Welcome to Caltech!

We would like to take this opportunity to share some important information with you and give you a few homework assignments as well (don’t worry, they are easy!).

First of all, within a few days you will be receiving another email with the subject line “Caltech Account Activation Invitation.” This is not spam! It will contain a personalized link for you to go online to activate your shiny new access.caltech account. You will need your seven-digit Caltech UID (sent to you previously by the Dean’s Office) in order to complete the account activation process. You will also be instructed to enable Duo, multifactor authentication for your account. Just click on the link and follow the instructions. Be sure to choose a strong password, and don’t share your access.caltech password with anyone. Only you should know your access.caltech password. The personalized link will expire two weeks after the email is sent, so don’t delay. You must activate your account by May 31.

Your access.caltech account is your ticket to many of Caltech’s online services, including email, online registration, and your student bill. These services and more can be reached through https://access.caltech.edu. You can use access.caltech from anywhere in the world, and your account is ready and waiting for you to use right now! Your Caltech email address is your username followed by @caltech.edu.

After you activate your account, we suggest you take care of the following things.

1) **Update your Personal Information.** On the main page, click on the “My Personal Information” link under the “Self Service” section. Notice that your UID is displayed here. “My Personal Information” has four tabs. For the moment, we recommend that you change only the following:

   a. On “My Name and Email” you may enter/change your Preferred First Name. Don’t add a preferred first name if it’s the same as your first name. Also, **do not change your email address.** If you would like to get an email alias, visit [https://help.caltech.edu](https://help.caltech.edu) and select the following Request Type: IMSS -> Email & Calendar -> Alias Request form. Only two aliases per account are allowed. Aliases must be a portion of your first, middle, and/or last name; common nicknames are acceptable.

   b. Still in the “My Name and Email” tab, press the “Show Me My Private Information” button. Your Marital Status and Birth Date will be displayed to the right. Verify that this information is correct. If not, email regis@caltech.edu.

   c. On “Phones and Addresses” please enter your Mobile phone number (if you have one). Note: please do NOT update Home or Work Phone, Campus Mailing Address, Local Residence Address, or Mailing Address. These are actually for
local info at Caltech, not your current home info, and do not currently apply.

d. On “Emergency Contacts” please enter at least one emergency contact and mark it as primary. Be sure to enter both a phone number AND A MAILING ADDRESS* for your emergency contact. *This is extremely important! Enter at least one parent or legal guardian (with phone and mailing address) as a contact. Feel free to enter additional contacts if you wish.
* To add the address, after you add the contact, click the Edit button, then scroll down and press New Address.

Once you have finished with “My Personal Information” click on the “Exit” link to return to access.caltech.

2) **Log in to Office 365.** As a new student, you get a 100GB mailbox, calendar and 1TB of OneDrive for Business individual storage. Your @caltech.edu email address (which is your username followed by @caltech.edu) is associated with your Office 365 mailbox. Duo, multifactor authentication, is required. You will receive instructions on how to enable Duo as part of the “Caltech Account Activation Invitation.” For more about Office 365, visit [http://imss.caltech.edu/office365](http://imss.caltech.edu/office365).

Once you have activated your account, you can go have fun emailing your friends using your new Caltech email address. Please check the Class of 2025 To Do List at [https://deans.caltech.edu/Newstudents/do-list-class-2025](https://deans.caltech.edu/Newstudents/do-list-class-2025) throughout the summer to be sure you don’t miss any other important deadlines. For more information about the services available to you through access.caltech, including configuration guides, visit [http://imss.caltech.edu/help/resources](http://imss.caltech.edu/help/resources). Please note that certain campus-licensed software will be made available in September.

But wait, what about REGIS, you say? REGIS, Caltech’s online enrollment system, will be available to you via access.caltech later in the summer. We will contact you when it’s ready. Once you hear from us, you can use REGIS to view your course schedule and other academic information. Later, you will use REGIS to enroll in courses, check your grades, run degree audits and unofficial transcripts, request official transcripts, and more.

If you have any problems with your access.caltech account or the applications therein, please contact the IMSS Help Desk at help@caltech.edu. IMSS Help Desk consultants are available during business hours (Mon-Fri, 8AM-5PM Pacific Time). Please note that Caltech and IMSS will never ask you for your password. Once your account is activated, be suspicious of any messages asking you to log into a website to “verify” or “confirm” your account or mailbox. University email users are often targets of scams.

With that said, we look forward to welcoming you to the Caltech community!

Office of the Registrar  
California Institute of Technology