General Information:

1. **Nothing will change for any student groups prior to September roll-out** (includes Summer Sessions, Law, Medicine, and enrolling students).

2. **Faculty and staff who use UID and PIN will have been asked to create and use their UCLA Logon when accessing ISIS authenticated applications (grades, my.ucla.edu, etc.)**
   - Beyond that, nothing else will change until we go through the same policy development, rollout process, impact identification and communication (Fall 2006/Wtr 2007).

3. Using a communication campaign, there will be attempt to "convert" students to the new setup (i.e., encourage them to create UCLA Logons) before ISIS requires it. This is to reduce the number of students affected by the hard cutover.

4. Policy is being written; student implementation can go forward without policy being final.

5. Development is well underway but significant testing remains (June – August)
   - April: finish development and unit testing; lay out end-to-end testing

6. Implementation involves many systems and groups – URSA, ISIS, Enterprise Directory, Campus Data Warehouse, BOL, and mainframe student (SIS) systems.

7. The book of record for the student's official email address is changing from SIS to Enterprise Directory.

8. SRDB downloads and stored procedures will not be affected by this change (Note: An applicant email field is being added to Student Systems, specify if you want it. This means that those who wish to communicate with admitted students using their applicant email address after the person has SIRed and selected an official email address (not encouraged) will need to obtain this information from their information provider (SRDB, Admissions systems, etc., thus some AIS downloads or SRDB stored procedures may need to be revised.)

9. Support for questions, problem resolution has to be in place before rollout (the team will be coordinating with the Help Desk Group and CSC).

10. **A UCLA Lifetime Email Forwarding Address is granted to students who have earned a degree.** As an enrolled student the email address will also have an established account with one of the UCLA Lifetime Email Forwarding Address Providers (currently BOL, Anderson, and Law). After graduation, the BOL and Anderson email accounts will be terminated (the law account will remain active) and the e-mail address transitioned to the lifetime forwarding service.
11. The creation and use of a UCLA LOGON, rather than a UID, allows for the potential provision of services irrespective of a relationship with the University. This allows for a broader community of users including temporary guests, vendors, partners, etc.

**September 2006 – Students**

**UCLA Logon**

12. New students will continue to get a UID but will not be given a PIN. After implementation, existing students will no longer be able to use UID/PIN for authentication.

13. For authentication, students (new, continuing and former) will be prompted for their UCLA LOGON (jbruin, joebruin, josephinebruin, etc.) and password and not their UID and PIN.
   
   ♦ The ISIS BOL ID prompt will be relabeled as UCLA LOGON and ISIS screens will be labeled with this information.

14. ISIS will prompt for UCLA LOGON or direct them to CTS screens to create one. The CTS application will automatically send the person back to the original application requesting ISIS authentication so they can continue with their process.

   ♦ *Applications that depend upon ISIS may need to change their web and print instructions.*

**UCLA Email**

15. All students will receive an email account from a UCLA Lifetime Email Forwarding Address Provider (currently BOL, Law and Anderson)
   
   o All students (excluding those schools providing Lifetime Email Forwarding) will be provisioned a BOL account and an email address
     
     ▪ New students at the time of their Submit with Intent to Register (SIR).
     
     ▪ Continuing students when they create their UCLA Logon

16. Students will maintain email addresses stored in the Enterprise Directory thru URSA.

17. Students can have multiple email addresses in the Enterprise Directory.

18. All Students must declare one address to be an “official” email address.

   o Any address in the Enterprise Directory
   
   o Applicant email address (new admits only)
   
   o Any email address (including non-UCLA addresses)
   
   o URSA will prompt students to designate/provide an official email address

19. Student controls the disclosure of their email addresses thru URSA.

   o If a student chooses to publish their email addresses, they must publish the “official” address if they choose to publish any.

20. Many if not most administrative and business units will use the official email address as the mechanism to communicate the majority of messages to students. However,
UCLA academic units and/or faculty are not required to use the official email address for communicating with their students.

- **Academic units who do not want to use the official address** (for example, the unit wants to have students use an internal dept. or school non persistent email address) for internal departmental/school business should communicate the meaning and the differences between campus and local “official” email to reduce confusion.

21. The benefits of using a Lifetime Email Forwarding Address and making it official will be communicated through a series of marketing messages being developed by External Affairs. Such communication will be vetted by all Providers to help minimize confusion among students.

22. Recent graduates are receiving a Lifetime Email Forwarding Address thru Providers.

**September 2006 – UCLA Lifetime Email Forwarding Address Providers**

23. Providers must meet the service policies currently being developed, which relate to length of time an account is to remain active after separation if separation is not related to graduation, forwarding capabilities, life time address, etc.

24. Any unit not currently a Lifetime Email Forwarding Provider may apply to the Registrar's Office to become one at a later date if desired.

25. Providers must batch their email addresses into Enterprise Directory daily (adds, deletes, changes) starting 4/30/06.

- If a student belongs to more than one dept./school that offers a Lifetime Email Forwarding address (for example the student is both enrolled as a Law and Anderson student), the address from the dept./school that is FIRST to send the batch will become the official email address by default. The student can change this using URSA.

- If an email address from a Provider is not in ED at the time an applicant SIRs, they will be informed by URSA that an email account will be provided by their school at a later date. Once the email address is in ED, the next time the person accesses URSA they will be routed through the official email designation process.