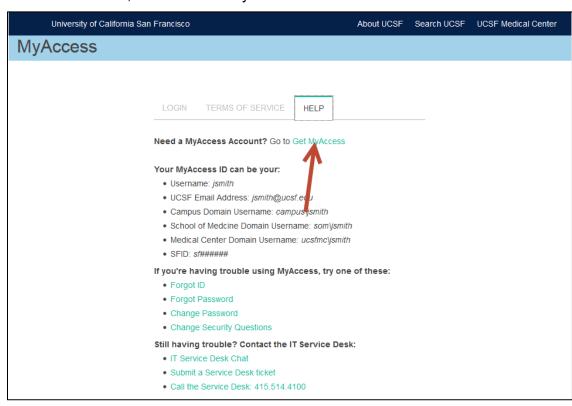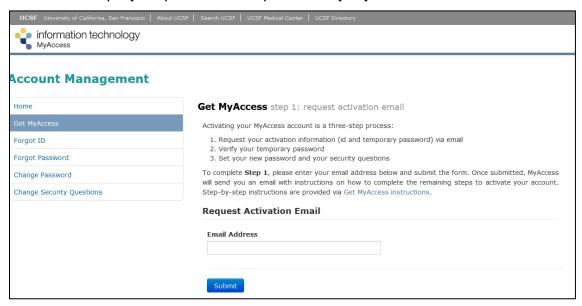# HOW TO ACTIVATE MYACCESS

Step-by-step process

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

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

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

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.