Logging In:

Go to MyAccess: (myaccess.ucsf.edu) and login.

**Hint:** Username is derived from your Employee ID. E.g., if your Employee ID is "020583423" then your MyAccess Username is "SF058342".

**Hint:** Password can be recovered by clicking the "Forgot your password?" link and answering the challenge questions.

Once logged in, click on the link to Advance.

**Help:** Call 415-514-4100 (7am-6pm weekdays)

My Appointments:

After the Welcome screen (click on ‘Get Started Now’) you will see the Overview page, which shows:

- Your academic appointment(s)
- Your next eligible action
- Tabs to help you navigate Advance

**Hint:** Click on the Help buttons if you need more information.

**Help:** Call or email this person if you have any questions.
My Salary:

Clicking on the Salary tab will show:

- Your covered compensation (the amount used to calculate your benefits)
- Your salary distribution - funding sources and percentages

**Hint:** Remember that this is academic information; if you have an administrative salary, the funding won’t always show here.

**Help:** Call or email this person if this info seems incorrect.

My Packet:

Clicking on the Packet tab will show:

- Your packet’s progress (if you have one in process AND it made it to the Vice Provost’s Office)
- The history of your previous packets

**Hint:** We have limited data available in Phase I (and in the Vice Provost’s database) - expect more when we move on to Phase II

**Help:** Call or email this person if you have a packet in process and it is not showing here.

**More Questions?** Email the Advance Project team: AdvanceProject@ucsf.edu