

COLLEGE OF ENGINEERING COMPUTER ACCOUNT REQUEST INSTRUCTIONS

Computer accounts are available to all students in the College of Engineering, and those non-engineering students who need to have an account as part of a course. Account requests are handled on-line. Follow these steps to set-up your account:

1. Using any browser, go on-line to: www.engr.ucsb.edu/eci
Click on the link: "Register for a College of Engineering computer account"



2. The following window will appear:

COLLEGE OF ENGINEERING COMPUTER ACCOUNT REGISTRATION

The College of Engineering provides accounts for computer and email access to all student, faculty, and staff in the college. This process will request an account for you. This account may also give you access to other resources in your department, for example, if you are in the CS department, this account will be used for access to CS computers and email.

To request an account, you must first read and agree to the terms of the CoE Acceptable Use Policy, which can be found [here](#).

Once you have completed the form on the next page, your account will be available for use approximately 24 hours after your department validates the request.

Please be sure to read email sent to your College of Engineering account for important announcements and information.

<input type="radio"/> Yes	Yes, I have read and agree to the terms of the College of Engineering Acceptable Use Policy and wish to register for an account.
<input type="radio"/> No	No, I do not agree to the terms of the Acceptable Use Policy .

Read the Acceptable Use Policy linked to this page and then indicate if you have read and agree to the terms of the policy.

3. The College of Engineering Computer Account Request Form will then open. You will need to complete all required fields in the following sections:

1. **Enter your full name.** First and Last Name
2. **Campus address and phone.** Not necessary for students to complete this section.

3. Indicate your College of Engineering affiliation.

Current major

For:

Chemical Engineering majors
Computer Engineering majors
Computer Science majors
Electrical Engineering majors
Mechanical Engineering majors
Non-engineering majors

Select:

ChemE
CE
CS
ECE
ME
College of Engineering
Dean's Office

4. Indicate your status.

Choose *Undergraduate*.

5. Enter your perm ID number.

Required for all undergraduate students. Enter the first 6 digits of your perm number.

6. Indicate your expected date of graduation.

List June 30 of your graduation year, e.g. entering freshman list 6/30/09.

7. Enter your E-mail forwarding address.

This section is optional.

8. Choose a login name.

All login names must be 3 to 8 lowercase letters or numbers, and begin with a letter.

This is the name you will be known by on the computers, for example, if you choose "joe" your email address will be *joe@engineering.ucsb.edu*

9. Choose a secret password and select a question for future retrieval of passwords.

Your password must be kept secret and it is case-sensitive; it must contain between six and eight characters. Please do not use the following characters: @ # ! ? & \$ \

You **must** change your password at www.engineering.ucsb.edu/eci **within seven days** of activating this account or it will automatically expire.

10. Submit your form.

4. Your request is sent to your department for approval, and will be activated within 24 hours of departmental approval.

Need Help or Have Questions?

Email: help@engineering.ucsb.edu or

Contact your department:	Chemical Engineering	Engr. II, 3355
	Computer Engineering	Trailer 380 (in front of Broida)
	Computer Science	Engr. I, 2104
	Electrical Engineering	Trailer 380 (in front of Broida)
	Mechanical Engineering	Engr. II, 2355

Non-engineering majors:	College Undergraduate Office	Engr. I, 1006
-------------------------	------------------------------	---------------