Account Process

Purpose
This is a rough guide of the Account Process for Students, Staff, Faculty and Guests

For Students
For students to get an account, they must fall under this criteria:

- Be actually enrolled in a College of Engineering Course
  - Computer Science
  - Computer Engineering
  - Electrical Computer Engineering
  - Chemical Engineering
  - Materials
  - Mechanical Engineering
- Have a Valid UCSBNetID

If you fall under the above situation, you can create an account at:
https://accounts.engr.ucsb.edu/create

Please note, our system relies on the GOLD system to confirm this and will take at least 1 business day to update from the GOLD system.
Please give our system at least a couple of business days.

Graduate Students
If you are a Graduate Student, you will fall under the same conditions as a student listed above.

If you are not enrolled in a College of Engineering Course, but supporting a College of Engineering Professor as a TA or as part of that Professor's Research Group, your Primary Investigator or their Department will need to create an Account Invitation for you at https://accounts.engr.ucsb.edu/invites.

Students Crashing a course
Students crashing a College of Engineering course are required to be at the first Lab Section they can attend in order to work with a College of Engineering Representative in order to get set up with an account.

Some professors will state how they will handle the enrollment, and if they state that they have a waitlist, we will not be able to provide an account unless you are actually on the waitlist.

**Extension Students**

Extension students wishing to take a College of Engineering course are required to be at the first Lab Section they can attend in order to work with a College of Engineering Representative at the lab in order to get set up with an account.

Barring that, a **Proof of Enrollment** needs to be provided when requesting an account.

**Proof of Enrollment** would be an Invoice from Extension.

Please submit the following information to expedite the process:

- Proof of Enrollment (Extension Invoice showing which class and date of enrollment)
- Your UCSBNetID Username
- Extension ID

Send this to help@engineering.ucsb.edu.

If you are an International Student or Education Abroad Program Student that has registered with Extension two weeks prior to the quarter start, you should be able to create your account at https://accounts.engr.ucsb.edu/create.

**For Staff/Faculty**

**With UCSBNetID**

For incoming Staff/Faculty that have a UCSBNetID, the MSO can invite the user using the following link:

https://accounts.engr.ucsb.edu/invites

Fill out the form, please be sure for the **Email** field, to use the invitee's personal or preferred contact email. This is to ensure they get the **Account Invitation Email**.

Fill out the **UCSBnetID** field with their UCSBNetID for the UCSB Connect Mail, this will allow for them to have either a UCSB Connect Mail Account or link the department's affiliation to their UCSB Connect Mail Account.

**Without UCSBNetID**

Before an invite can be sent, the incoming person will need to be set up with a UCSBNetID.

When asked for the On Campus email address, they can refer to their **UCSBNetID@ucsb.edu** as their on campus email address.

Once the UCSBNetID has been created, the department MSO can invite the user using the following link:

https://accounts.engr.ucsb.edu/invites

Fill out the form, please be sure for the **Email** field, to use the invitee's personal or preferred contact email. This is to ensure they get the **Account Invitation Email**.

Fill out the **UCSBnetID** field with their UCSBNetID for the UCSB Connect Mail, this will allow for them to have either a UCSB Connect Mail Account or link the department's affiliation to their UCSB Connect Mail Account.

**For Guests/Researchers/Lecturers**
The department MSO can invite the user using the following link:

https://accounts.engr.ucsb.edu/invites

Fill out the form, please be sure for the **Email** field, to use the invitee's personal or preferred contact email. This is to ensure they get the Account Invitation Email.

Fill out the **UCSBnetID** field with their UCSBNetID if the user should have a UCSB Connect Mail.

### Related articles

- Account Process
- Who is eligible for an account on College of Engineering computers?
- Can I use GitHub on github.ucsb.edu?
- You forgot your College of Engineering Account Username
- Unable to create a CSIL/Engineering Account