What is a CalNet ID?

Within 24 hours after your class application(s) status changes to “Submitted to Instructor” you can activate your Extension CalNet ID and passphrase. A CalNet ID is your online identity at UC Berkeley. Once you activate your CalNet ID, you can have access to AirBears, bConnected, library databases, and bCourses. Your CalNet ID and bConnected account is deactivated 30 days after the end of the semester.

How Do I Get a CalNet ID?

To activate your CalNet ID and passphrase, please do the following:

- **New Students**: If you have never previously been enrolled on the main campus or via Concurrent Enrollment or were never previously employed at UC Berkeley, an Extension ID (EID) and PIN is assigned to you within 24 hours after your application(s) status changes to “Submitted to Instructor”.

You can view your EID and PIN by:

- Logging in to your student account at extension.berkeley.edu. If you forgot your user name and/or password, please select “forgot user name” or “forgot password” and follow the instructions to retrieve them. Please do not create a duplicate account as this may cause problems with generating your EID and PIN.

- On the home screen under “My Current Courses” select “Concurrent Enrollment System” from the drop down under “View Online Resources” and click on “Go”. This will open another tab in your browser.
To view your Extension ID and PIN, navigate over to the Concurrent Enrollment System tab and select “Personal Profile/Personal Info” from the menu.

Before applying for courses, please review the following:

- Concurrent Enrollment Program information
- Term Deadlines and Schedule
- Frequently Asked Questions
Follow the instructions on the “Personal Info” page to go to https://net-auth.berkeley.edu/cgi-bin/krbcpw?NewStudent to enter your student ID, which is your Extension ID, and PIN. Select a personalized CalNet ID and convert your PIN to a passphrase.

It may take up to 24 hours after your application(s) status changes to "Submitted to Instructor" before your Extension ID and PIN is generated so that you can create your CalNet ID and passphrase.
Employees and Returning Students (including matriculated campus students and returning Extension concurrent enrollment students):

- **UC Berkeley Employees:** If you are a UC Berkeley employee, you can skip the activation of your Extension and CalNet ID, and use your existing personalized staff CalNet ID and passphrase within 24 hours after your application(s) status changes to “Submitted to Instructor”.

- **Returning Students:** If you have been assigned an Extension ID and/or CalNet ID previously, your existing accounts are re-activated for the current term within 24 hours after your application(s) status changes to “Submitted to Instructor”, and you should be able to use your existing personalized CalNet ID and passphrase.

*It may take up to 24 hours after your application(s) status changes to "Submitted to Instructor" before your CalNet ID and passphrase is reactivated.*

**Using your CalNet ID:**

Once you activate your CalNet ID, you will have access to the following resources:

- **AirBears** ([http://ist.berkeley.edu/airbears/](http://ist.berkeley.edu/airbears/)) - Follow the instructions on the AirBears website to obtain access to the campus wireless network.

- **bConnected** ([http://bconnected.berkeley.edu/](http://bconnected.berkeley.edu/)) - Follow the instructions on the bConnected website to create and access your campus email, calendar and document sharing account. Please note that your Calnet and bConnected account expires 30 days after the term is over. Do not set your bMail account as your permanent email address on your student account.

- **Library databases** ([http://www.lib.berkeley.edu/using-the-libraries/library-cards](http://www.lib.berkeley.edu/using-the-libraries/library-cards)) - Follow instructions on the library website to open a library account and to obtain library access.

- **bCourses** ([http://ets.berkeley.edu/bcourses/](http://ets.berkeley.edu/bcourses/)) - bCourses is where your class assignments and syllabi may reside. Students do not automatically appear on the roster feeds for bCourses until their class application status changes to "Approval Completed". However, campus faculty or GSIs will be able to manually add you to bCourses after you have created your CalNet ID and passphrase (see page 1). Please follow further instructions below.

  - **Step 1:** After you create your CalNet ID and passphrase, look up your CalNet User ID by searching for your name and email address on the CalNet Directory at: [http://www.berkeley.edu/directory](http://www.berkeley.edu/directory). Your Cal Net User ID appears at the very bottom of the page. It is numerical and labeled as “UID”. It may take 24-48 hours after you create your CalNet ID and passphrase before you appear on the CalNet Directory.

  - **Step 2:** Give your CalNet User ID to your instructor or GSI and ask him or her to add you manually to the bCourses roster by following these instructions ([https://berkeley.service-now.com/kb_view.do?sysparm_article=KB0010842](https://berkeley.service-now.com/kb_view.do?sysparm_article=KB0010842)).

**Cal 1 Card**

For an additional nonrefundable fee each term, international students and full-time US and local students are eligible for a Cal 1 Card. The Cal 1 Card will give you access to the following services each term: [class pass for public transportation](#), [library privileges](#), access to [recreational sports facilities](#), and ability to purchase dining points with [CalDining](#).
International students will automatically be assessed the Cal 1 Card fee each term and will be informed about how to obtain their Cal 1 Card upon arrival at their mandatory orientation.

Local and U.S. students who plan to study full-time and are interested in purchasing a Cal 1 Card should first apply for all of their courses in the concurrent enrollment system and then email concurrent@berkeley.edu to request a Cal 1 Card. You will be assessed the Cal 1 Card fee and be required to pay it before scheduling to pickup the Cal 1 Card authorization form. The Cal 1 Card fee is nonrefundable.

NOTE: Concurrent enrollment students do not automatically have access to the same resources as a registered UC Berkeley student. If there are resources required for your class that you are unable to access, contact your instructor or the head GSI to enable these class-specific accesses or email concurrent@berkeley.edu.

I’m Having Trouble with my CalNet ID and Passphrase - What Can I Do?

Have you waited 24 hours after you applied for your class? You need to apply for a class in the Concurrent Enrollment system in order for the Extension ID and PIN to be generated (see “How to Apply for Concurrent Enrollment Classes” for more information). It may take up to 24 hours after you apply for a class before the system recognizes your new Extension ID or re-activates your existing Extension and CalNet ID.

Have you used the correct criteria in creating your CalNet ID and passphrase? When creating your CalNet ID and passphrase, please make sure that you are using the following criteria:

- CalNet ID Criteria: [https://wikihub.berkeley.edu/display/calnet/CalNet+ID+Requirements](https://wikihub.berkeley.edu/display/calnet/CalNet+ID+Requirements)
- CalNet Passphrase Criteria: [https://wikihub.berkeley.edu/display/calnet/Passphrase+Requirements](https://wikihub.berkeley.edu/display/calnet/Passphrase+Requirements)

Do You Already Have a CalNet ID?

- **Test Your CalNet ID:**
  If you were previously enrolled on the main campus or via Concurrent Enrollment or were previously employed at UC Berkeley, you may have been assigned a CalNet ID previously. Please test your previous CalNet ID/ passphrase on the CalNet website <https://calnet.berkeley.edu>. In the left column, click on "Test CalNet ID".

- **Forgotten CalNet ID or Passphrase?**
  If you have forgotten your CalNet ID or passphrase, you will need to go to the Cal 1 Card Office with photo ID to have it reset. The Cal 1 Card Office now provides drop-in, phone and email customer support for CalNet. The office is located at 180A Cesar Chavez Center, Lower Sproul Plaza. They are open Mon.–Fri., 9 am–5 pm. Email: calnetid@berkeley.edu; phone: (510) 642-4126; fax: (510) 642-4370.

- **Other Issues with Your Existing CalNet ID?**
  If you remember your CalNet ID and passphrase, but it doesn’t seem to be working, you may have duplicate IDs that need to be consolidated. Please send an email to calnet-admin@lists.berkeley.edu. Include both your personalized
CalNet ID and your concurrent enrollment Extension ID (which begins with the digit 5) in the email. The CalNet team will consolidate your IDs.

I Have Tried Everything and I’m Still Having Problems with my CalNet ID?
If it has been longer than 24 hours, you have tried everything above, and you are still having problems creating your CalNet ID, you will need to go to the Cal 1 Card Office with photo ID. The Cal 1 Card Office now provides drop-in, phone and email customer support for CalNet. The office is located at 180A Cesar Chavez Center, Lower Sproul Plaza. They are open Monday–Friday, 9 am–5 pm. Email: calnetid@berkeley.edu; phone: (510) 642-4126; fax: (510) 642-4370.