UC San Diego Health

Important Access Information

UC San Diego Health Sciences

Welcome to UC San Diego Health!

You will receive an email on the Friday prior to your start date that looks similiar to this document with unique information that applies to you. <mark>Once you receive the email, complete the checklist **PRIOR** to your Orientation.</mark>

Steps	Task	Instructions
1	Complete the Computer Security and Use Statement	▪ Navigate to the following website https://hssecurityagreement.ucsd.edu/ ▪ Enter your **legal** first and last name ▪ Enter the last four of your social security number ▪ Click "I accept" ▪ If you previously submitted the agreement you will receive the following message "You have already successfully submitted this form. Please call the Help Desk if you have any questions X 619-543-7474"
2	Change your AD password (find your username information below)	▪ Navigate to the following website https://password.ucsd.edu/ ▪ Enter your AD Username ▪ Select the first option "I know my current AD password and would like to change it."
3	Download the UC San Diego Health Duo Security App for Two-Factor Authentication You must complete A & B	A. Navigate to the Campus DUO Two-Step Login ▪ Decide which device(s) you'll use ▪ Install the Duo app on your device, or request a token ▪ Register your device with Duo (duo-registration.ucsd.edu) ▪ Now click on this link DUO Two-Step Login and reenter your credentials B. Navigate to the UC San Diego DUO Self-Service Portal ▪ Click "Enter Duo Self-Service Portal" and follow the steps ▪ If you are having trouble, view the Duo Guides: iPhone, Android (Samsung, TC, etc.), and Windows Phone ▪ Still need help? Call UC Health Service Desk 619-543-4357

If one of these tasks could not be completed, please attend I.S. Open Hours on Tuesday morning.

AD Login (Single Sign-On) Credentials

Your **AD Username and Password** are your unique credentials used to access any internal portals, systems or databases. Once you receive your UCSD email and credentials please reset your password for each and test.

> **AD Username:** [combination of letters from your name, may include numbers]
> **Employee ID**: [Your Employee ID]
> **Initial password**: @@!! + birth month (MM) + birth day (DD) + 1st letter of first name (upper case) + 1st letter of last name (lower case) + birth month (MM)

UCSD Health Email Address

Your **UCSD email address is [AD Username]@health.ucsd.edu.** When signing in to Outlook for the first time, verify you are using this format. Once you receive your credentials please reset your password and test.

Systems Access

1. Your AD Username grants you access to Epic, Web Outlook, Ecotime Timekeeping, UC Learning Center and Clinical Web Portal (https://cwp.ucsd.edu).
2. NEO Employees - your Epic will be activated by the end of your orientation week (approximately 5 PM on Friday of Orientation Week).
3. All other employees/trainees/faculty - your sponsor/manager will provide all system access including Epic activation information.

PYXIS Access if applicable [User ID same as Active Directory (AD)]
Initial password is your First and Last initials followed by the last 4 digits of your Social Security Number

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Need Help? UC Health Service Desk: Internal: x3HELP (4357) External: 619-543-4357