Creating a UCLA Logon ID

How to Create a UCLA Logon ID

To create a UCLA Logon ID, follow the steps listed below:

1. Navigate to https://logon.ucla.edu/
2. Click Create UCLA Logon ID.

3. Click on the checkbox to indicate your agreement with the Acceptable Use Policy.

4. Click Next.

5. Indicate your affiliation with the University. If you are a UC Merced or UCOP employee, select UCOP or UC Merced Staff Member.

6. Click Next.

7. Enter the requested information. You will need to provide your First Name, Last Name, Date of Birth (YYYY-MM-DD) and UCLA ID number.
8. Click Next.
9. Create your Username and Password.

10. Select your Challenge Question and Response Phrase.

11. Click OK.
12. You will be asked to confirm your Username. Click Create My Account to continue.
13. You will be see a confirmation screen, confirming that you have successfully created a UCLA Logon ID.