

Please read this information carefully as it provides information on accessing UCPath including the New UCPath Portal and the UCPath Center.

UCPath Arrives this Weekend – Sunday, September 23, 2018!

Dear Faculty and Staff,

It's almost here! UCPath will launch at UCLA this coming weekend. When UCPath launches, you can expect the following:

The UCPath Portal

The [UCPath Portal](#), our new self-service portal, will open to all employees beginning this **Sunday, September 23, 2018 at 8:00 a.m.** When the portal launches, you will be able to...

- View your paycheck
- View your vacation and sick leave balances
- Update your personal information
- View, change or add a direct deposit
- View and print your W-2
- Update your W-4
- View your benefits
- Verify your employment

Please note that you will receive an error message if you attempt to access the portal prior to the Sunday portal launch.

You will continue to visit [At Your Service Online \(AYSO\)](#) to view historical information, print your 2018 W-2 and view your retirement information.

Accessing the UCPath Portal

You must use your **Single Sign-On (SSO)** to access the UCPath Portal. **Multi-Factor Authentication (MFA) via the DUO application** is also required. **The UCLA Logon ID is the SSO for all UCLA employees.** If you are a Health Systems employee, you can also log in with your **Mednet ID** only *after* you have created your UCLA Logon ID.

MFA for UCLA Logon ID

- Allows you to use a UCLA Logon username and password to log into UCLA Campus resources.

If you are unable to logon, please contact BruinOnline at consult@ucla.edu or phone **(310) 267-HELP (4357)**

MFA for Mednet ID

- Allows you to use your Mednet username and password to log into UCLA Campus resources.

If you are unable to logon, please contact UCLA Health IT Customer Care at **(310) 267-CARE (2273)** or visit IT Connect in the Center for Health Sciences building.

Additionally, for your security, when you first log into the UCPATH Portal, you will be prompted to verify your identity by providing your **birth date and the last four (4) digits of your social security number** and then you will be prompted to set up **five (5) security questions**. You will only need to complete this process one time. You will be prompted to answer one of your security questions when you access pages within the UCPATH Portal with sensitive personal information (e.g., viewing your paycheck).

Employees without a Social Security Number (SSN) or Taxpayer Identification Number (TIN) will not be able to access the UCPATH portal.

The UCPATH Center

The new customer service support center will now serve as your **first point of contact** for payroll and benefits questions.

You can contact the UCPATH Center by visiting the [UCPATH Portal](#) and clicking on the '**Ask UCPATH Center**' button or by calling (855) 982-7284, Monday – Friday, 8:00 a.m. – 5:00 p.m. (PST).

The UCPATH Center will also be open on 'Go-Live' day, **Sunday, September 23**, between the hours of 8:30 a.m. – 4:30 p.m.

For more information, please visit the [UCLA UCPATH website](#).

Need a UCLA Logon ID?

Please visit the [UCLA Identity and Accounts Manager](#). If you haven't yet enrolled in MFA, please do so on the [MFA at UCLA: Employee Resources web page](#).

If you are unable to logon, please contact the following:

- **Campus Employees:** BruinOnLine at consult@ucla.edu or phone **(310) 267-HELP (4357)**
- **UCLA Health Employees:** UCLA Health IT Customer Care at **(310) 267-CARE (2273)** or visit IT Connect in the Center for Health Sciences building