Obtaining Parking Pass and Internet Access
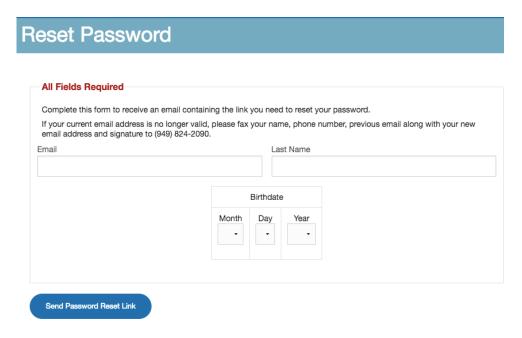
-**Step 1:** Reset UCI Password - (Reset password at http://ce.uci.edu - write down ID - *ex:#000123456*)
-**Step 2:** Activate UCI Net ID - (Using Student ID Number - *AKA: Reference ID Number*) (Enter ID# as X0123456)
-**Step 3:** Pay Fees Online – (*Note: a hold may be present, but will go away once fees are paid – Parking=$34 / Net ID=$10*)
-**Step 4:** Register Your Computer - using Net ID and password created @ http://www.oit.uci.edu/mobile/registration/
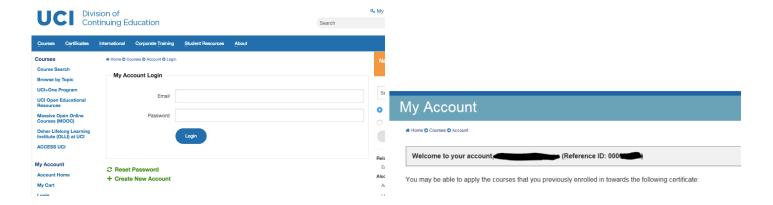
STEP 1:

Reset UCI Password
(Registration office has already created your account; you will just need to reset your password)

- Follow this link to the UCI website:
  https://ce.uci.edu/courses/secure/accountMaintenance.aspx?mode=lost

- Fill in your email address, your last name and your birthday
- An email resetting your password will be sent to your email
- Go back to the log-in page and sign in
  o Make sure to write down your Reference ID Number (ex: 000123456)

STEP 2:

Activate UCI Net ID
(Net ID will be used to provide internet access while on campus)

Follow these steps to activate your Net ID:
1. Go to: https://activate.uci.edu
2. Select **"Faculty, Staff, and Students."**
3. Follow the prompts and enter your Student ID Number & Birthdate
   - **(*Note:* SSN was <u>not given</u> and can be <u>left blank</u>)**
   - Student ID numbers must be entered in a particular format:
     - The 7 digit number is preceded by the letter "X". For example, if your UCI Division of Continuing Education ID number is 000123456, you would remove the first two zeros and replace it with an X, entering: **X0123456.**
   (It will ask for the last 4 digits of your Social Security Number, just leave this field blank.)

Side Note: You must know your UCI Division of Continuing Education Student ID number to activate your UCInetID.
This number can be found on the top right hand corner of all receipts and schedules.
In addition, you can login to the UC Continuing Education web site to view your Student ID number:
- Login to your UC Irvine Extension web account at https://ce.uci.edu/courses/secure/login.aspx. If you have an account but have forgotten your password, click on Reset Password and follow the prompts. A password reset link will be sent to your email address. You will have 20 minutes to access the message and reset your password.
- Once you are logged into your account, there should be a message towards the right hand side of the page that says "Welcome to your account, <u>Student Name</u> (Reference ID: <u>Student ID Number</u>)." This Reference ID number is your Student ID Number.
- Please make note of your Student ID Number so that you can use it to activate your UCInetID.

Again, please allow three business days before attempting to use your UCINETID.
If you have any problems with activating your UCINETID, please contact the Office of Information Technology at (949) 824-2222.

PLEASE WRITE DOWN YOUR NET ID *to refer to at a later date:*

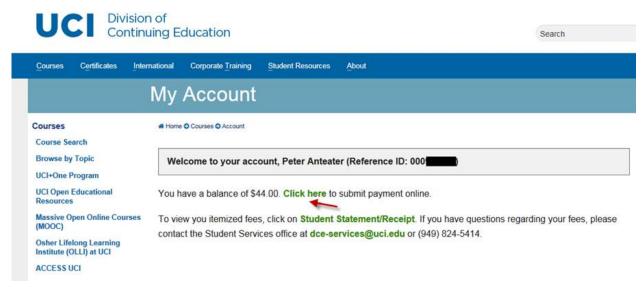***Your Net ID will be a combination of your first and last name, with possibly a number. ***

For example, my Net ID is ***howellj1.***
(This Net ID will be your email address for UCI, for example,
my email address is howellj1@uci.edu)

When registering your computer, you will use your Net ID (like howellj1) and the password created, so you can log onto the internet on campus
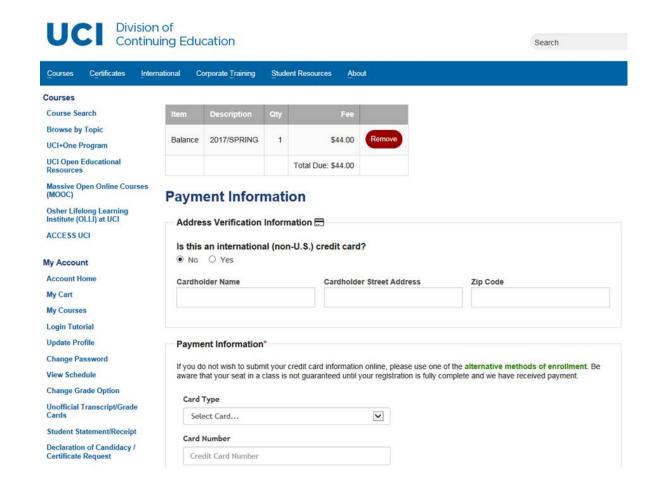
STEP 3:
Pay Fees Online

- Click the link to pay $44.00 balance

- Notice that you will have a $44.00 charge
    - $34.00 for your Evening Parking Pass
    - $10.00 for your Net ID
- This must be purchased twice; I will notify you halfway through the course so you can do this again. Please let me (Jeff) know if you have any questions.

STEP 4:

Register your Computer

First, please allow a few days for your Net ID to activate in the system.
Once 3-5 days have passed & before the first day of class, please register your computer.

Register Computer Here: http://www.oit.uci.edu/mobile/registration/

- Click Manual Registration & enter your information