

UCR NetID & TEMPORARY PASSWORD MANDATORY APPLICATION FORM

Print Employee Name: _____ Dept: _____

Employee Signature: _____ Date: _____

Valid Picture ID Type: _____ (DO NOT include ID #'s or photo copies)
(Acceptable ID's: current drivers license, current state id, valid passport)ID verified by: _____
Printed name _____ Signature _____
Title _____ Date _____ Phone _____ FAX _____

UCR PPS ID (85#####): _____ Or Campus Affiliation _____

Date Entered into PPS: _____

Bottom portion to be completed by the Enterprise Directory Administrator http://eacs.ucr.edu/eacs/EACS_REPORT.ucrtel_transactor_list**STEP 1: Create a UCR NETID**

UCR NET ID _____

You may use 5-8 letters only. Use a combination of full first name and initial of last name. Example: TERRIM, TERRIMC, TERRIMCD

STEP 2: Create a Temporary Password.

TEMPORARY PASSWORD _____

Use 6-8 characters only. You must include at least 2 alpha characters.

STEP 3: NOTIFY EMPLOYEE. Provide a copy of this form to employee for **new and reset temporary** passwords. The original must be kept by the department. (Two hours after Enterprise Directory is updated, "Password Registration" will be available to the employee.)**STEP 4: Register a Permanent Password.**

1. REGISTER A PERMANENT PASSWORD ONLINE within 7 days from the *date of Updates to Enterprise Directory*. See below. If you do not register within 7 days of this date, the system will automatically terminate your temporary password and you will need to see your Enterprise Directory Administrator.
2. Go to the following website to Register: <http://password.ucr.edu>. Enter your UCRNetID and temporary password.
3. The system will prompt you to agree to UCR's Electronic Communications Policy. (Please visit: <http://cnc.ucr.edu/policies.html>)
 - a. Once you have agreed, you will be prompted to create a permanent password. Your password must be a minimum of 6 and a maximum of 8 characters. Also, USE Random #'s and letters. EXAMPLE: kdj444, kyk498, opc098 etc. You must use at least 2 alpha and 1 numeric characters. Your password must be difficult, and it will be case sensitive.
4. The system will update within 30 minutes and you will be able to access e-mail. To access other systems, visit <http://cnc.ucr.edu/esai/> to determine the steps required to obtain access.

Updates to UCR-Tel by _____ on _____ date / time

ORIGINAL COPY: Employees personnel file.**COPY: To Employee**