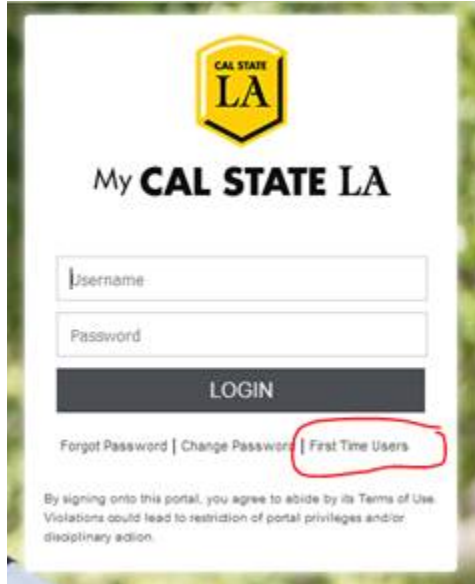


Activating the Student Work Account

For students that have never activated their work network account, please have them go through the following steps:

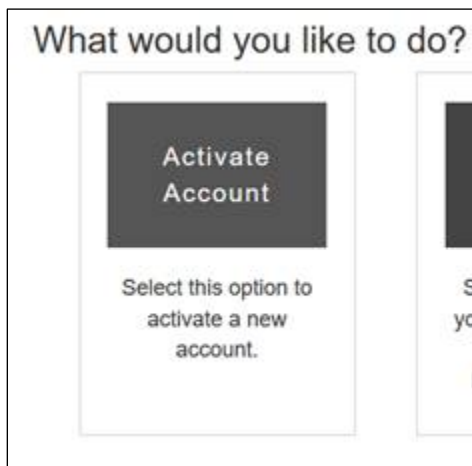
1. From the myCalStateLA sign in page, click on the 'First Time Users' link



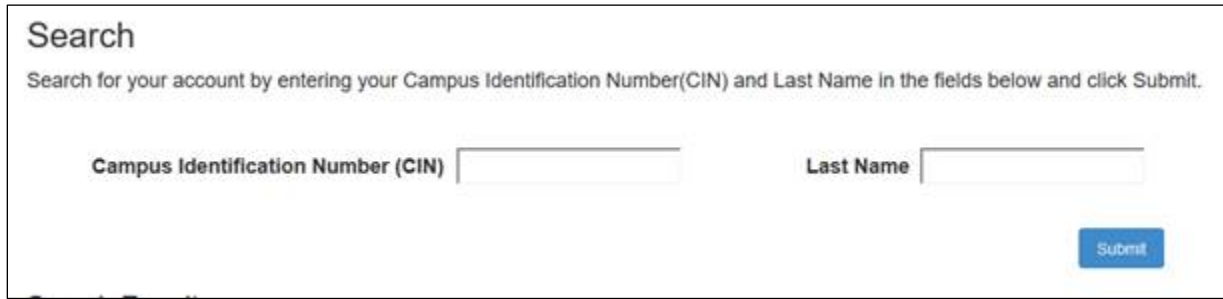
2. Click on the link under 'To Access myCalStateLA Portal'



3. Choose 'Activate Account'



4. Enter your CIN and Last Name, then click on 'Submit'



Search
Search for your account by entering your Campus Identification Number(CIN) and Last Name in the fields below and click Submit.

Campus Identification Number (CIN) Last Name

5. You should see two accounts below for student and faculty. Activate the faculty account



Affiliation	Last Name	First Name	Action
Student	[REDACTED]	[REDACTED]	Activate
Faculty	[REDACTED]	[REDACTED]	Activate

6. You will be instructed to create a new password, make sure to note your work userid.

When you go to the MyCalStateLA portal, make sure you do not have your GET account open on the same browser as this may cause problems. Also, when you log in with your work userid, do not click on the GETLA icon, you can only use the HRM or Absence Management icons on your work account. If you see this error when you click on the HRM/Absence Management icon (sorry quality is poor):



Either clear your cache or open a different browser – opening a different browser usually works best.

If there are still problems, please contact Susan Cortez 323-343-3646.