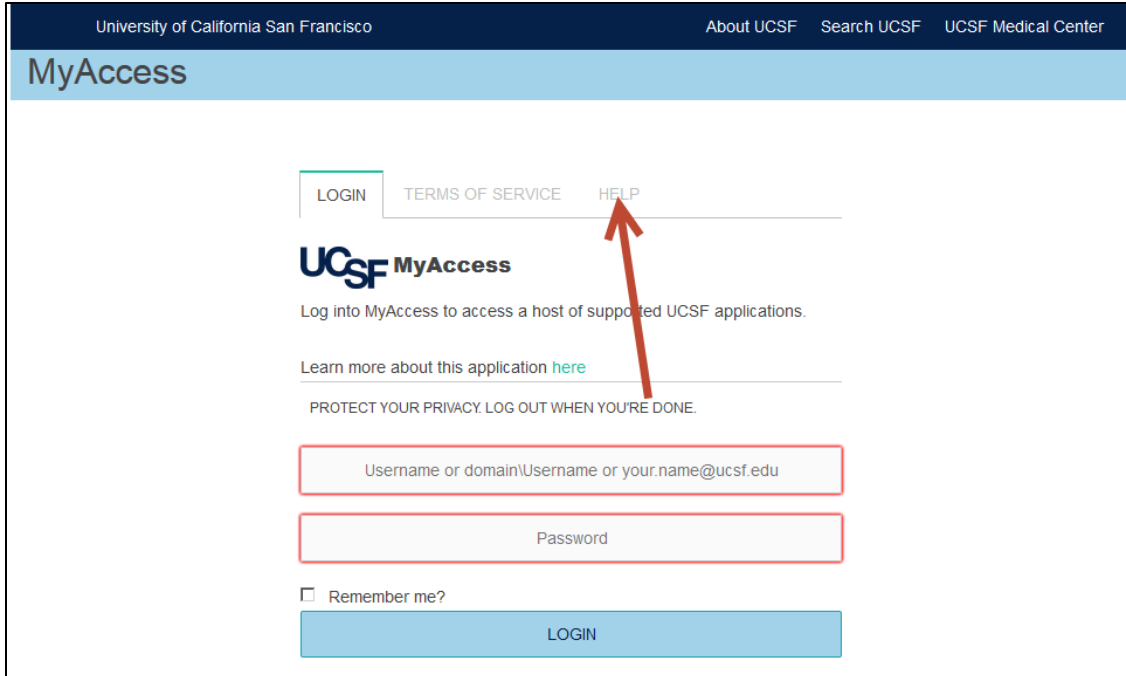


HOW TO ACTIVATE MYACCESS

Step-by-step process

1. Go to myaccess.ucsf.edu and click on the HELP tab



University of California San Francisco About UCSF Search UCSF UCSF Medical Center

MyAccess

LOGIN TERMS OF SERVICE **HELP**

UCSF MyAccess

Log into MyAccess to access a host of supported UCSF applications.

Learn more about this application [here](#)

PROTECT YOUR PRIVACY. LOG OUT WHEN YOU'RE DONE.

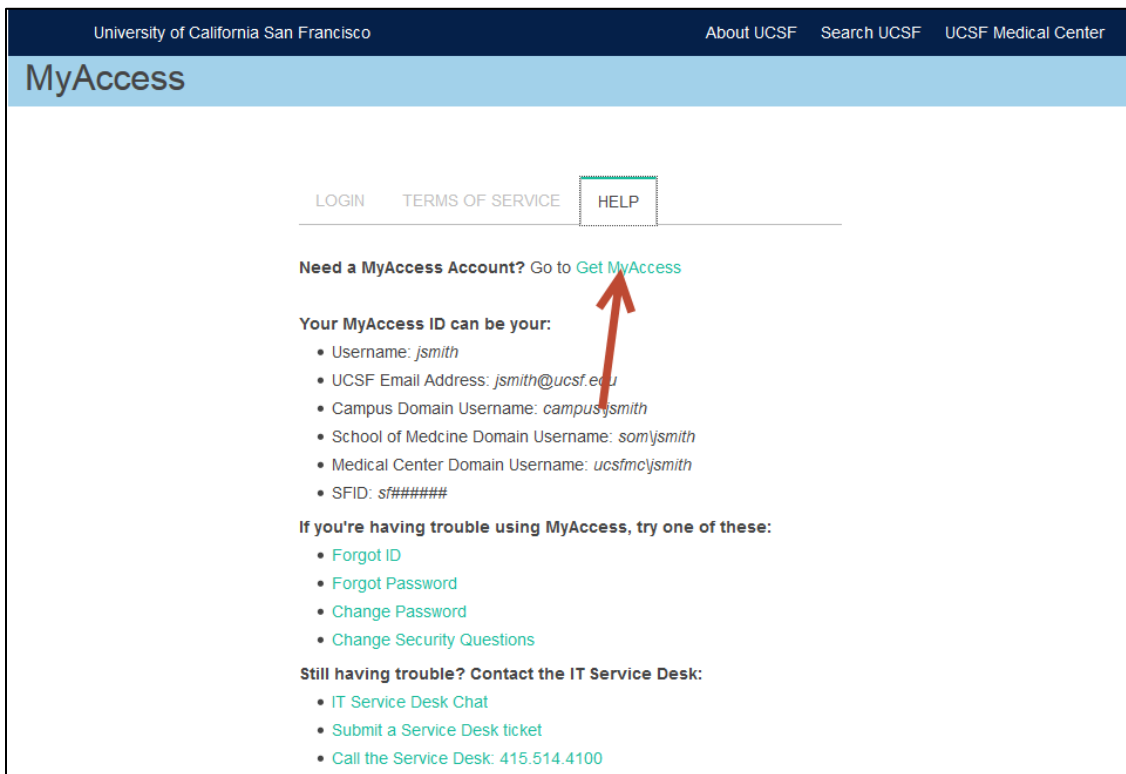
Username or domain\Username or your.name@ucsf.edu

Password

☐ Remember me?

LOGIN

2. On the HELP tab, click the Get MyAccess link



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MyAccess

LOGIN TERMS OF SERVICE **HELP**

Need a MyAccess Account? Go to [Get MyAccess](#)

Your MyAccess ID can be your:

- Username: *jsmith*
- UCSF Email Address: *jsmith@ucsf.edu*
- Campus Domain Username: *campusjsmith*
- School of Medicine Domain Username: *somjsmith*
- Medical Center Domain Username: *ucsfmcjsmith*
- SFID: *sf#####*

If you're having trouble using MyAccess, try one of these:

- [Forgot ID](#)
- [Forgot Password](#)
- [Change Password](#)
- [Change Security Questions](#)

Still having trouble? Contact the IT Service Desk:

- [IT Service Desk Chat](#)
- [Submit a Service Desk ticket](#)
- [Call the Service Desk: 415.514.4100](#)

3. Follow the step-by-step instructions provided by MyAccess

The screenshot shows the UCSF MyAccess website. At the top, there is a navigation bar with links: UCSF, University of California, San Francisco, About UCSF, Search UCSF, UCSF Medical Center, and UCSF Directory. Below this is the MyAccess logo and the text 'information technology MyAccess'. The main heading is 'Account Management'. On the left, there is a sidebar with links: Home, Get MyAccess (highlighted), Forgot ID, Forgot Password, Change Password, and Change Security Questions. The main content area is titled 'Get MyAccess step 1: request activation email'. It states: 'Activating your MyAccess account is a three-step process: 1. Request your activation information (id and temporary password) via email 2. Verify your temporary password 3. Set your new password and your security questions'. It then says: 'To complete **Step 1**, please enter your email address below and submit the form. Once submitted, MyAccess will send you an email with instructions on how to complete the remaining steps to activate your account. Step-by-step instructions are provided via [Get MyAccess instructions](#).' Below this is a section titled 'Request Activation Email' with a form labeled 'Email Address' and a 'Submit' button.

Background

MyAccess is UCSF's single-sign on (SSO) service that enables you to access a variety of applications via a common user id and password. *Advance*, the UCSF application for Academic Review is housed within MyAccess.

Reminders

- MyAccess, like all web applications, relies on a web browser for access. If you experience issues with MyAccess (or with *Advance*), please try a different browser before contacting HR or IT for help. Sometimes a browser, or a browser plug-in will interfere with a web application; issues like this can usually be resolved by trying a different browser.
- The Advance team does not recommend Internet Explorer, especially when working in My CV.