

New User Email and Duo registration

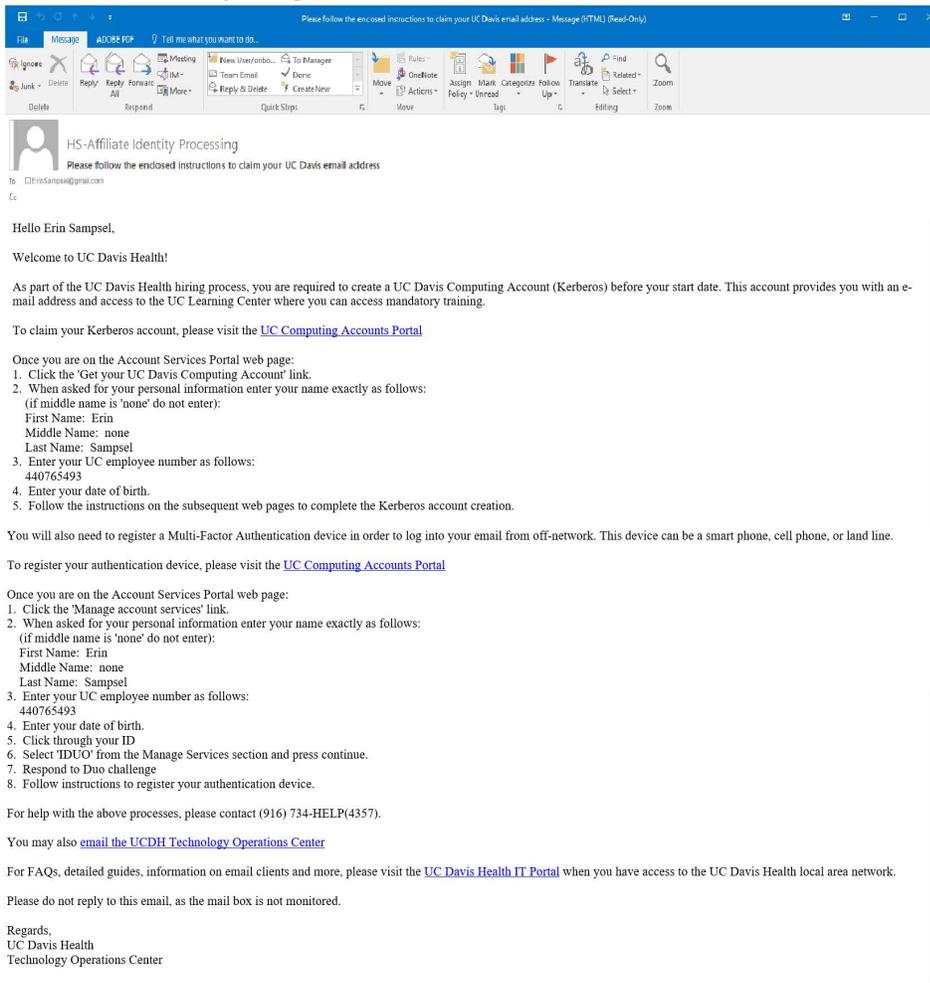
New users need to claim their email account before it will be built. For security reasons, once the email is built, it can only be accessed from within a UC Davis Health facility.

To access email from home, on the road, or on the university campus users must register an authentication device, usually a smart phone, to use as identification when logging in remotely. The use of multiple authentication methods, or factors is known as Multi-Factor Authentication or MFA.



NOTE: Perform the following steps on your computer, **not** on your mobile device.

1. Look for an email from **HS-Affiliate Identity Processing** in the personal (not UC Davis Health) email account you provided during the hiring. Remember to check your spam or junk folder.
2. Click the UC Computing Accounts Portal link in the email.



Invitation Email

3. Use Edge or Chrome to click on **Get your UC Davis Computing Account**. (Not all browsers work.)

The screenshot shows a web browser window with the URL <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. The page header includes the UC Davis logo and 'INFORMATION EDUCATIONAL TECHNOLOGY'. The main heading is 'UC Davis Computing Account Services'. Below this, there are several service links: 'Get your UC Davis Computing Account' (circled in red), 'Ethernet registration', 'Change your passphrase', 'Change your directory information', 'Check the status of your account', 'Manage account services', 'Verify your passphrase', 'Email forwarding', 'Update passphrase challenge questions', and 'Test passphrase strength'. At the bottom, there are 'Other account management links' including 'Online Temporary Affiliate Form' and 'Downloadable forms'. A footer note provides contact information for the IT Express Computing Help Desk.

Computing Account Services

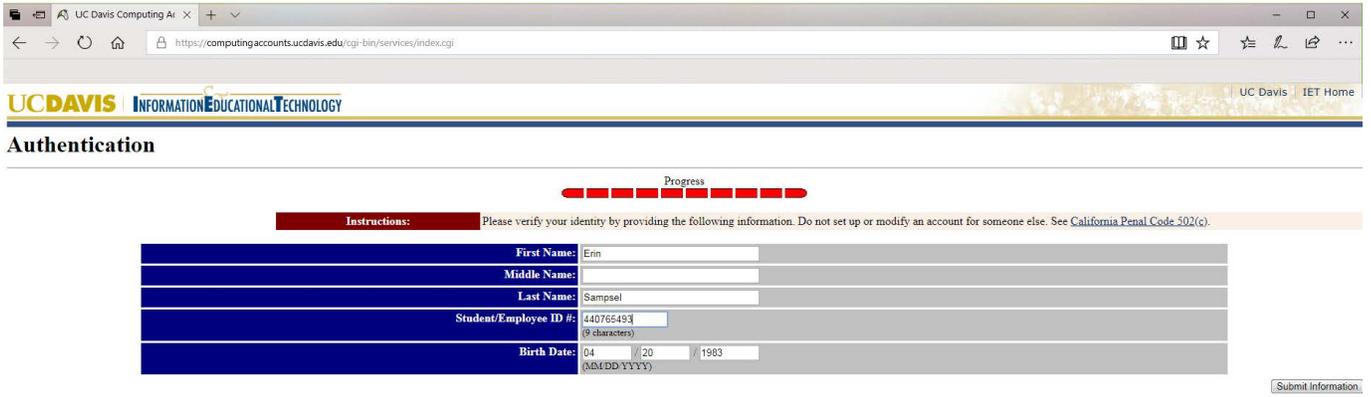
4. The **Authentication** screen displays. Enter the information requested.

The screenshot shows an 'Authentication' screen. At the top, there is a red box with the text: 'Instructions: Please verify your identity by providing the following information. Do not set up or modify an account for someone else. See [California Penal Code 502\(c\)](#).' Below this is a form with the following fields: 'First Name:', 'Middle Name:', 'Last Name:', 'Student/Employee ID #:' (with a note '(9 characters)'), and 'Birth Date:' (with a note '(MM/DD/YYYY)'). A 'Submit Information' button is located at the bottom right of the form.

Authentication

NOTE: The necessary information is in the email.

5. Click **Submit information.**

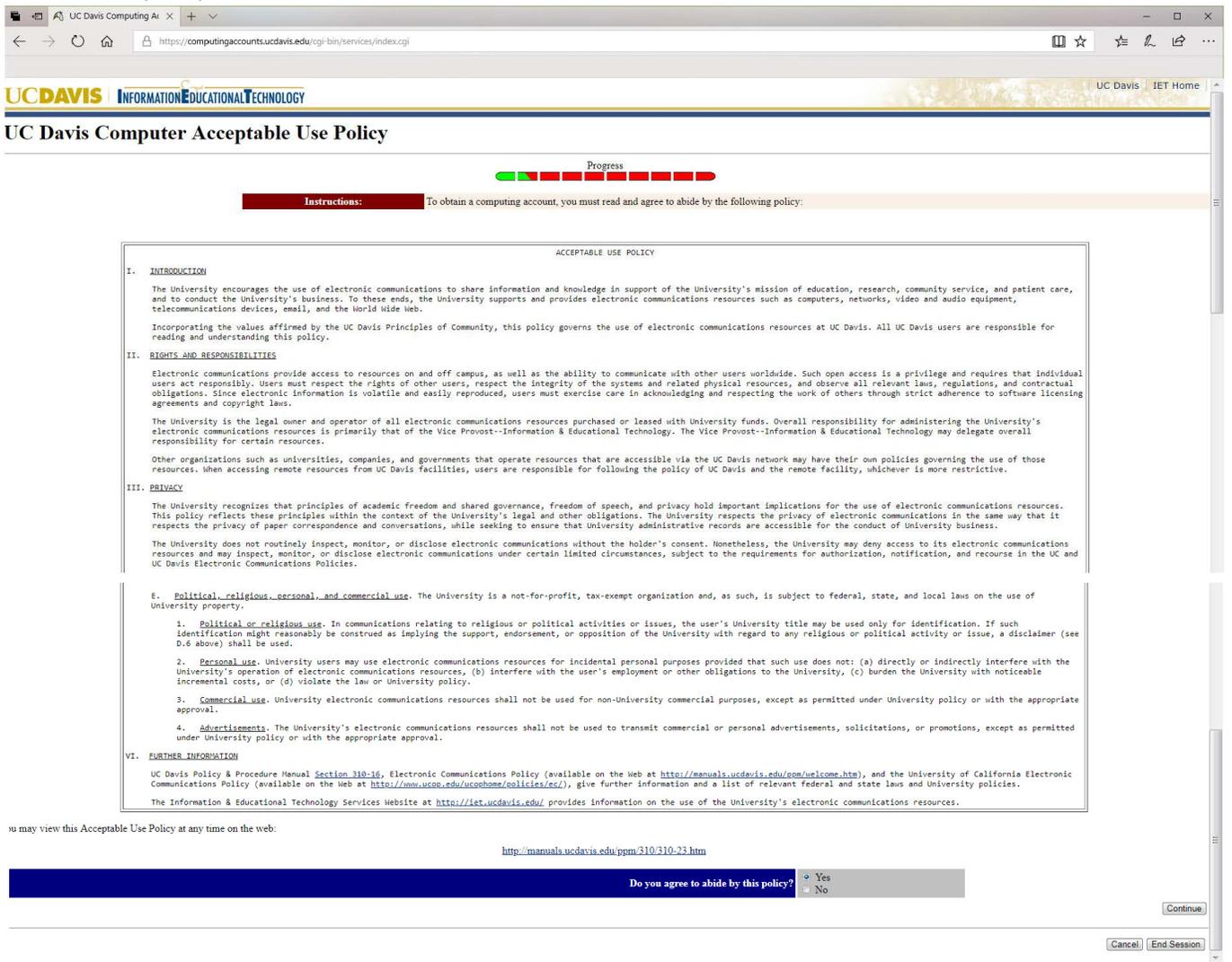


The screenshot shows a web browser window with the URL <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. The page header includes the UC Davis logo and "INFORMATION EDUCATIONAL TECHNOLOGY". The main heading is "Authentication". Below the heading is a progress bar and an instruction box: "Instructions: Please verify your identity by providing the following information. Do not set up or modify an account for someone else. See California Penal Code 502(c)." The form contains the following fields:

First Name:	Erin
Middle Name:	
Last Name:	Sampsel
Student/Employer ID #:	440765493 (9 characters)
Birth Date:	04 / 20 / 1983 (MM/DD/YYYY)

At the bottom right of the form is a "Submit Information" button.

6. Read the policy. Select **Yes**. Click **Continue.**



The screenshot shows a web browser window with the URL <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. The page header includes the UC Davis logo and "INFORMATION EDUCATIONAL TECHNOLOGY". The main heading is "UC Davis Computer Acceptable Use Policy". Below the heading is a progress bar and an instruction box: "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 provide 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 systems 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 copyright laws.

The University is the legal owner and operator of all electronic communications resources purchased or leased with University funds. Overall responsibility for administering the University's electronic communications resources is primarily that of the Vice Provost--Information & Educational Technology. The Vice Provost--Information & Educational Technology may delegate overall responsibility for certain resources.

Other organizations such as universities, companies, and governments that operate resources that are accessible via the UC Davis network may have their own policies governing the use of those resources. When accessing remote resources from UC Davis facilities, users are responsible for following the policy of UC Davis and the remote facility, whichever is more restrictive.

III. **PRIVACY**

The University recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy hold important implications for the use of electronic communications resources. This policy reflects these principles within the context of the University's legal and other obligations. The University respects the privacy of electronic communications in the same way that it respects the privacy of paper correspondence and conversations, while seeking to ensure that University administrative records are accessible for the conduct of University business.

The University does not routinely inspect, monitor, or disclose electronic communications without the holder's consent. Nonetheless, the University may deny access to its electronic communications resources and may inspect, monitor, or disclose electronic communications under certain limited circumstances, subject to the requirements for authorization, notification, and recourse in the UC and UC Davis Electronic Communications Policies.

E. **Political, religious, personal, and commercial use.** The University is a not-for-profit, tax-exempt organization and, as such, is subject to federal, state, and local laws on the use of University property.

- Political or religious use.** In communications relating to religious or political activities or issues, the user's University title may be used only for identification. If such identification might reasonably be construed as implying the support, endorsement, or opposition of the University with regard to any religious or political activity or issue, a disclaimer (see D.6 above) shall be used.
- Personal use.** University users may use electronic communications resources for incidental personal purposes provided that such use does not: (a) directly or indirectly interfere with the University's operation of electronic communications resources, (b) interfere with the user's employment or other obligations to the University, (c) burden the University with noticeable incremental costs, or (d) violate the law or University policy.
- Commercial use.** University electronic communications resources shall not be used for non-University commercial purposes, except as permitted under University policy or with the appropriate approval.
- Advertisements.** The University's electronic communications resources shall not be used to transmit commercial or personal advertisements, solicitations, or promotions, except as permitted under University policy or with the appropriate approval.

VI. **FURTHER INFORMATION**

UC Davis Policy & Procedure Manual [Section 310-16](#), Electronic Communications Policy (available on the Web at <http://manuals.ucdavis.edu/gpm/welcome.htm>), and the University of California Electronic Communications Policy (available on the Web at <http://www.usc.edu/usgohome/policies/ecp/>), give further information and a list of relevant federal and state laws and University policies. The Information & Educational Technology Services Website at <http://iet.ucdavis.edu/> provides information on the use of the University's electronic communications resources.

you may view this Acceptable Use Policy at any time on the web:

<http://manuals.ucdavis.edu/gpm/310-310-23.htm>

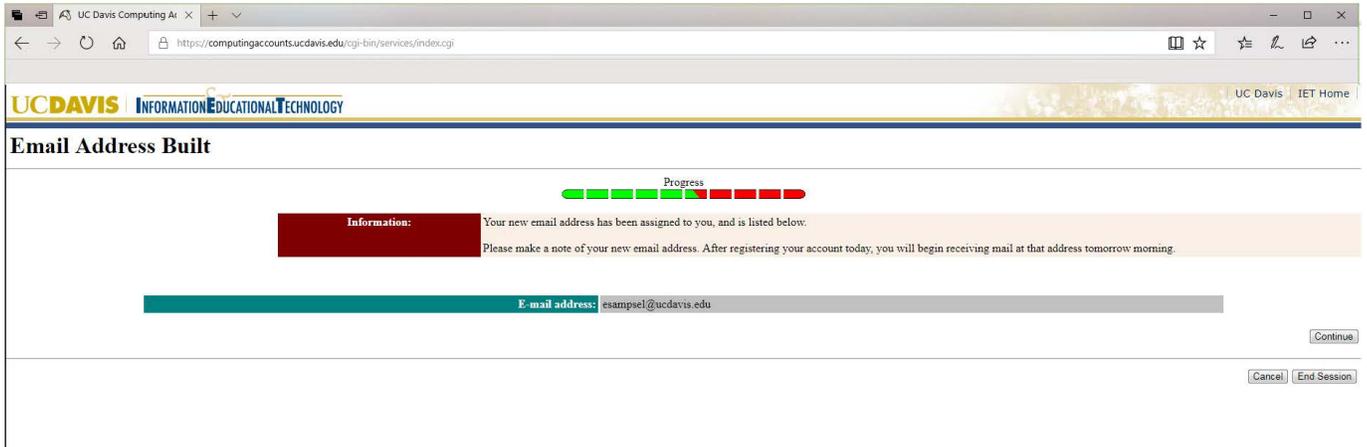
Do you agree to abide by this policy?

Yes
 No

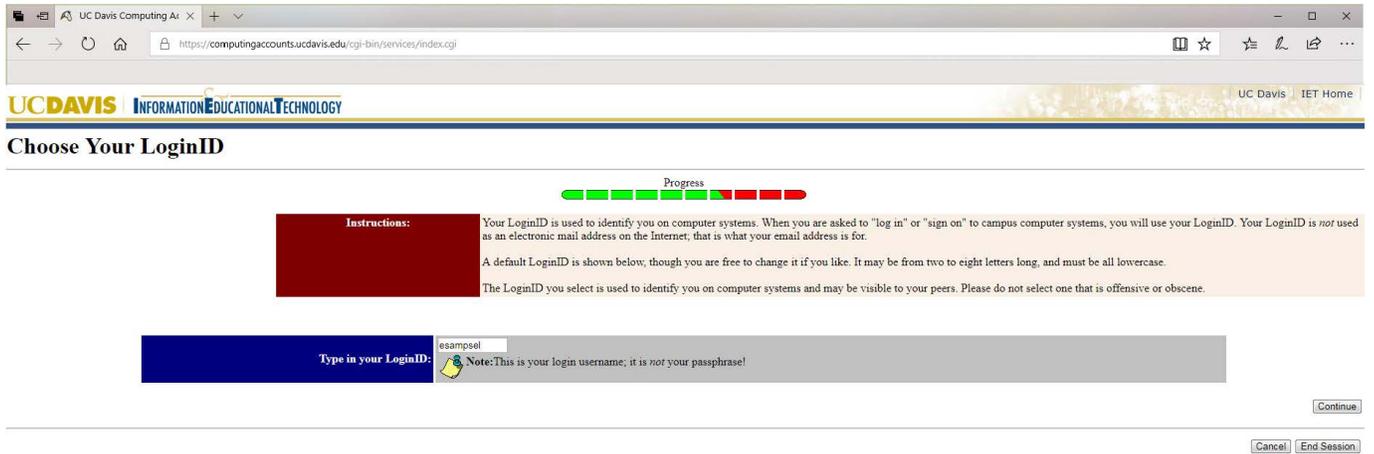
Buttons: Continue, Cancel, End Session

Acceptable Use Policy

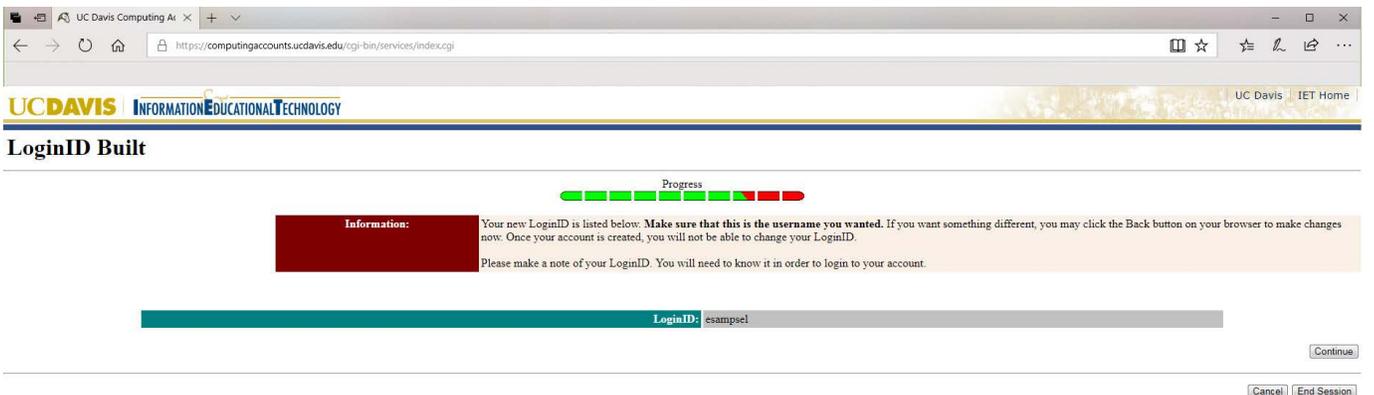
7. Your email account has been claimed. Click **Continue**.



8. Accept the default login ID and click **Continue**.



9. Click **Continue**.



10. Enter passphrase and recovery information. Then click **Register my Account**.

The screenshot shows a web browser window with the URL <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. At the top, there is a progress bar with 10 segments, 7 of which are green. Below the progress bar is a red box with the heading "Instructions:" and the following text:

Please choose three password challenge questions and answers. These will be used to reset your password if you forget it. Then enter and confirm your new passphrase.

Note: After clicking the "Register My Account" button, you should receive a confirmation page that tells you the account creation was successful. If you do not see this confirmation, please click the Back button or start over and try creating your account again.

The strength indicator below will help you determine when your passphrase meets the minimum campus passphrase standard (Good) or exceeds it (Strong). To strengthen your passphrase, use a combination of numbers, punctuation, symbols, spaces and upper and lowercase letters.

While a passphrase does not require use of specific character types, the following suggestions will help you to create a shorter passphrase:

- Use a mix of at least three of the four character types (upper case, lower case, symbol or number).
- Avoid the use of ten characters from one character type within your passphrase.
- Avoid the use of any portion of your name, your login ID, or your birthdate in the passphrase.

Passphrases may not:

- Include a dollar sign (\$) as the first character.
- Include a space as the first or last character.
- Contain fewer than 12 characters or more than 48 characters.

Below the instructions is a "New passphrase strength:" indicator showing "Weak (0%)".

The registration form includes three challenge questions:

1. What is your paternal grandmother's first name? (Answer: Green)
2. What is the farthest destination you have ever traveled to? (Answer: Red)
3. My Final Challenge Question: My Favorite Color (Answer: Coffee)

Below the questions are fields for "My Final Challenge Answer:", "Type in a passphrase:", and "Re-type the passphrase:". At the bottom right, there is a "Register my account!" button and a "Please click only once, the account will take a few seconds to register" message. At the very bottom, there are "Cancel" and "End Session" buttons.

Enter Passphrase

11. Click **Continue** in in the beige box.

The screenshot shows the same web browser window as in step 10. The progress bar now has all 10 segments green. Below the progress bar is a red box with the heading "Information:" and the following text:

Your account has been registered. Please write down the information below and be sure to **memorize your passphrase**.

Note: New passphrases may be used with most campus services within 15 minutes. Some services may take longer. See the [IT Knowledge Base](#) to learn how to check your email, connect wirelessly and access other campus computing services.

Click Proceed to register your device(s) for Duo MFA. **Continue**

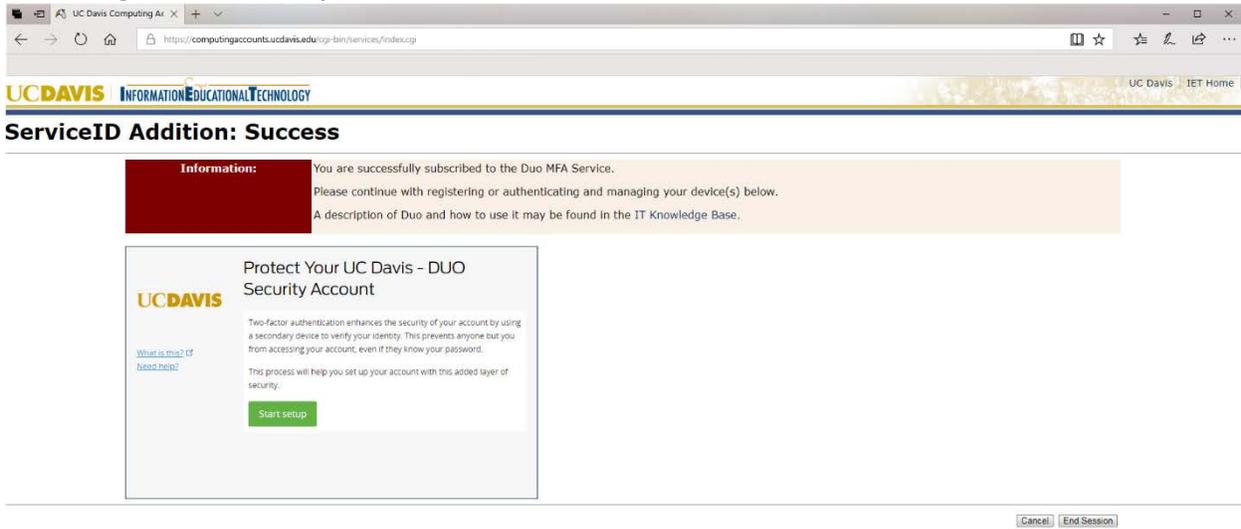
Below the information box is a table with the following details:

Name:	Erin Sampsel
LoginID:	esampsel
E-mail Address:	esampsel@ucdavis.edu
Email Settings:	Please see the IT Knowledge Base for additional details.

At the bottom right, there is an "End Session" button.

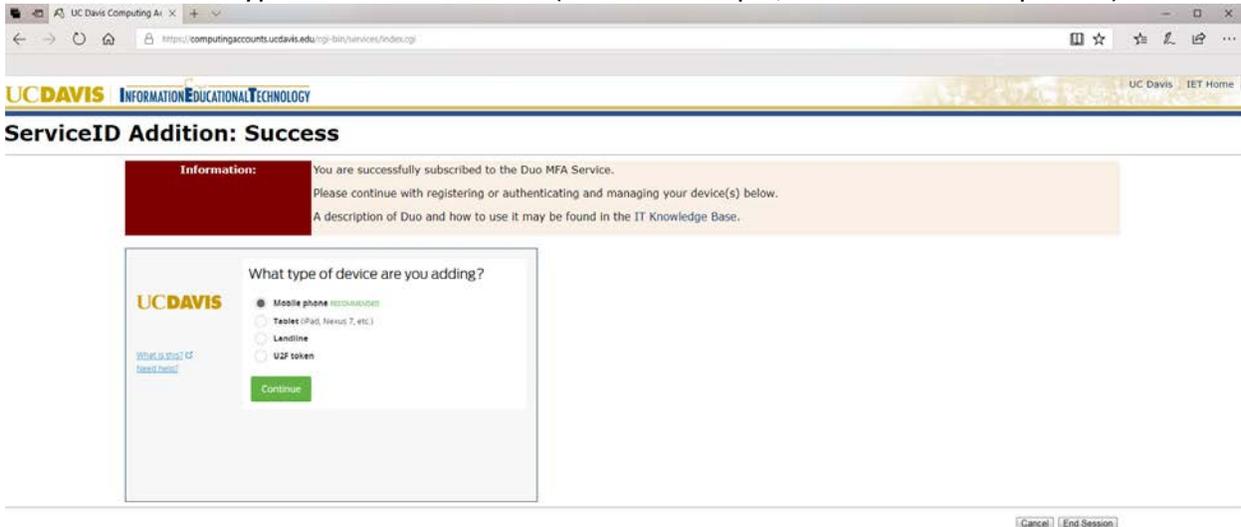
Continue to MFA

12. Click the green **Start Setup** button.



Start Setup

13. Select the device type and click **Continue**. (For this example, we add a Mobile phone.)



Select Device Type

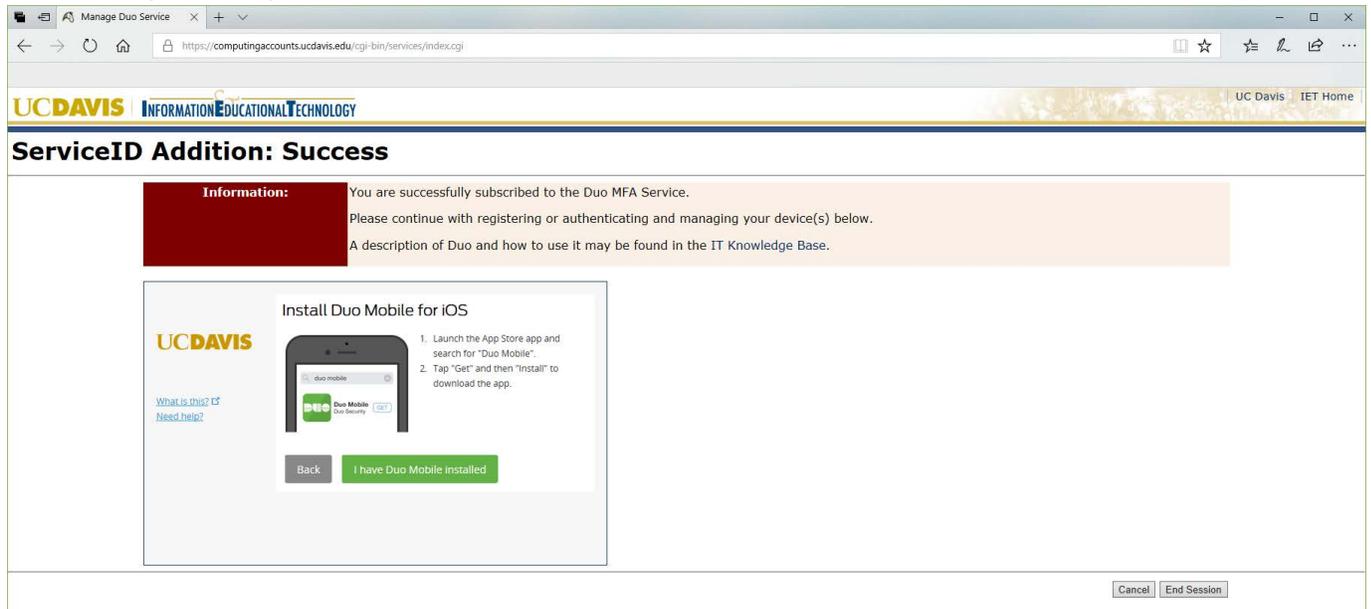
14. Enter the phone number, click the checkbox to confirm the correct number, and click **Continue**.

The screenshot shows a web browser window with the URL <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. The page header includes the UC Davis logo and 'INFORMATION EDUCATIONAL TECHNOLOGY'. The main heading is 'ServiceID Addition: Success'. Below this is an information box with a red header: 'Information: You are successfully subscribed to the Duo MFA Service. Please continue with registering or authenticating and managing your device(s) below. A description of Duo and how to use it may be found in the IT Knowledge Base.' The central form is titled 'Enter your phone number' and features the UC Davis logo, a dropdown menu for 'United States', a text input field containing '+1 915-555-1212' with a green checkmark, and a checkbox labeled '(915) 555-1212 is this the correct number?' which is checked. There are 'Back' and 'Continue' buttons. At the bottom right of the page are 'Cancel' and 'End Session' buttons.

15. Select the phone type, and click **Continue**.

The screenshot shows the same web browser window as above. The page content is identical, but the central form is now titled 'What type of phone is 915-555-1212?'. It features the UC Davis logo, a 'Back' button, and four radio button options: 'iPhone' (selected), 'Android', 'Windows Phone', and 'Other (and cell phones)'. There is a 'Continue' button. The 'End Session' button is visible at the bottom right of the page.

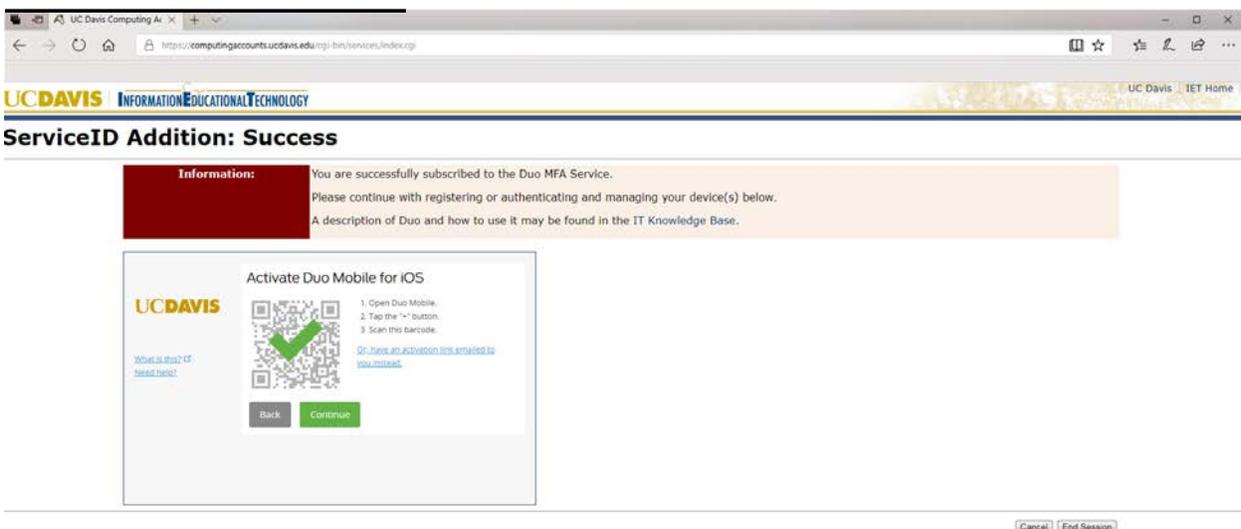
16. From your mobile phone, download the Duo Mobile app from your app store and install it on the phone. Allow notifications and camera access and leave all other settings at default. Then from your computer click **“I have Duo Mobile installed”**.



The screenshot shows a web browser window with the URL <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. The page header includes the UC Davis logo and 'INFORMATION EDUCATIONAL TECHNOLOGY'. The main heading is 'ServiceID Addition: Success'. Below this, an information box states: 'You are successfully subscribed to the Duo MFA Service. Please continue with registering or authenticating and managing your device(s) below. A description of Duo and how to use it may be found in the IT Knowledge Base.' The central content area is titled 'Install Duo Mobile for iOS' and features a mobile app icon, a list of instructions: '1. Launch the App Store app and search for "Duo Mobile". 2. Tap "Get" and then "Install" to download the app.', and two buttons: 'Back' and 'I have Duo Mobile installed'. At the bottom right, there are 'Cancel' and 'End Session' buttons.

Install Duo

17. Point the Mobile phone camera at the QR code on your computer screen until the green check mark appears. Then click **Continue**.



The screenshot shows the same web browser window as in the previous image. The main heading is 'ServiceID Addition: Success'. The information box is identical. The central content area is titled 'Activate Duo Mobile for iOS' and features a QR code with a green checkmark, a list of instructions: '1. Open Duo Mobile. 2. Tap the "+" button. 3. Scan this barcode.', and a link: 'Or, have an activation link emailed to you instead.' Below the QR code are two buttons: 'Back' and 'Continue'. At the bottom right, there are 'Cancel' and 'End Session' buttons.

Register Phone

18. Click **Dismiss**. Do **NOT** click **End Session**.

The screenshot shows a web browser window with the URL <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. The page header includes the UC Davis logo and 'INFORMATION EDUCATIONAL TECHNOLOGY'. The main heading is 'ServiceID Addition: Success'. Below this, there is an information box with a red background and white text: 'Information: You are successfully subscribed to the Duo MFA Service. Please continue with registering or authenticating and managing your device(s) below. A description of Duo and how to use it may be found in the IT Knowledge Base.' Below the information box is a green box with a white checkmark and the text 'Enrollment Successful! Way to go! You can now authenticate to any Duo-protected service.' A 'Dismiss' button is located at the bottom of the green box. At the bottom right of the page, there are 'Cancel' and 'End Session' buttons.

19. Verify that your phone number is correct, and select an authentication option for **When I log in**. Then click **Save** and **End Session**.

The screenshot shows a web browser window with the URL <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. The page header includes the UC Davis logo and 'INFORMATION EDUCATIONAL TECHNOLOGY'. The main heading is 'ServiceID Addition: Success'. Below this, there is an information box with a red background and white text: 'Information: You are successfully subscribed to the Duo MFA Service. Please continue with registering or authenticating and managing your device(s) below. A description of Duo and how to use it may be found in the IT Knowledge Base.' Below the information box is a 'My Settings & Devices' form. The form includes the UC Davis logo, a phone number 'IOS 915-555-1212' with a 'Device Options' button, and a '+ Add another device' link. Below this, there is a 'Default Device:' dropdown menu set to 'IOS 915-555-1212' and a 'When I log in:' dropdown menu set to 'Ask me to choose an authentication method'. A 'Save' button is located at the bottom of the form. At the bottom right of the page, there are 'Cancel' and 'End Session' buttons.

NOTE: If you followed the instructions above, you can ignore the second half of the email. The second half of the email is used if you clicked **End Session** instead of **Continue** in step 11, or if your email account was manually created before you received the email.