UCDAVIS HEALTH | Facilities Planning and Development Division

Creating a "New User" Account in Accela

Version Number: 1.0

1. Introduction

Welcome to UCDH eServices Portal (ACA) Creating New User, User Guide

This section details the step-by-step instruction for creating a new user account in Accela.

2. Go to the Accela Homepage

URL Link:

https://aca-prod.accela.com/UCDMC/Login.aspx
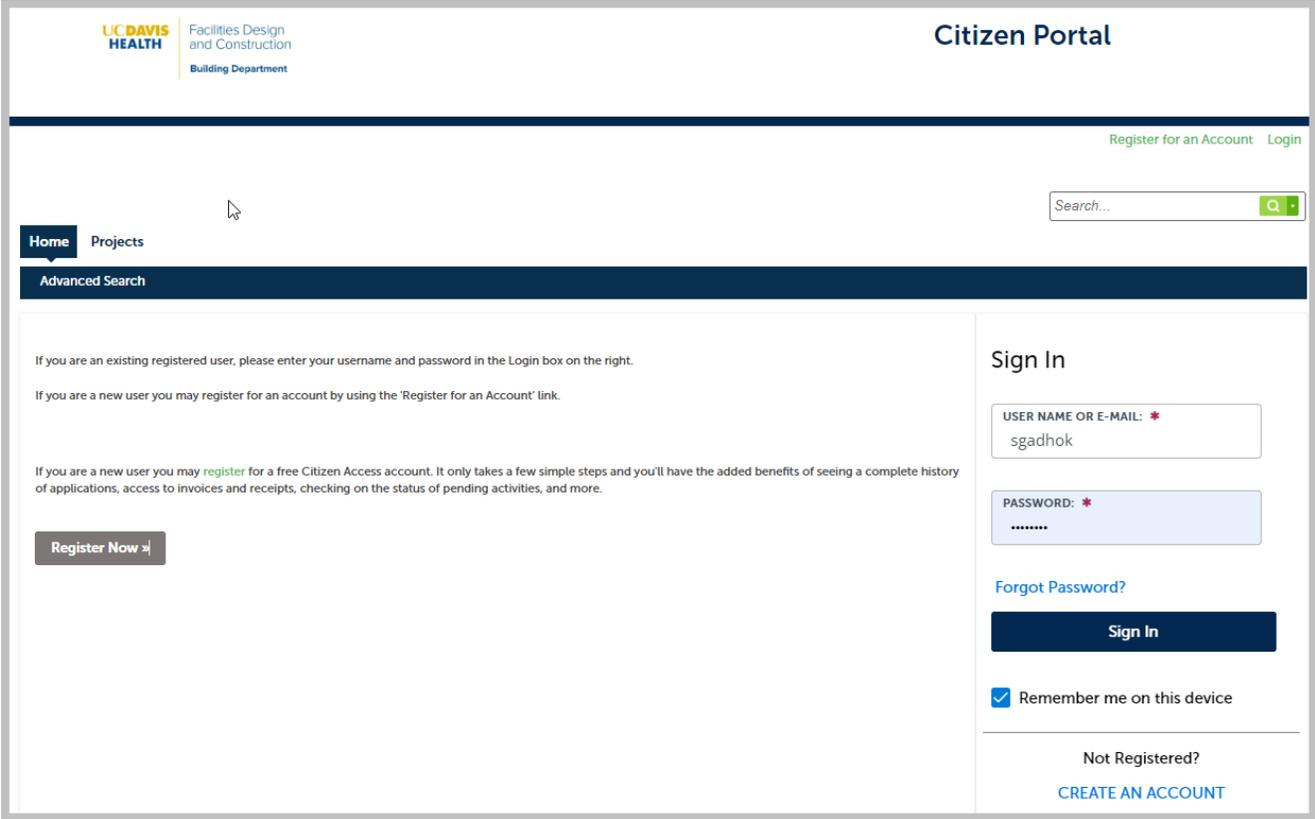
3. Create a New User Account

a. There are several ways to create a new user account. Select the **"Register for an Account"** button or **"CREATE AN ACCOUNT"**

4. Login Information screen

The login Information screen is displayed. Enter your information in the mandatory fields and click on **"Continue".**

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *

Must enter a E-mail Address:

PASSWORD: *

Must enter a Password:

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *

Select ▼

ANSWER: *

☐ I have read and accepted the above terms Terms of Service ⬀

CONTINUE

5. Under "Select Contact Type"

Select the radio button **"Contact"** to create an account.
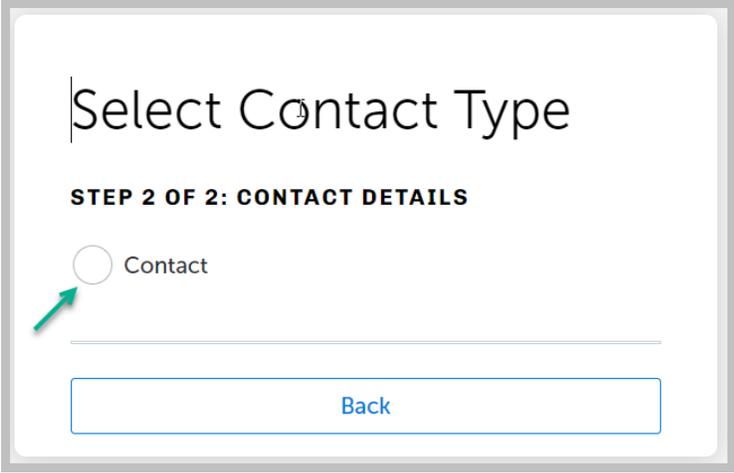
Enter information in all the mandatory fields. (marked with ***** asterisks)
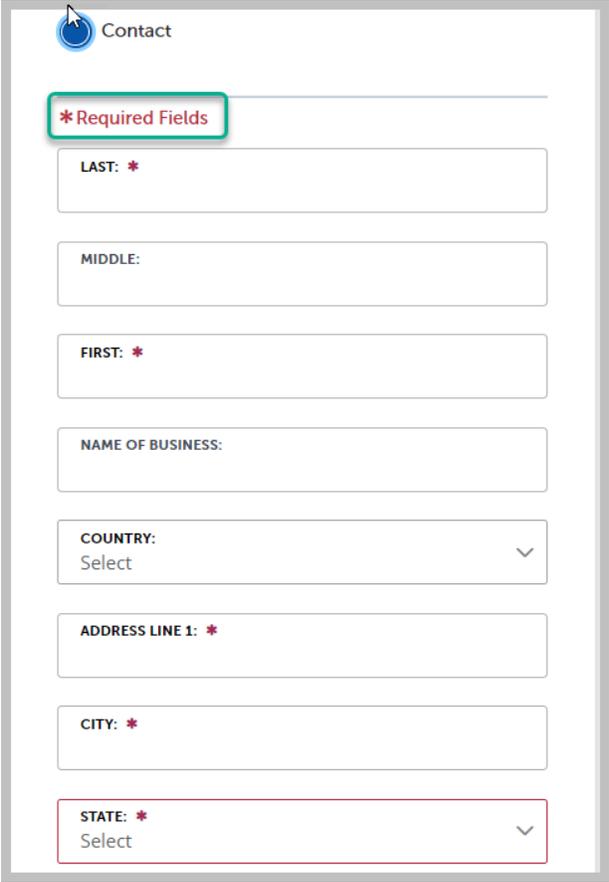
Click on the **"Submit"** button to create your account.

COUNTRY:
Select

ADDRESS LINE 1: *

CITY: *

STATE: *
Select

Must enter a State:

ZIP: *

MOBILE PHONE: *

WORK PHONE:

E-MAIL: *

Submit

Back

6. Account Confirmation Screen

Your account has been successfully created. A message **"Your account is successfully registered"** will appear.