

Reserving UCLA Housing

1. Go to <http://logon.ucla.edu>

2. Select "Create UCLA Logon ID"

UCLA logon.ucla.edu

Welcome to logon.ucla.edu

The UCLA Logon ID is your campus online identifier. It is used for authentication to most online services on campus. It also provides eligible users with access to Bruin OnLine services such as an e-mail account, network access, web hosting service, etc. Previously, the UCLA Logon ID was called a Bruin OnLine ID or BOLiD.

- [Create UCLA Logon ID](#)
- [Manage UCLA Logon ID](#)
- [Manage Email Preferences](#)
- [Look Up UCLA Logon ID](#)
- [Change Password](#)
- [Reset Password](#)
- [Set Security Question](#)

3. Review the Acceptable Use Policy.

UCLA logon.ucla.edu

Create UCLA Logon ID

In support of the University's mission of teaching, research, and public service, Information Technology Services provides computing, networking, and information resources to UCLA's students, faculty, and staff.

IT Services provides the UCLA community with access to local, national, and international sources of information in an atmosphere that encourages sharing of information, access to a rich collection of services, and open and free discussion for academic purposes and other University-related uses.

For both your personal benefit and the benefit of others, you must assume responsibility for making the best possible use of your privileges and for not abusing them. All existing laws (federal and state) and University regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Your Responsibilities

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individuals act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

You are responsible for ensuring the integrity of your account. IT Services grants permission to members of the UCLA community to use computing resources by issuing individual computing accounts including UCLA Logon IDs. As a condition of receiving an account, you must observe the following guidelines:

- Respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.
- Respect others' rights to the privacy of their programs and data.
- Prevent others from learning your password, thus reducing the possibility of illegal use of your account by unauthorized persons.
- Report suspected unauthorized use of facility resources to the BOL User Relations Office (Kerckhoff Hall, Suite 124) or to abuse@ucla.edu.
- Your UCLA Logon may not be used for: unlawful activities; commercial purposes not under the auspices of the University; or personal financial gain (except as permitted under applicable academic policies).

Consequences of Misuse

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Additionally, misuse of a computing account will require financial restitution to the University for funds expended and could result in University disciplinary action or civil or criminal action.

Users may be held accountable for their conduct under any applicable University or campus policies, procedures, or collective bargaining agreements. Any actions which deter other users from doing their work or which would otherwise be deemed malicious by the University will result in the loss of access to the system and possible University disciplinary action or civil or criminal action. Unauthorized use of computing resources and use for personal gain constitute theft under California law and will be prosecuted by the University.

Complaints alleging misuse of resources will be directed to those responsible for taking appropriate disciplinary action.

Acceptance of Terms

In order to create a UCLA Logon, you must first agree to these terms. You may not create an account if you do not accept the terms. Continuing with the account creation process constitutes agreement.

You may not agree to the terms and may not proceed with account creation if you are barred from accepting the terms under the laws of the United States or the country from which you are creating this account.

By clicking, you indicate agreement with the Acceptable Use Policy.

Next >

4. Select "New UCLA Student (including admitted applicants)"

Create UCLA Logon ID

By completing this procedure, you will activate your UCLA Logon. Before proceeding you must identify yourself to the system. I am a (select all that apply):

New UCLA Student (including admitted applicants) ←

UCLA Applicant on the waitlist

Current UCLA Student

Former UCLA Student (including alumni)

UCLA Summer Session Only Student (new, current, or former)

UCLA Faculty Member or Staff Member

UCOP or UC Merced Staff Member

I do not have a UCLA Identification Number and I am **NONE OF THE ABOVE**. Accounts created without a UCLA ID number can be used to authenticate to many UCLA applications, but are not generally eligible to receive campus services.

For further assistance, contact the Help Desk by telephone at 310-267-HELP (4357) or email at accounts@ucla.edu.

Next »

5. Enter your information, including your UCLA ID Number (not your UCLA Extension ID number)

Create UCLA Logon ID

By completing this procedure, you will activate your UCLA Logon. Before proceeding you must identify yourself to the system. You must have your 9-digit UCLA Identification Number to continue. You can find this number:

- On your online or paper letter of admission (new students, waitlisted applicants)
- On your BruinCard (current students, alumni, faculty, staff)
- On your UCLA transcript (current students, alumni)
- On your paycheck stub or online earnings statement (faculty, staff)

For further assistance, contact the Help Desk by telephone at 310-267-HELP (4357) or email at accounts@ucla.edu.

Validate Your Identity

First Name

Last Name

Date of Birth (YYYY-MM-DD)

UCLA ID Number ←

Next »

After you enroll in a summer program, you will receive your UCLA ID Number (*different from your UCLA Extension ID number*) by email from the American Language Center.

6. Next, go to: <http://map.ais.ucla.edu/go/1005098>

7. Click on "Online Summer Housing Application"

The screenshot shows the UCLA website's navigation menu with categories like Prospective Students, Current Students, Parents, Faculty, Staff, Kids & Families, Alumni, and Visitors. Below the menu is a breadcrumb trail: UCLA Home / Campus Services / Housing. The article ID is 1005098, and there are links for Feedback and Printer Friendly. The main heading is "How to Apply for Summer Housing" with a summary: "Online application for summer housing at UCLA." The text explains that students must complete an online application to select session, room type, meal plan, and other options. It also notes that charges will be posted to the BruinBill account and that failure to pay by the due date will result in the offer being canceled. A red arrow points to the link "Online Summer Housing Application". Below this are sections for "Summer Institutes" and "TravelEx Payments". The footer contains navigation links for UCLA.EDU HOME, CAMPUS SAFETY, DIVERSITY, DISABILITY RESOURCES, and MEDIA RELATIONS, along with social media icons and a copyright notice for 2008 UC Regents.

8. Use your logon username and password to log in.

The screenshot shows the UCLA Logon page. It features the UCLA logo and the word "LOGON" in large letters. Below this is a "Sign In" section with a form. The form has two input fields: "UCLA Logon ID (Get a Logon ID)" and "Password (Reset your password)". Below the password field is a "Sign In >" button and a "Help" link. At the bottom of the page, there is a link for "Privacy, Security & Legal" and a timestamp: "Loaded: Thu, 10 Apr 2014 10:31:57 -0700".

9. Enter your logon information, select the housing option you want and pay the fees to reserve your housing.