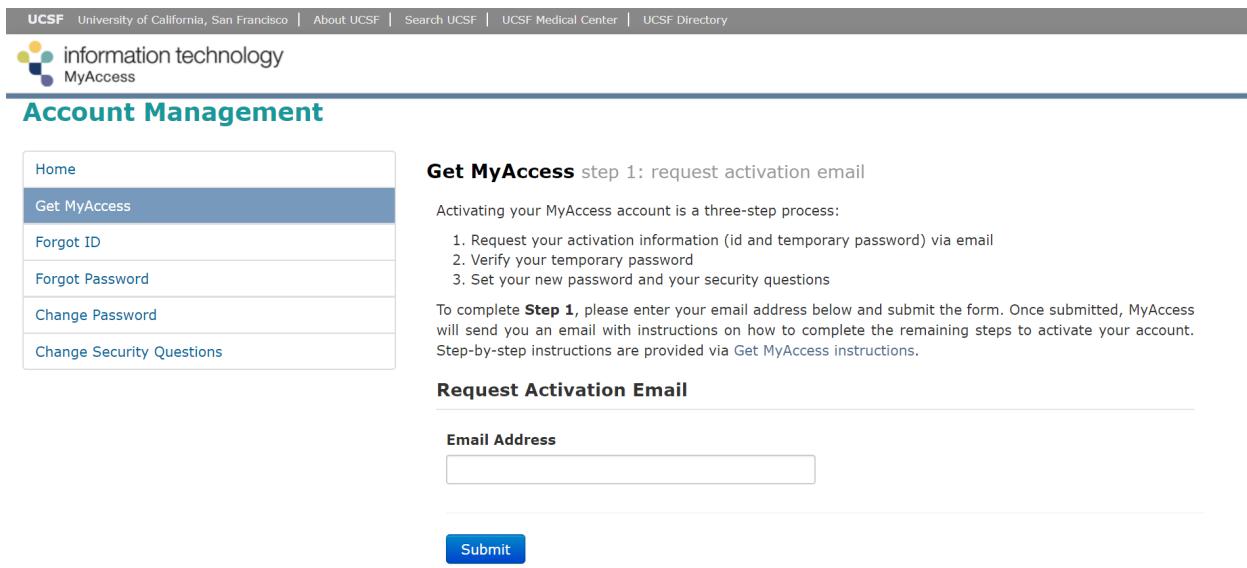


Advance Faculty Information System

How TO ACTIVATE MyACCESS

Step-by-step process

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



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information technology
MyAccess

Account Management

Home

Get MyAccess

Forgot ID

Forgot Password

Change Password

Change Security Questions

Get MyAccess step 1: request activation email

Activating your MyAccess account is a three-step process:

1. Request your activation information (id and temporary password) via email
2. Verify your temporary password
3. Set your new password and your security questions

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.

Request Activation Email

Email Address

Submit

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.

Protect Your UCSF Account

UCSF

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.

[What is this? ⓘ](#)

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Powered by Duo Security

Start setup

8.

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.

Powered by Duo Security

Continue

9.

Enter your phone number

UCSF

[What is this? ⓘ](#)

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United States

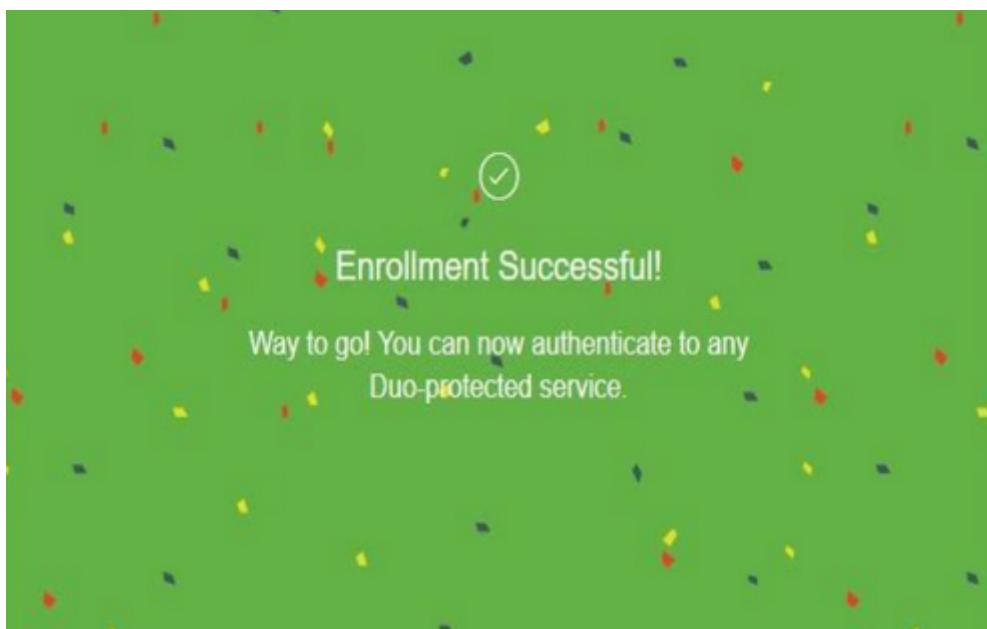
+1

Example: (201) 234-5678

Back **Continue**



10.



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

-
- 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.