Instructions for Creating a UC Davis Computing Account

1) Open a web browser and type in the following url: http://computingaccounts.ucdavis.edu

2) Select ‘Get your UC Davis Computing Account' and click the ‘Begin’ button.
3) You should now come to the following Authentication screen. Enter in your personal information and click the ‘Submit Information’ button.

Authentication

Instructions: Before you can proceed, we must verify your identity.
Please provide the following information. Uppercase and lowercase letters are not significant.

First Name: 
Middle Name: 
Last Name: 
Student/Employee ID #: Enter 9 digits. No dashes or spaces. Your social security number will work also.
Birth Date: / / 

4) You will now see the following screen notifying you of the UC Davis Use Policy. Select the ‘Yes’ button after you have completed reading the policy and click Continue.

UC Davis Computer Acceptable Use Policy

Instructions: To obtain a computing account, you must read and agree to abide by the following policy.

ACCEPTABLE USE POLICY

I. INTRODUCTION

The University encourages the use of electronic communications to share information and knowledge in support of the University's mission of education, research, community service, and patient care, and to conduct the University's business. To these ends, the University supports and provides electronic communications resources such as computers, networks, video and audio equipment, telecommunications devices, email, and the World Wide Web.

Incorporating the values affirmed by the UC Davis Principles of Community, this policy governs the use of electronic communications resources at UC Davis. All UC Davis users are responsible for reading and understanding this policy.

II. RIGHTS AND RESPONSIBILITIES

Electronic communications 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 individual users act responsibly. Users must respect the rights of other users, respect the integrity of the system and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyrights.
5) The next screen you see will ask you to create an email address. If the email address you choose has already been taken you will be asked to try again and be brought back to this screen. Click the ‘Continue’ button once you are done typing in the ‘Prefix’ and ‘Lastname’ information.

**Choose Your Email Address**

Instructions:

Please choose an email address. The part of your email address before the '@' symbol should be composed of:

- a prefix of 1-3 letters, usually your first and middle initials
- all or part of your last name

For example, John Q. Public would normally have the email address "jqp@ucdavis.edu". If you choose not to include your entire last name, for example if it is too long, the part you do include must be two or more consecutive letters of your last name.
6) Once you have created a unique email address you will be brought to the following screen. Click the ‘Continue’ button.

**Email Address Built**

- **Information:** Your new email address has been assigned to you, and is listed below.
  - Please make a note of your new email address. After registering your account today, you will begin receiving mail at that address tomorrow morning.

- **Email address:** mbrown@pecanit.edu

The next screen will prompt you to create a LoginID.

**Choose Your LoginID**

- **Instructions:** Your LoginID is used to identify you on computer systems. When you are asked to ‘log in’ or ‘login on’ to campus computer systems, you will use your LoginID. Your LoginID is not used as an electronic mail address on the Internet, that is what your email address is for.
  - A default LoginID is shown below, though you are free to change it if you like. It may be from two to eight letters long, and must be all lowercase.
  - The LoginID you select is used to identify you on computer systems and may be visible to your peers. Please do not select one that is offensive or obscene.

- **Type in your LoginID:** mbrown

  - **Note:** This is your login username; it is not your password!

7) Click the ‘Continue’ button once you have created a LoginID.
8) If you are happy with this chosen LoginID click the 'Continue' button. Otherwise, click the back button on your web browser.

9) Now you will need to create a password. The password will need to meet a number of conditions, which are listed on the screen, before it will be accepted. Once you have finished typing in the password look to make sure you see checkmarks next to each condition. If you are missing a checkmark then it means that you haven't met all conditions necessary to create a password.

Click the 'Register my account' button when you are done typing in your password. Please make sure to type your password in both boxes that request it.
10) Once you have come to the above screen you have successfully created a new email account. The screen will show you your new email address along with loginID and the server in which your email will reside. This email account will not be valid until the day after you have created the account. You may check your email via [http://geckomail.ucdavis.edu](http://geckomail.ucdavis.edu) or you may set up an email client using the above information.
11) It is possible to forward any email that comes to this new email account to another email address. To do this, in a web browser type in the following url: http://computingaccounts.ucdavis.edu

12) Select ‘Redirect your email address’ and click the ‘Begin’ button.
13) You will need to enter in your personal information again.

14) Now you will come to a screen that looks somewhat like what you see below. You can now set up a forward of all email from your new email account to another email address. Enter in the new address you would like email forwarded to in the box below. Click the ‘Continue’ button when done.

15) Once you have confirmed this change, all new email from your newly created email account will be forwarded to another email address of your choosing. This change will take effect the next day.
In order to access to any network share you will need to grant the following services to your LoginID: IKRB, IMAD, ADSP.

16) Open up a web browser and type in the following url: http://computingaccounts.ucdavis.edu. Select ‘Add or remove account services’ and click the ‘Begin’ button.
17) Type in your personal information and click the ‘Submit’ button.

18) Make sure ‘Add services to your account’ is selected and click the ‘Continue’ button.
19) Type in your LoginID and click the ‘Continue’ button.

20) It will now ask you to select a Service to Add to your LoginID. These services can only be added one at a time. The first service you need to add is IKRB. Select that service and click the ‘Continue’ button. If the IKRB service already shows up as a service that you have then select the next service IMAD.
21) The next screen may ask you to confirm this new service being added to your LoginID. Click the ‘Grant ServiceID’ to confirm this.

![Image of the 'Grant ServiceID' button on a web page]

22) You will now need to grant any of the three remaining services (IKRB, IMAD, ADSP) that you do not have added to your LoginID. Please go through the same steps as just mentioned with adding those additional services.