

UCR Net-ID & TEMPORARY PASSWORD MANDATORY FORM

Print Employee Name: _____ Dept: _____

Employee Signature: _____ Date: _____

Picture ID Type: _____ #: _____
(Acceptable ID's: valid drivers license, UCR Card or valid passport)

ID verified by: _____
Printed name _____ Signature _____
Title _____ Date _____

UCR PPS ID (85#####): _____

Date Entered into PPS: _____

Bottom portion to be completed by the Tel Coordinator / Maintainer (<http://ucrtel.ucr.edu/ucrtel/teladmin.asp>)

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. The original must be kept by the department. (Two hours after UCR-Tel is updated "Password Registration will be available to the employee.)*

STEP 4: Register a Permanent Password.

1. REGISTER A PERMANENT PASSWORD ON LINE within 7 days from the *date of Updates to UCR-Tel. 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 Tel Coordinator.
2. Go to the following website to Register: <https://ldap.ucr.edu/ldap/setpassword>. 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/index.php?content=policies>)
 - 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 email. To access other systems, visit <http://cnc.ucr.edu/esai/> to determine the steps required to obtain access. For additional information regarding Access to other services please view the following url: <http://www.cnc.ucr.edu/esai/>

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

ORIGINAL COPY: Employees personnel file.

COPY: To Employee