Infosheet for Changing the CalNet ID to a self-selected ID

1) **How do I change my CalNet ID to a self-selected ID?**

Go to [http://calnet.berkeley.edu](http://calnet.berkeley.edu) and select **Change CalNet ID**. Use an existing, active CalNet ID to authenticate.

**Things to Consider Before You Choose Your CalNet ID**

1. **You can choose a name you already “own”**. When setting a self-selected CalNet ID, you will be presented with names you already “own”, such as your CalMail username and any CalMail aliases you have set. Please note: If you have elected not to release your CalMail address, please read the policy statement below to determine if the CalNet ID privacy policy is acceptable to you. If not, you may not wish to use your CalMail login as your CalNet ID. The rules for the self-selected ID are:
   1. Must be 2 or more characters in length (maximum 20)
   2. Must contain at least 1 lowercase English letter
   3. Must not contain your Student, Employee, or Affiliate ID
   4. Must not start with “cads” followed by a number
   5. Must not start with “pvt-” or “svc-” or a
   6. Must not start or end with a period (.)
   7. Must not contain two or more periods in a row (..)
   8. Only the following characters are allowed:
      • Lowercase letters (a through z)
      • Numbers (0 through 9)
      • Periods (.)
      • Underscores (_)
      • Hyphens (-)

2. **Pick a CalNet ID that won’t change**. The CalNet team allows ID changes only in exceptional circumstances, such as legal name changes. You should select a CalNet ID that you will be happy using throughout your campus affiliation, including when you become an alum or retiree. Once your CalNet ID is created, it can be tied to access permissions in different departmental systems across campus. Changing your ID can cause headaches for you and for system administrators in ensuring that you still have access to things you need. Please choose your CalNet ID wisely the first time (and remember, you can use our CalMail login if you like).

3. **The CalNet team cares about privacy.**
   • Your CalNet ID may be released to members of the campus community to facilitate your access to campus-related electronic resources. Also, some collaborative tools/services, like AFS (for file sharing) and some Wikis will use your CalNet ID as login ID, and will present that ID as a public identifier within the tool/service. If you wish for others to easily associate your login ID with your identity, you should pick a CalNet ID which resembles your name.
   • UC Berkeley partners with other universities and research institutions which have agreed to standards for protecting identity information. Your CalNet ID may be released to these partners so that you can access electronic resources hosted at those institutions.
   • Your CalNet ID will not be released outside the UC Berkeley campus and partner institutions unless approved by the Registrar.

2) **When do I need to change my CalNet ID to a self-selected ID?**

Students will be able to select a new CalNet ID starting January 5th. We hoping everyone will have selected a new CalNet ID by the end of January 2009. Faculty, staff and affiliates can select their new CalNet ID at any time, but we are targeting January 2009 for the bulk of these changes.

3) **What happens if I don't change my CalNet ID before the end of January?**

Pending approval of the Identity and Access Management Steering Committee, our plan for users who have not selected a CalNet ID by January 31st is as follows:

Users will not be forced to select a CalNet ID on February 1st. For three weeks beginning February 1st, users who log in to an application via the Central Authentication Service (CAS) will receive a prompt letting them know how many days they have to left to change their CalNet ID as well as a link to the change ID application. The count will start at 24 days. At the end of those 24 days, users will be forced to self-select a CalNet ID if they have not done so already. This means that even those campus members who don't see the email until the semester begins will have a full month to select a CalNet ID before they are automatically redirected to the Change ID application before they can authenticate.

4) **Why do I need to change my CalNet ID to a self-selected ID?**

The Student ID is considered restricted data under the Family Educational Rights and Privacy Act (FERPA) when combined with other information, like a student’s name. While the Employee ID is not considered restricted data, it is linked to confidential information about employees.

Campus members are currently allowed to have more than one active login (Kerberos principal) in our central identity systems. The existence of multiple active IDs for users creates significant problems when determining how to authenticate users. When users choose a self-selected ID, this ID becomes the single active ID used to log in to systems and applications that require CalNet authentication (it becomes the user’s sole Kerberos principal). Once users select an ID, all new affiliations are consolidated under that ID. For users with multiple campus affiliations, our systems will maintain their Student, Employee, and Affiliate IDs, which many campus applications use to determine access rights, but only the self-selected CalNet ID will be used for authentication.