Activating Your New Instructor Account

UC Berkeley Extension’s new student information system and redesigned website are live! These improvements are designed to administer our offerings more efficiently and to provide increased service to students and instructors, including new personalized accounts. Follow these step-by-step instructions to start using these new account features.

Click on the INSTRUCTOR login at the top of the homepage.

On the Instructor Login page, click on Forgot Password. (Don’t be alarmed that you don’t already have a password.)
ENTER YOUR ACCOUNT USER NAME

Refer to your UC Berkeley Extension email that contains your account user name: T00000, for example. This is also your unique UC Berkeley Extension ID number and cannot be changed.

Enter your user name from the email, and click on the EMAIL PASSWORD button.

RECEIVE YOUR PASSWORD

Check your email for a message titled Your UC Berkeley Extension Password. Your password is a series of eight letters and numbers.

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LOG IN TO YOUR ACCOUNT

Now, go back to extension.berkeley.edu and click on the INSTRUCTOR login at the top of the homepage. On the Instructor Login page, enter your user name (e.g., T00000) and password. Click on SUBMIT.

Congratulations! You have now activated your new instructor account.

REVIEW YOUR PROFILE AND CHANGE YOUR PASSWORD

In the My Profile section, you can view and update your personal information on file at UC Berkeley Extension. If you update your contact info, you must also email any updates to instructorpayroll-unex@berkeley.edu. To change your biography, contact your academic department.

You can also change your password under User Information. Enter the password from Extension in the Current Password box; then, enter a new password according to the instructions.

You are now ready to explore the features of your instructor account. Please refer to the Help section within your account for additional materials and video tutorials on grading, proctored exams and more.

To log out of your account, click on LOG OUT under INSTRUCTOR at the top of the page. To log back in to your account, click on INSTRUCTOR under LOGIN at the top of any page on the Extension website.

If you have questions or need assistance, please contact your academic department.