

Getting started with UCOPAlert

To get started with UCOPAlert, you'll first create a personal password.

1. Visit the UCOPAlert webpage at <http://ucal.us/UCOPAlert>. Click the "Register" button on the right.
2. On the login screen, click "Forgot your password?"



The image shows the UCOP ALERT login interface. At the top, the text "UCOP ALERT" is displayed in a bold, sans-serif font, with "ALERT" in red. Below this, a message reads "Welcome, please enter your login credentials." There are two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember me". At the bottom left is a "Login" button, and at the bottom right is a blue link labeled "Forgot your password?". A mouse cursor is pointing at the "Forgot your password?" link.

3. In the username box, enter your UCOP email address (firstname.lastname@ucop.edu) and click "OK"



The image shows the UCOP ALERT forgot password interface. At the top, the text "UCOP ALERT" is displayed in a bold, sans-serif font, with "ALERT" in red. Below this, a message reads "If you have forgotten or misplaced your password, please enter your username below." There is a sub-message: "We will email instructions to you on how to reset your password. This email will be sent to any email addresses you have specified in your account." Below this is a "Username:" label and an input field containing the text "john.smith@ucop.edu". At the bottom are two buttons: "OK" and "Cancel". A mouse cursor is pointing at the "OK" button.

4. You will receive an email from Intelligent Notification that will include a link to a website hosted by the technology provider MIR3 to reset your password. Click on the link. For security reasons, the link will expire in six hours, after which you will need to return to Step 1 to receive a new email with an active link.

Password reset request

Intelligent Notification

Sent: Friday, September 13, 2013 9:27 AM

To: [REDACTED]

Dear [REDACTED]

This email was sent automatically by the MIR3 server in response to your request to recover your password. This is done for your protection. Only you, the recipient of this email, can take the next step in the password recovery process.

To reset your password and access your account, follow these steps:

1. Click on the link below. If nothing happens when you click on the link, copy and paste the link into the address bar of your web browser. Note: This link will remain active for 6 hours.

https://ucop.mir3.com/prepareResetForgottenPassword.do?token=nL0TufaPl_Vfuj5sJVqEsSpJILGJY7azYJKNjv0.xA0FwC4.V.jyII4xg7tS0mLPECFxRNTldeJTw8tsNR0.Byj2E93pGevq_qC9nVBpRgE-

The link will take you to our Reset Password page.

2. Enter a new password.

3. Confirm new password. Click Save. You will then be able to access your account.

If you did not request that we send this Forgotten Password email to you, please report this email to us by contacting our support team by email at support@mir3.com or by phone at +1 (800) 489-8611 or +1 (858) 724-1246.

Thanks for using MIR3!

Please do not reply to this e-mail. Mail sent to this address cannot be answered. Please contact technical support for assistance.

PROTECT YOUR PASSWORD

NEVER give your password to anyone and ONLY log in at <https://ucop.mir3.com>. Protect yourself against fraudulent websites by checking the URL/Address bar every time you log in.

5. The link will take you to a page where you will enter and confirm your new password. Your new password should be at least eight characters long, and must include at least one upper case and lower case letter, one number and one special character (examples: &#). We recommend that you choose a different password from the one you use for your UCOP email.



The image shows a screenshot of a web form titled "UCOP ALERT". The form is set against a white background with a blue border. At the top, it says "UCOP ALERT" in bold, with "ALERT" in red. Below this, it instructs the user: "Please create a new password for this account and click Save." There are two input fields: the first is labeled "*New Password:" and the second is labeled "*Confirm New Password:". At the bottom of the form, there are two buttons: "Save" and "Cancel".

6. Once you've selected your password, you will be returned to the UCOPAlert login screen. Enter your UCOP email address as your username and your new password. Click "Login" to enter the system and begin updating your profile.

For information on how to update your profile, visit the UCOPAlert webpage at <http://ucal.us/UCOPAlert> for instructions.