Enter a passcode from Duo Mobile." and a close button (X).

Step 3: Open the Duo Mobile app and tap **Approve**. You will be automatically taken to the website you were trying to visit on your computer (API, UCLC, etc).



Step 3: Activating UC Learning

This is a one time only process.

- 1) Please go to <https://uclc.uci.edu/>
- 2) Click on 'Student and Affiliate Access Request' as shown below.



3) It will ask you to login using your username and password you just created. Example below..

Login with your UCInetID

The resource you requested requires you to re-authenticate.
You may also log out and log back in as another user.

UCInetID

Password

[Forgot your password?](#)

[Login](#)

[Activate my UCInetID](#) • [Need help logging in?](#)
[View recent account activity](#)

- 4) It will ask you to choose an Authentication Method. Please select Send me a Push and approve that notification or you may enter a passcode from the Duo App.

Logging in as: **steffanf** Logout

UCI

Choose an authentication method

Duo Push RECOMMENDED Send Me a Push

Passcode Enter a Passcode

Remember me for 24 hours

[What is this?](#) [Need help?](#)

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5) When you get to the **UCLC/STSA Student and Affiliate Access Request** page, under Healthcare professional, please select your Healthcare Profession.

UCLC/STSA Student and Affiliate Access Request

UCInetID
Name
Work Email
Work Phone
Job Code/Position Code

dkiyomur
Dylan Kiyomura
dkiyomur@UCI.EDU

If you are having trouble identifying an appropriate job code, please email eec@uci.edu

Student

- Chem 107 Student
- Medical Student
- Nurse Practitioner Student (External)
- Nurse Practitioner Student (UCI SON)
- Nursing Student (External)
- Nursing Student (UCI SON)
- Inpatient Pharmacy Student
- Outpatient Pharmacy Student
- Student Intern
- PharmD Students(External)
- PharmD Students(UCI)
- Summer School
- All Other Campus Students

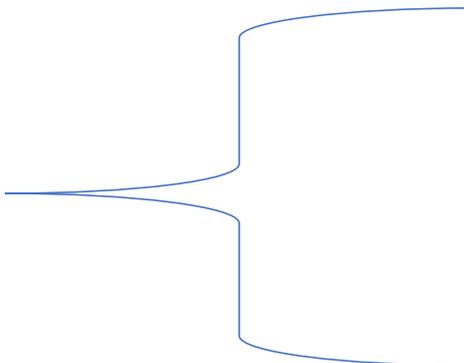
Healthcare Professional

- Clinical Contract Director/Manager
- Clinical Contract Staff
- Non Clinical Contract Director/Manager
- Non Clinical Contract Staff
- Nursing Student Instructor
- Registry RN
- Traveler RN

Clinical Contract Staff – Allied positions (examples: CNA/SHA, OR Tech, IR Tech, HLA, CPT, LVN)

Non Clinical Contract Staff – (example: Admin Assistant)

Traveler RN – any RN



6) Then scroll down and click the **search and select Supervisor** link, a pop up box will appear.

Please provide Supervisor's First name or Last name to search

First Name

Last Name

Search

[University of California, Irvine](#)

7) If, you are a **Traveler** you will select the manager you will be reporting to during your contract. Enter first and last name, then click search (This information is found on th email titled **UC Irvine Reporting Instructions**)

8) If you are a **Registry** you will search for **Joy po**

9) When the name appears, click the icon on the left side of the supervisor's name.

Action	Employee Name	Home Department Code	Home Department Title
			

Results 1 - 1 of 1.

9) It will then auto-populate it back to the page. You will then click **submit** at the bottom of the page.



The screenshot shows a web form titled "Search and Select Supervisor" with a person icon. It contains three input fields: "Supervisor UCInetID", "Supervisor Name", and "Supervisor Home Dept. Code". Below the fields is a blue "Submit" button. A black arrow points to the "Submit" button.

10) You will then receive a notification that your modules have been activated successfully. Example shown below.

Please take a screenshot of this and send it to rlutz@ayahealthcare.com as proof of activation

*Please be aware that you will not be able to start the modules before the date shown to you.

*This must be activated by Monday no later than 12pm (noon) to avoid module delay issues.

*Please do not resubmit this request more than once, that can cause delays to your modules.

 UNIVERSITY OF CALIFORNIA Learning Center

Safety Training Self-Assessment (STSA) Affiliate Submission

Affiliate information is successfully submitted. You will have access at 06:00 AM on Fri, Jul 29 2022

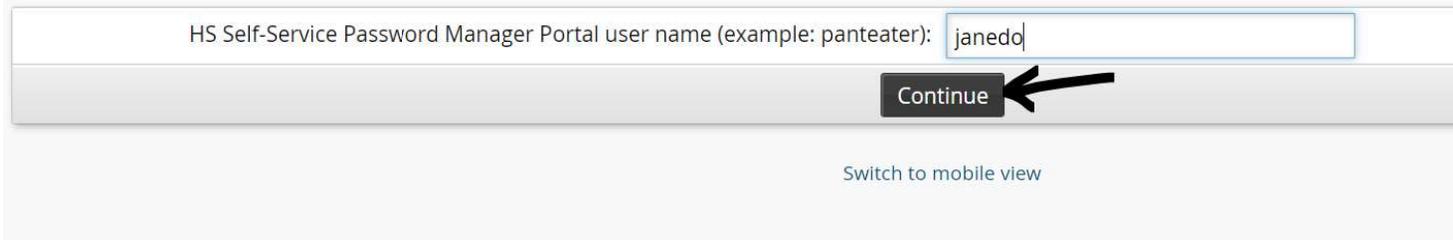
University of California, Irvine

Step 4: ACTIVATING UCI HS ACCESS

You will be activating your HS account by using your Username and your temporary password.

- 1) To activate your HS account, please visit <https://myaccount.hs.uci.edu/> Enter your Username and click 'Continue'.

HS Self-Service Password Manager Portal: Login



HS Self-Service Password Manager Portal user name (example: panteater):

[Continue](#)

[Switch to mobile view](#)

- 2) On the next screen, it will prompt you to select an option. Please click the arrow next to the option **HS password** (as seen below).

HS Self-Service Password Manager Portal: Login

Password Manager login options (choose one):

HS password

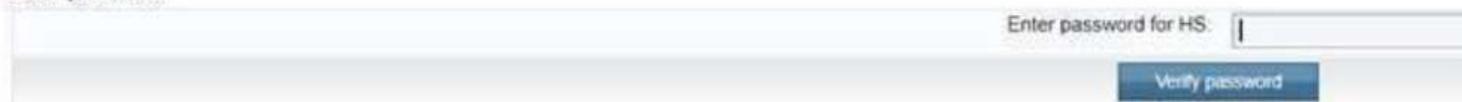


- 3) It will then ask you to enter your temporary password. You will then click 'Verify password'.

Temporary password: User year of birth (YYYY)+ 1st letter of first name in uppercase + 1st letter of last name in lower case + birth month in two digits. For example, if your name is Jane Smith and your birth date is January 1, 1970, your default password is: 1970Js01

Verify password

Enter password:



Enter password for HS:

[Verify password](#)

- 4) Next you will be prompted to Enter a new Password. Please follow the requirements listed below when creating a new password. Then select **Change Passwords**.

The password must:

- have from 14 to 32 characters
- include both uppercase and lowercase letters
- have at least 1 digit not at the beginning or end
- not be an exact dictionary word (ex. 'word')
- have at most 3 pairs of repeating characters

Enter a new password:

NOTE: (1) Do NOT including your name, SSN, DOB, or other personal info in the password. (2) Special character is now optional. If you include it, do not put it in the beginning or at the end of your password. (UCI Campus Requirement) (3) Examples: Happy-Birthday2u Here's2JohnnyB Back2squ@reone Wed5pmH@ppyHour (Example passwords cannot be used.)

The password must:

- have from 14 to 32 characters
- include both uppercase and lowercase letters
- have at least 1 digit not at the beginning and end
- not be an exact dictionary word (e.g. 'word')
- have at most 3 pairs of repeating characters
- allow reuse of old passwords after 730 days
- password must be changed every 365 days

New password: *

Confirm: *

Change passwords

If you have issues activating your NetID, Duo Mobile, UC Learning Modules, or your HS access, please Contact Aya staff.

Meaghan McDaniel
Program Manager
meaghan.mcdaniel@ayahealthcare.com
(858) 766-6577

Rachel Lutz
Associate Director, Program Manager
rlutz@ayahealthcare.com
(858) 924-8396