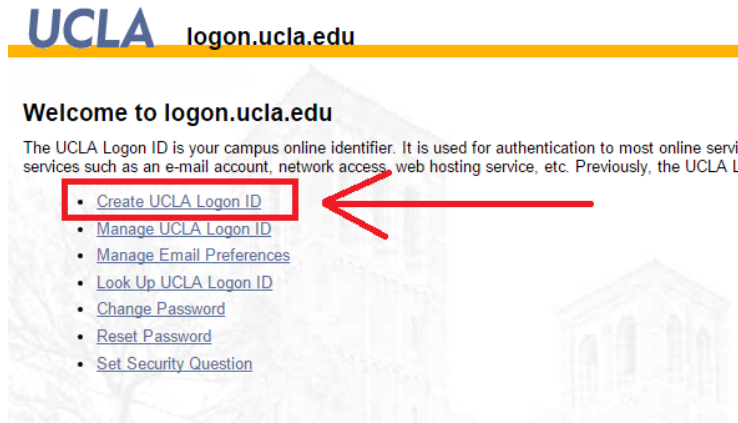


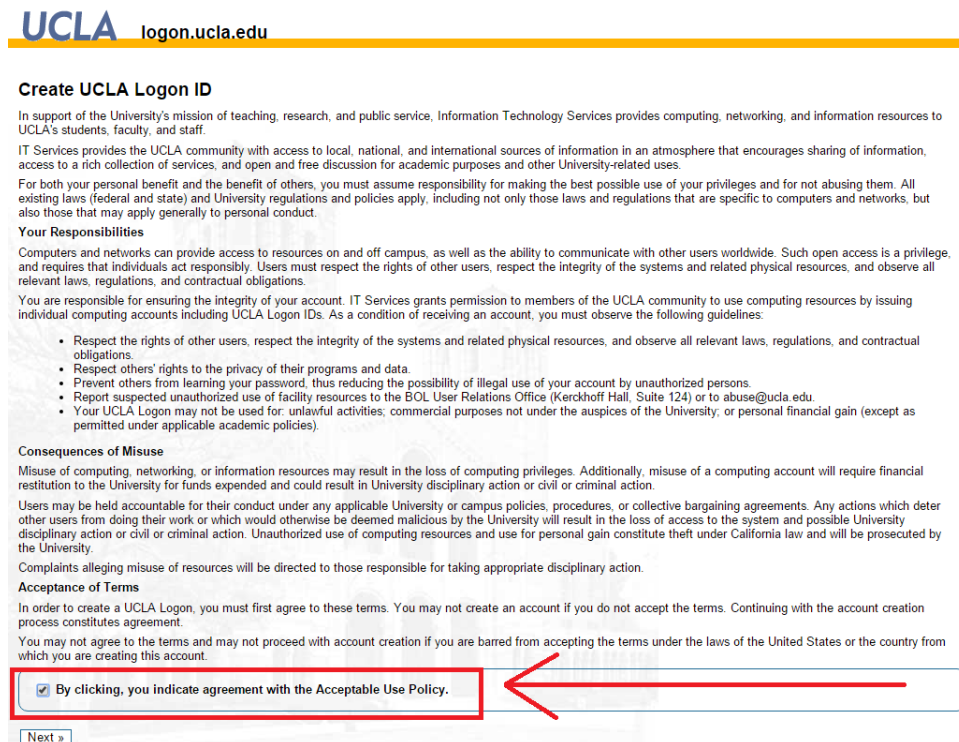
## How To Create a staff UCLA Logon ID to use in the LMS

In order to create a UCLA Logon ID that you can use in the UC LMS, you must associate that ID with your 9 digit employee ID. Please follow the steps below:

1. Go to <http://logon.ucla.edu>
2. Click the “Create UCLA Logon ID” link



3. If you agree to the terms, check the box at the bottom titled “By clicking, you indicate agreement with the Acceptable Use Policy” and then click “Next”.



4. Check the box title “UCLA Faculty Member or Staff Member” and then click “Next”

### Create UCLA Logon ID

By completing this procedure, you will activate your UCLA Logon. Before proceeding you must identify yourself to the system.  
I am a (select all that apply):

<input type="checkbox"/> New UCLA Student (including admitted applicants)
<input type="checkbox"/> UCLA Applicant on the waitlist
<input type="checkbox"/> Current UCLA Student
<input type="checkbox"/> Former UCLA Student (including alumni)
<input type="checkbox"/> UCLA Summer Session Only Student (new, current, or former)
<input checked="" type="checkbox"/> UCLA Faculty Member or Staff Member
<input type="checkbox"/> UCOP or UC Merced Staff Member

I do not have a UCLA Identification Number and I am **NONE OF THE ABOVE**. Accounts created without a UCLA ID number can be used to authenticate to many UCLA applications, but are not generally eligible to receive campus services.

For further assistance, contact the Help Desk by telephone at 310-267-HELP (4357) or email at [accounts@ucla.edu](mailto:accounts@ucla.edu).

Next »

5. Enter the requested information and make sure to enter your UCLA ID Number which is your 9 digit employee. Click "Next".

### Create UCLA Logon ID

By completing this procedure, you will activate your UCLA Logon. Before proceeding you must identify yourself to the system.  
You must have your 9-digit UCLA Identification Number to continue. You can find this number:

- On your online or paper letter of admission (new students, waitlisted applicants)
- On your BruinCard (current students, alumni, faculty, staff)
- On your UCLA transcript (current students, alumni)
- On your paycheck stub or online earnings statement (faculty, staff)

#### Students, Alumni, Faculty, and Staff

If you do not remember your 9-digit UCLA ID number please bring photo identification that clearly displays both your full name and date of birth (Driver's License, Passport, or other Government issued ID) to the Bruin OnLine Help Desk located in Suite 124, Kerckhoff Hall. If you are not able to visit the Help Desk, please fax in a completed copy of the [UCLA Logon Service Request Form](#), with all required supporting documentation.

For further assistance, contact the Help Desk by telephone at 310-267-HELP (4357) or email at [accounts@ucla.edu](mailto:accounts@ucla.edu).

#### Validate Your Identity

First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth (YYYY-MM-DD)	<input type="text"/>
<b>UCLA ID Number</b>	<input type="text"/>

Next »