



Facilities Planning and
Development Division

Creating a “New User” Account in Accela

Version Number: 1.0

Creating New User Account

1. Introduction

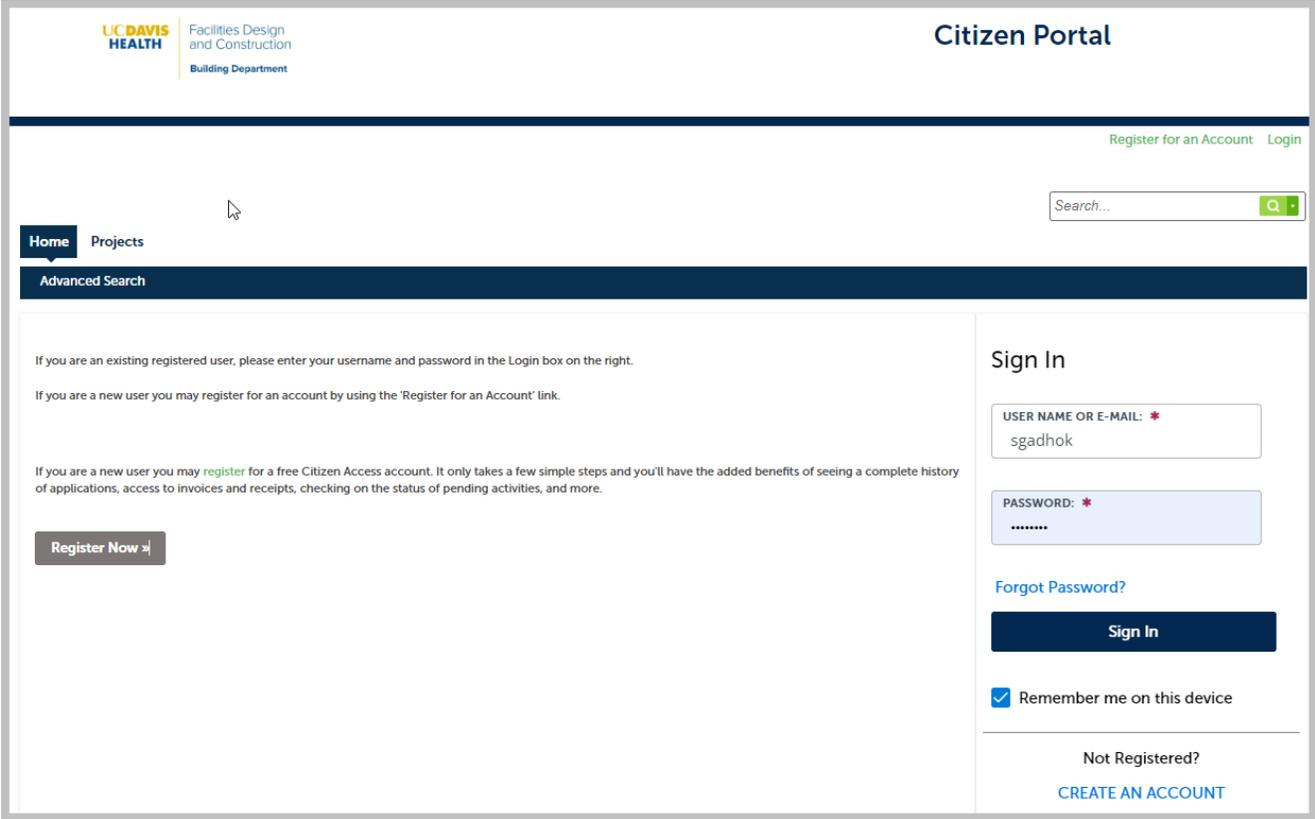
Welcome to UCDH eServices Portal (ACA) Creating New User, User Guide

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”**

Register for an Account Login

Search...

Sign In

USER NAME OR E-MAIL: *
sgadhok

PASSWORD: *
.....

[Forgot Password?](#)

Sign In

Remember me on this device

Not Registered?
[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 ▼

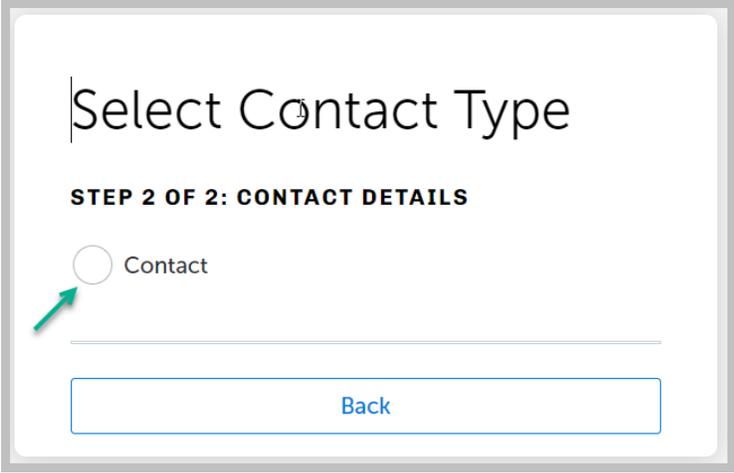
ANSWER: *

I have read and accepted the above terms [Terms of Service](#) 

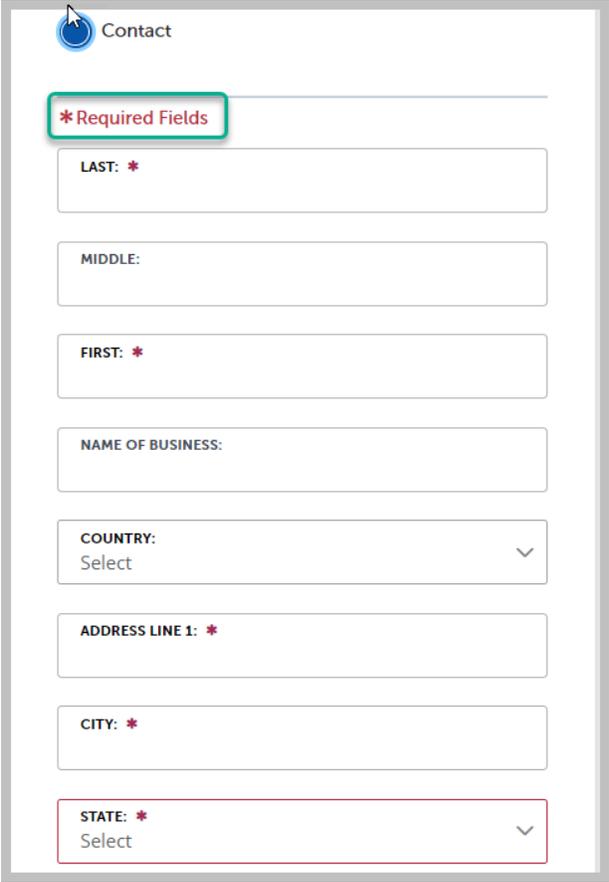
CONTINUE

5. Under “Select Contact Type”

Select the radio button “**Contact**” to create an account.



Enter information in all the mandatory fields. (marked with * asterisks)



Creating New User Account

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.

Home Projects

Advanced Search

 Your account is successfully registered.

Welcome to the UC Davis Health Building Department eServices portal for Plan Review & Building Permit support!

Account Information

User Name:	spreciado
E-mail:	sdpreciado@ucdavis.edu
Password:	*****
Security Question:	To what city did you go the first time you flew on a plane?

Contact Information

Sabrina Preciado	Work Phone: 916-707-3511
UCDH	Mobile Phone: 916-707-3511
4800 2nd Avenue, Suite 3010	
sdpreciado@ucdavis.edu	

Login Now

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