UC San Diego Health

Important Access Information

Welcome to UC San Diego Health!

You have received an email from itsm@hs.uci.edu with instructions for setting up your computer access. Below is a snapshot of the email content. If you cannot locate the email in your inbox, please check your junk folder.

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. Please call the Help Desk if you have any questions X 619-543-7474"
2	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."
3	Download the UC San Diego Health Duo Security App for Two-Factor Authentication You must complete A & B	A. Navigate to the Campus DUO Two-Step Login - Decide which device(s) you'll use - Install the Duo app on your device, or request a token - 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 B. Navigate to the UC San Diego DUO Self-Service Portal - Click "Enter Duo Self-Service Portal" 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

Reminder
1. Your Epic will be activated by **the end of the NEO week (approximately 5 PM on Friday of NEO Week).**
2. Your AD Username grants you access to Web Outlook, TPS Timekeeping, UC Learning Center, Clinical Web Portal (cwp.ucsd.edu) and iShare
3. Log into your email using https://hsemail.ucsd.edu/

Need Help? UC Health Service Desk: Internal: x3HELP (4357) External: 619-543-4357