

New GSE&IS Accounts

1. Go to <http://people.gseis.ucla.edu>.

A screenshot of the "GSEIS Login" form. It has a light gray background and rounded corners. At the top left, it says "GSEIS Login". Below that are two input fields: "Username:" and "Password:". A blue "Login" button is centered below the fields. At the bottom of the form, there is a small, underlined link that says "I don't have a GSEIS account and wish to request one".

2. Select "I don't have a GSEIS account and wish to request one."

A screenshot of the "GSEIS Login" form, similar to the one above. The "I don't have a GSEIS account and wish to request one" link at the bottom is highlighted with a red rectangular border.

3. Enter your UCLA ID Number.

A screenshot of the "GSEIS Account Request - Start" form. It has a light gray background and rounded corners. At the top, it says "GSEIS Account Request - Start". Below that is a text input field labeled "UCLA ID Number:" containing the text "123456789". At the bottom, there are two buttons: a "Cancel" button and a blue "Apply" button.

If you do not have one, please see ETU and they can help create a visitor account for you.

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4. Select "Reason for Account."

UCLA ID Number: 123456789

Please select the option that best describes you and your reason for seeking an account.

Reason for Account

I have a new or existing faculty or staff appointment within GSE&IS

I am enrolled in a GSE&IS graduate or undergraduate program

I am just taking a class, consulting, or an outside collaborator in a GSE&IS project

- 1st option is for faculty or staff
- 2nd option is for GSE&IS graduate or GSE&IS Education Studies Minor undergraduate
- 3rd option is for any other type of person or visitors (these temporary, guest accounts require a sponsor who will have to set account expiry dates)

5. Fill out the appropriate online form to request your account.

2nd option – Students in GSE&IS program

I am enrolled in a GSE&IS graduate or undergraduate program

Requested Account Type: Student

Tell us your name (full name please).

First Name
Middle Name (Optional)
Last Name

Contact info - we will notify you via email of your account activation status.

Email Address
Phone Number

We will assign you a username but you can choose a password.

Your password must be at least 8 characters long, and include at least one each of numeric, symbol, uppercase, and lowercase characters.

Password
Confirm

All Passwords can be cracked. The question is, **how soon?** You should check it out. Your fingers will thank you for it!

Submit Account Request

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3rd option – Visitor (temporary, guest accounts requiring a sponsor)

I am just taking a class, consulting, or an outside collaborator in a GSE&IS project ▾

Requested Account Type: Visitor

· Tell us your name (full name please).

First Name
Middle Name (Optional)
Last Name

· Contact info - we will notify you via email of your account activation status.

Email Address
Phone Number

· Select if one of these visitor types applies to you
Select Visitor Type ▾

· Please enter the email address of the person who can verify your need for this account.

Sponsor Email
Verify Email

Briefly note why this account is needed, i.e., class number, research group, resource access, etc.

· We will assign you a username but you can choose a password.

Your password must be at least 8 characters long, and include at least one each of numeric, symbol, uppercase, and lowercase characters.

Password
Confirm

All Passwords can be cracked. The question is, [how soon?](#) You should check it out. Your fingers will thank you for it!

6. Wait for an email notifying you of your account activation status.

New GSE&IS Accounts

Online form for sponsors to authorize accounts for their people

Sponsor a guest who needs office keys or a GSE&IS computing account. This is for people that do not have an appointment in GSE&IS.

- This person needs a GSE&IS computing login account. (This is not a BOL guest account)
 This person needs keys to an office.

Tell us about the person you're sponsoring.

· Please tell us the UCLA ID for this person if they have one. This will greatly help the accuracy of our records.

UCLA ID (leave blank if they don't have one)

· Please enter the name of your guest accurately and completely.

First Name
Middle Name (Optional)
Last Name

· Contact info - we will use their email address to notify them of their sponsorship and account activation.

Email Address
Phone Number

· A GSE&IS computing account will be needed through the end of the following quarter/year:

Expiry Quarter
Expiry Year

· Is this person a visiting scholar or visiting GSR? Select if applicable:

· Tell us generally why this person needs a GSE&IS account or keys, i.e., class number, research group, resource access, etc. This can help us follow up later.

[Create Visitor Account](#)