

Welcome to UC San Diego Health!

You will receive an email the weekend prior to your start date that looks similar to this document with unique information that applies to you. **Please take the time to complete the checklist below PRIOR to your Orientation.** Any questions or concerns with steps 1-4 call the UC Health Service Desk: 619-543-4357.

Steps	Task	Instructions
1	Complete the Computer Security and Use Statement	- Navigate to the following website https://hssecurityagreement.ucsd.edu/ - Enter your legal first and last name - Enter the last four of your social security number - Click "I accept" - If you previously submitted the agreement you will receive the following message "You have already successfully submitted this form".
2	Campus DUO Download the UC San Diego Duo tile for Two-Factor Authentication You must complete	Navigate to the Campus DUO Two-Step Login - Decide which device(s) you'll use - Need help installing? Tutorial Register your device with Duo (duo-registration.ucsd.edu) - Received a Triton alert? Opt In or Out and follow the steps - Now click on this link DUO Two-Step Login and reenter your credentials - For more information including installing DUO app or request a token
3	Health DUO Download the UC San Diego Health tile in DUO for Two-Factor Authentication You must complete	You will receive a separate email from Duo Security (no-reply@duosecurity.com) with the following subject: "UCSD Health - Duo Two Factor Enrollment" - Click the link in the email, click "Start Setup" and follow the steps - If you are having trouble, view the Duo Guides: iPhone, Android (Samsung, TC, etc.), and Windows Phone - Still need help? Call UC Health Service Desk 619-543-4357
	Change your AD password (find your username information below)	- Navigate to the following website https://password.ucsd.edu/ - Enter your AD Username - Select the first option "I know my current AD password and would like to change it."

****If one or more of these tasks could not be completed, please attend the I.S. Support Line on Monday afternoon.****

Active Directory “AD” Login (Single Sign-On) Credentials

Your **AD Username and Password** are your unique credentials used to access any internal portals, systems or databases. Once you receive your UCSD email and credentials please reset your password for each and test.

AD Username: [combination of letters from your name, may include numbers]

Employee ID: [Your Employee ID]

Initial password: @@!! + birth month (MM) + birth day (DD) + 1st letter of first name (upper case) + 1st letter of last name (lower case) + birth month (MM)

UCSD Health Email Address

Email Access

Note: to access your email step 4 must be completed

To access your email go to: <https://hsemail.ucsd.edu>

To sign in use: username + @health.ucsd.edu

Systems Access

1. Your AD Username grants you access to, Web Outlook, Ecotime Timekeeping, UC Learning Center and Clinical Web Portal (<https://cwp.ucsd.edu>).

For more information please visit [UC San Diego Health Information Services Technology](#) topics

Need Help? UC Health Service Desk: 619-543-4357