

## HOW TO ACTIVATE MyACCESS


### Step-by-step process


1. Go to <http://vx69.ucsf.edu/myaccount/get> and enter your email address

The screenshot shows the UCSF MyAccess Account Management page. The header includes the UCSF logo and navigation links: University of California, San Francisco | About UCSF | Search UCSF | UCSF Medical Center | UCSF Directory. The main heading is 'Account Management'. A sidebar menu on the left contains links: Home, Get MyAccess (highlighted), Forgot ID, Forgot Password, Change Password, and Change Security Questions. The main content area is titled 'Get MyAccess step 1: request activation email'. It explains that activating the account is a three-step process: 1. Request activation information (id and temporary password) via email, 2. Verify your temporary password, and 3. Set your new password and your security questions. It then states: 'To complete **Step 1**, please enter your email address below and submit the form. Once submitted, MyAccess will send you an email with instructions on how to complete the remaining steps to activate your account. Step-by-step instructions are provided via [Get MyAccess instructions](#).' Below this is a section titled 'Request Activation Email' with a form labeled 'Email Address' containing a text input field and a blue 'Submit' button.

2. Follow the step-by-step instructions provided in the email.
3. In addition, you will need DUO two-factor authentication. An enrollment email will be sent to the email address you used for MyAccess. The email will come from **no-reply@duosecurity.com**
4. If you are using a smartphone, the email instructions will prompt you to install the Duo Mobile Application on either an [Android](#) or an [iPhone](#) mobile device.
5. Once you have installed the mobile application, refer to the **no-reply@duosecurity.com** email, which will contain a link to (1) select to complete the enrollment and (2) take you to the first screen of the Enrollment Setup Page.
6. Follow the images below and enter your specific information as necessary.

7.



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## Protect Your UCSF Account


Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

**Start setup**

8.



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## What type of device are you adding?

☒ **Mobile phone** RECOMMENDED


☐ **Tablet** (iPad, Nexus 7, etc.)


☐ **Landline**

☐ **Security Key** (YubiKey, Feitian, etc.)  
Requires Chrome to use Security Keys.

**Continue**

9.




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## Enter your phone number

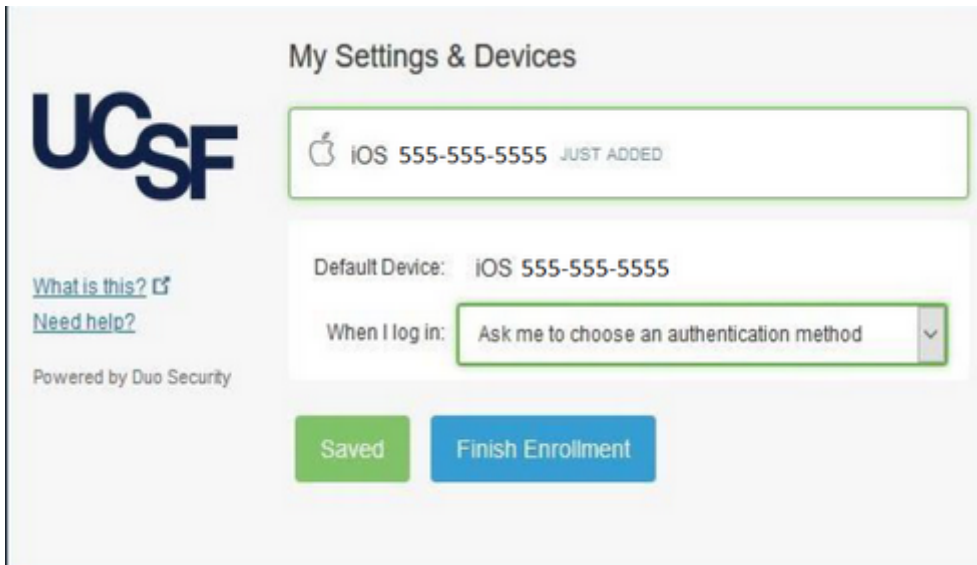
United States 

+1

Example: (201) 234-5678

**Back** **Continue**

10.



UCSF

My Settings & Devices

What is this? Need help?

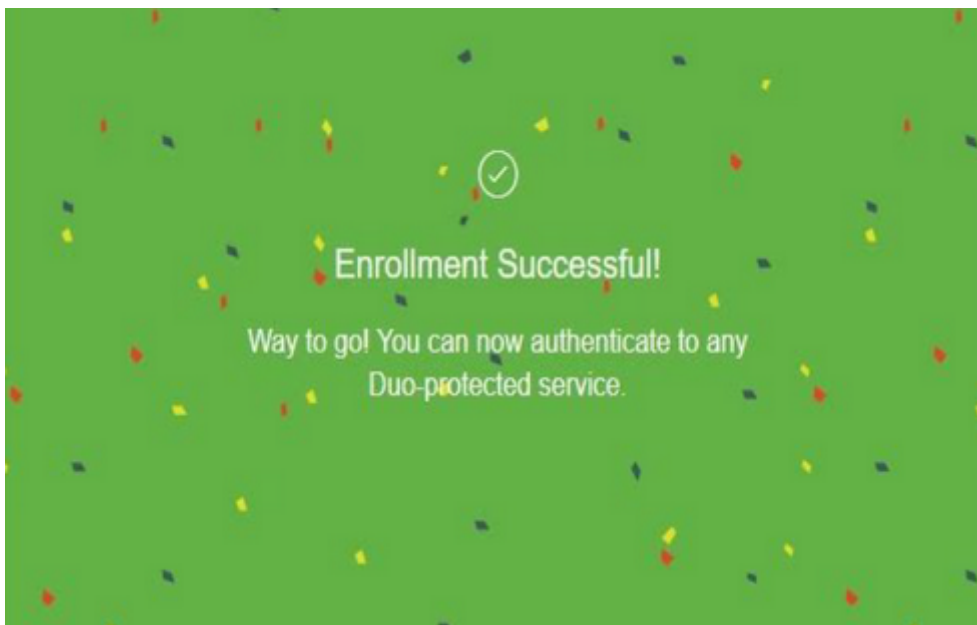
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Default Device: iOS 555-555-5555

When I log in: Ask me to choose an authentication method

Saved Finish Enrollment

11.



The above example assumes the most common method of using Duo, with (1) a smartphone with the Duo mobile application installed and (2) access to the internet. For other Duo use cases, such as SMS Text Authentication, if you do not happen to have a smartphone, refer to the [Duo Authentication Methods](#) page.

## Background

MyAccess is UCSF's single-sign on (SSO) service that enables you to access a variety of applications via a common user id and password. *Advance*, the UCSF application for Academic Review is housed within MyAccess.

## Reminders

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- MyAccess, like all web applications, relies on a web browser for access. If you experience issues with MyAccess (or with *Advance*), please try a different browser before contacting HR or IT for help. Sometimes a browser, or a browser plug-in will interfere with a web application; issues like this can usually be resolved by trying a different browser.
  - The Advance team does not recommend Internet Explorer, especially when working in My CV.