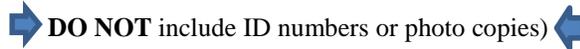


# UCR NetID & TEMPORARY PASSWORD MANDATORY APPLICATION FORM

Print Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Valid Picture ID: \_\_\_\_\_  
(Acceptable **Valid** IDs: driver's license, state ID, or passport)



\*ID verified by: \_\_\_\_\_  
Print name Signature

Title \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

UCR PPS ID (85...): \_\_\_\_\_ date entered PPS: \_\_\_/\_\_\_/\_\_\_ Or Campus Affiliation \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE DEPARTMENT ENTERPRISE DIRECTORY ADMINISTRATOR - EDA

**STEP 1: Create a UCR NetID.** \_\_\_\_\_  
(5-8 letters only. Combination of full first name and initial of last name.)

**STEP 2: Create a TEMPORARY PASSWORD.** \_\_\_\_\_  
Use **8** characters. It will be case sensitive and you must include at least 2 alpha characters.

**STEP 3: NOTIFY EMPLOYEE: Provide a copy of this form to employee  and keep a copy in their personal file**   
*For security purposes the person who verified the employees ID, **must** provide the copy of this form to the employee for **new and re-setting** of temporary passwords. Approximately 90 minutes after UCR-Enterprise Directory is updated, the Emergency Notification System (ENS) & password registration will be available to the employee via Rspace.ucr.edu.)*

EDA Updates to UCR Enterprise Directory by: \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ @ \_\_\_\_\_ AM / PM

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## Dear UCR Employee:

**Before** you can use your UCR NET ID for **e-mail** or **access to other systems** you will need to follow these instructions.

### REGISTER A PERMANENT PASSWORD

Register your Permanent Password on-line **after 90 minutes and WITHIN 7 (seven) days** from the date of Updates to UCR-Enterprise directory - See date/time above.

1. If you do not register within 7 days of the date & time listed above, the system will automatically terminate your temporary password and you will need to go see your Enterprise Directory Administrator:
2. **To register your UCR Emergency Notification Options using ENS; go to the following website: <http://www.rspace.ucr.edu/>** The system will prompt you to: agree to UCR's C&C's Security Requirements.
3. Sign Off Rspace.
4. **To register your permanent password go to the following website: <http://www.password.ucr.edu/>** The system will prompt you to: agree to UCR's Electronic Communications Policy. (For complete policies visit: <http://cnc.ucr.edu/policies.html>)
  - a. Once you have agreed to UC policies, you will be prompted to create a permanent password. Your password must be **8** characters. Use random numbers and letters. You must use at least 2 alpha and 1 numeric characters. Your password **must** be difficult, and it will be case sensitive.
5. The system will update in a few minutes and you will be able to access email
6. For additional information regarding access to other services please view the following url's: <http://www.cnc.ucr.edu/esai/> and/or speak to your departments' SAA.
7. You can change your **permanent** password at any time. Go to the following website: <http://www.password.ucr.edu/> If you have forgotten your password or it has expired you must go see your EDA.