Claiming your USDOne account:

Step 1: Visit my.sandiego.edu. Do NOT log-in to the portal. Click “Register/Claim your USDOne account.”

Step 2: Read the USD Policy Agreement. If you agree to the terms of this agreement, click “Continue.”

Step 3: Enter your USD ID number, the last four digits of your Social Security Number and your birthday. If you do not have a Social Security Number, please enter four zeros or create a four-digit PIN. When finished, click “Continue.”

Step 4a: Your username should already be assigned. Create a new password that complies with the password requirements. Make sure to take note of your username and password.

Step 4b: Once you have created your password, move on to the “Set Your Security Questions” section. Although not required, it is strongly encouraged that you provide an alternate email address. This will allow for easy password retrieval and/or changes in the future. After providing an alternate email address, select and provide answers to three security questions. When finished, click “Continue.”

Step 5: Congratulations! You have successfully claimed your USDOne account. Please allow 15 minutes for your account to update before attempting to log in to the MySanDiego portal using your new username and password.