Instructions for obtaining your UCSB NetID and/or Password from the Campus Directory:

1. Go to http://directory.ucsb.edu

2. When the UCSB Directory Service Page is displayed, click on the link in the upper right hand corner that reads: Need a UCSBnetID or Password? Forgot Yours?

3. You will see a screen allowing you to search for your campus directory record. Enter your full last name in the last name field, and click the “SEARCH” button.

4. If more than one person with your exact last name is found, then select your full name from the result list, and click the “PROCEED” button.

5. Depending on whether your situation, you will follow path a, b, c or d below.

   a. If you are NOT already registered, the website will ask for you to register by entering your date of birth in the format mm/dd/yyyy and your social security number (no spaces.) You are also required to enter a UCSB NetID you would like to use and a password. There are directions on the screen indicating the format requirements for these fields. After entering the above information, click “Register” to complete the set up of your account. Once successful, you will have a UCSB NetID and password, and you will be able to login to eGrades.

   b. If you are already registered, your “existing UCSB NetID” will appear, and you can click the “Continue password reset process” button to reset your password if needed. When resetting your password, it will ask you to identify yourself by entering your date of birth in the format mm/dd/yyyy and your social security number (no spaces). And you can enter a new password in the format required, as described in the displayed instructions. Click the “Reset Password” button, and if all information is entered accurately, your password will be reset.

   c. IF YOU ARE OR WERE A STUDENT, and you want to reset your password, you will need to reset your password via the UMAIL site: www.umail.ucsb.edu. The directory will not let you reset your password any other way, so you will know if you need to go to UMAIL to reset your password.

   d. If you are configured as a Corporate Time user and have not yet set up a UCSB NetID, you will be asked to provide your Corporate Time password, and enter a UCSB NetID of your choosing. ***If you do not remember your corporate time password, enter a UCSB NetID of your
choosing and click the “Continue with Password Reset Process” button. When resetting your password, it will ask you to identify yourself by entering your date of birth in the format mm/dd/yyyy and your social security number (no spaces). And you can enter a new password in the format required, as described in the displayed instructions. Click the “Reset Password” button, and if all information is entered accurately, your password will be reset.

6. Once you have obtained your UCSB NetID and Password, you will able to login to eGrades at www.egrades.sa.ucsb.edu and see the courses that you are authorized to access.

7. If, after following the above instructions, you are still having trouble obtaining your UCSB NetID and password, please send an email to directoryhelp@isc.ucsb.edu.