



Facilities Planning and
Development Division

Creating a “New User” Account in Accela

Version Number: 1.0

Creating New User Account

1. Introduction

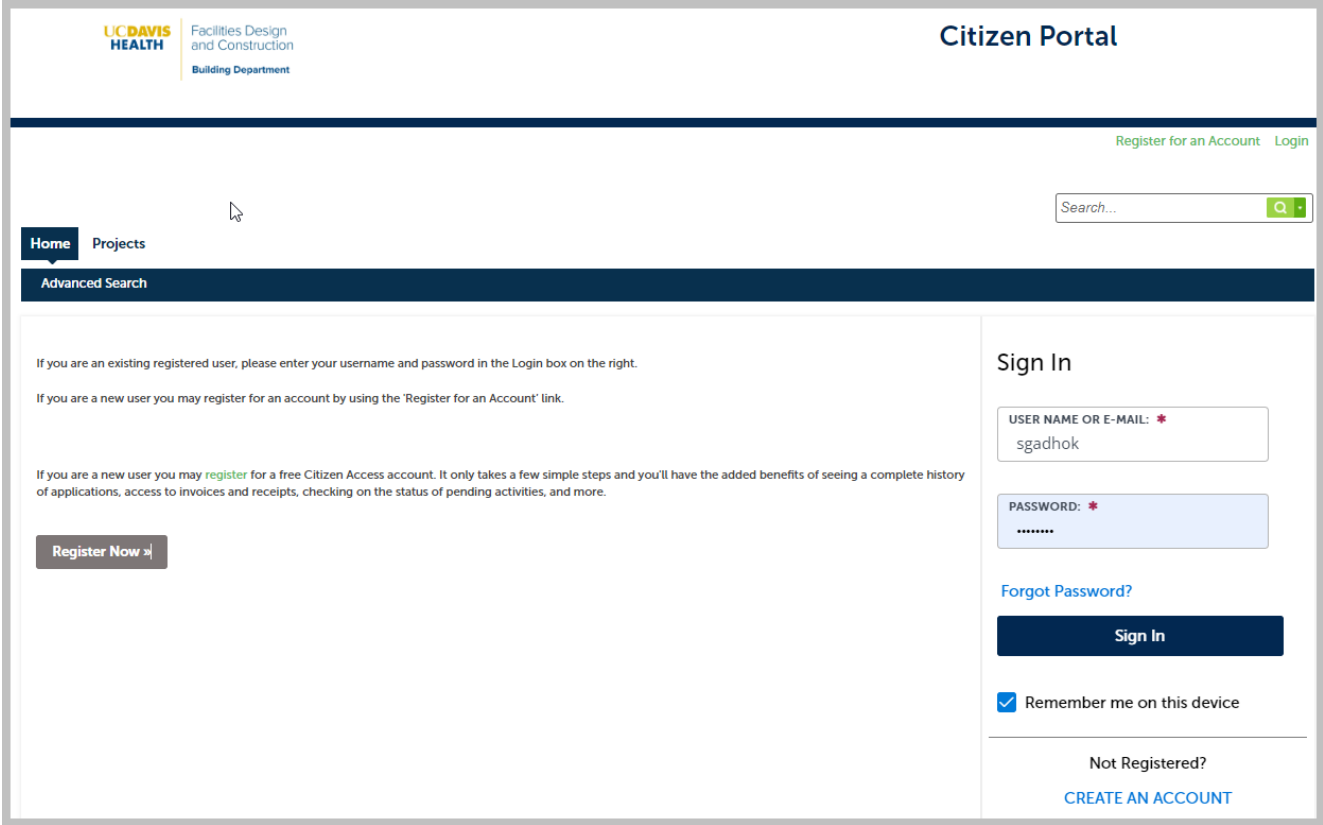
Welcome to UCDH eServices Portal (ACA) Creating New User, User Guide

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 ▼

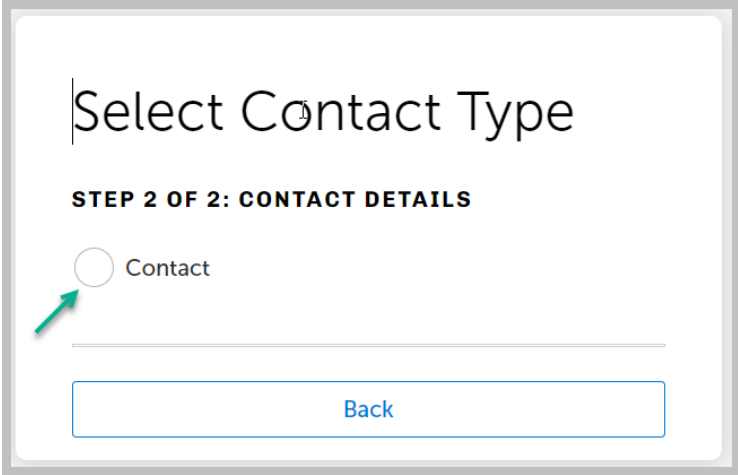
ANSWER: *

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

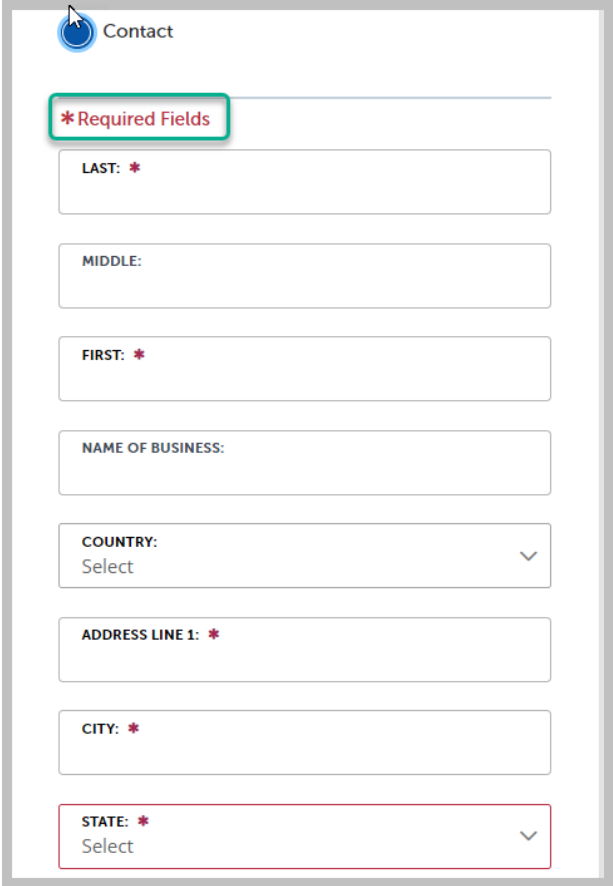
CONTINUE

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.

The screenshot shows a web interface with a dark blue header containing 'Home' and 'Projects' links, and an 'Advanced Search' button. Below the header is a light green confirmation banner with a checkmark icon and the text 'Your account is successfully registered.' A welcome message follows: 'Welcome to the UC Davis Health Building Department eServices portal for Plan Review & Building Permit support!' The main content area is divided into two sections: 'Account Information' and 'Contact Information'. The 'Account Information' section lists: 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? The 'Contact Information' section lists: Sabrina Preciado; UCDH; 4800 2nd Avenue, Suite 3010; sdpreciado@ucdavis.edu; Work Phone: 916-707-3511; Mobile Phone: 916-707-3511. A 'Login Now' button is located below the contact information. The footer contains the text: UCDAVIS HEALTH | 4800 2nd Ave | FSSB Suite 3010 | Sacramento, CA 95817 | Ph: 800-282-3284.

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
UCDH
4800 2nd Avenue, Suite 3010
sdpreciado@ucdavis.edu

Work Phone: 916-707-3511
Mobile Phone: 916-707-3511

Login Now

UCDAVIS HEALTH | 4800 2nd Ave | FSSB Suite 3010 | Sacramento, CA 95817 | Ph: 800-282-3284