

UCI Financial Services

ZOT Account Login User Guide

Effective June 28, 2023, the login process to ZOT Account will change. This document discusses the changes and the new process for logging in.

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For questions about logging into ZOT Account,

contact UCI Financial Services - Campus Billing & Collections at:

cbs@uci.edu or 949-824-2455.

Changes to the ZOT Account Login Process

Prior to June 28, 2023, the [ZOT Account landing page](#) required the student to enter their **UCI Student ID#**, their **UCInetID**, and their **UCInetID Password** prior to clicking **LOGIN** to gain access to ZOT Account as shown below.

Before

Student Login

Student ID #	<input type="text"/>
UCInetID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="LOGIN"/>	

Beginning June 28, 2023, security enhancements added to ZOT Account have resulted in changes to the login process. The [ZOT Account landing page](#) now requires the student to enter their **UCI Student ID#** and click **LOGIN** before proceeding with entering their **UCInetID** and **UCInetID Password** to gain access to ZOT Account.

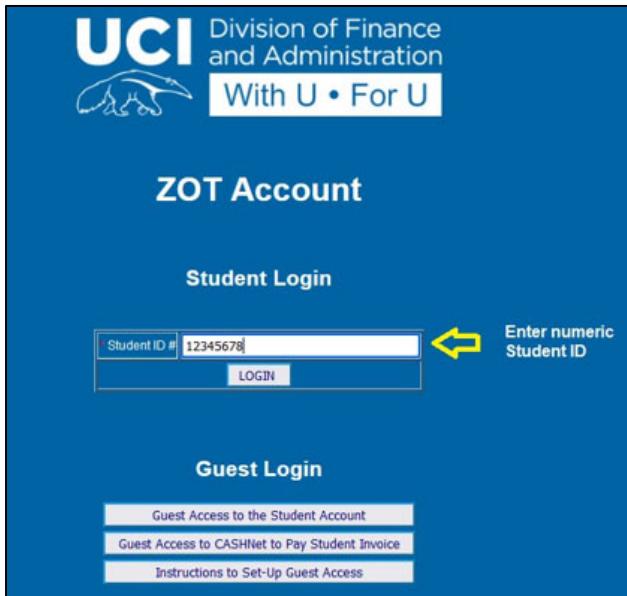
New

Student Login

Student ID #	<input type="text"/>
<input type="button" value="LOGIN"/>	

Student Login to ZOT Account

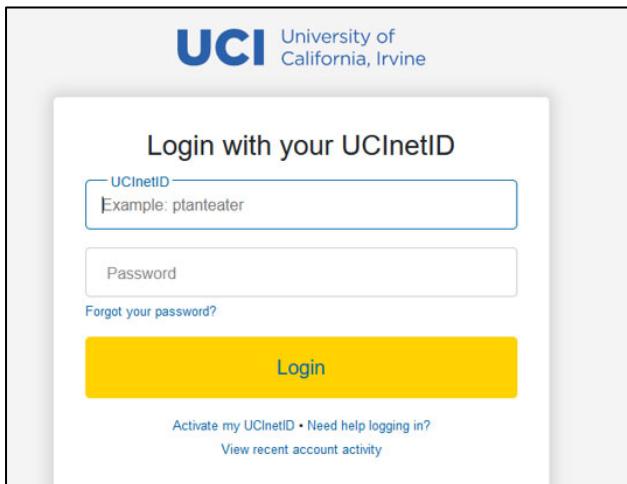
1. Via a web browser go to: <https://zotaccount.uci.edu>
2. At the ZOT Account Landing Page, enter your **8-digit numeric UCI Student ID number** and click on **LOGIN**.



The screenshot shows the ZOT Account landing page. At the top, there is a logo for the University of California, Irvine (UCI) with the text "Division of Finance and Administration" and "With U • For U". Below the logo, the text "ZOT Account" is displayed. Underneath, there is a "Student Login" section with a form. The form has a field labeled "Student ID #", which contains the value "12345678". To the right of this field is a yellow double-headed arrow icon, and next to it is the text "Enter numeric Student ID". Below the form is a "LOGIN" button. Further down the page, there is a "Guest Login" section with three buttons: "Guest Access to the Student Account", "Guest Access to CASHNet to Pay Student Invoice", and "Instructions to Set-Up Guest Access".

- Students with both Undergraduate and Graduate UCI Student ID numbers, will need to enter the appropriate Student ID number for the financial information that they wish to review.

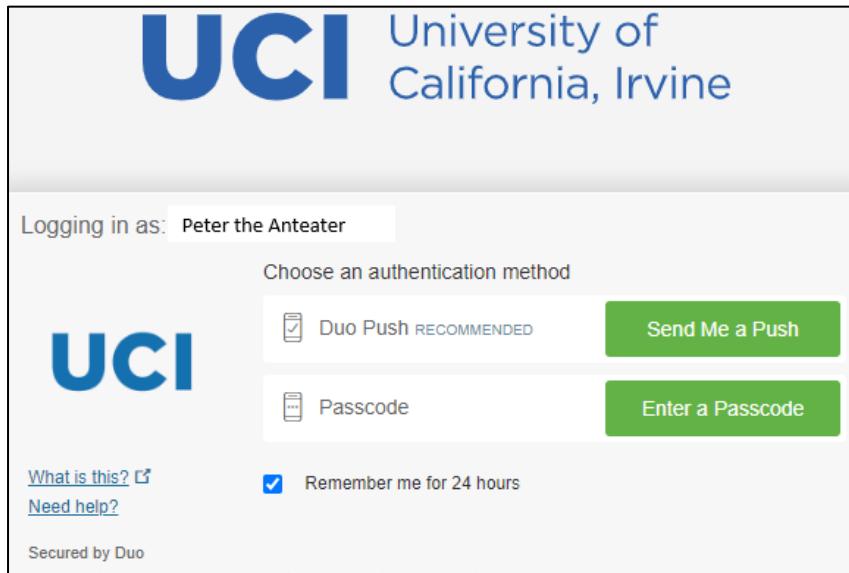
3. After clicking **LOGIN**, you will be redirected to the General UCI Login Page at which point you should enter your **UCInetID** and your **UCI Password** then click **Login**.



The screenshot shows the General UCI Login Page. At the top, there is a logo for the University of California, Irvine (UCI) with the text "University of California, Irvine". Below the logo, there is a "Login with your UCInetID" section. It contains a "UCInetID" field with the placeholder "Example: ptanteater" and a "Password" field. Below the password field is a link "Forgot your password?". At the bottom of this section is a large yellow "Login" button. At the very bottom of the page, there are two links: "Activate my UCInetID • Need help logging in?" and "View recent account activity".

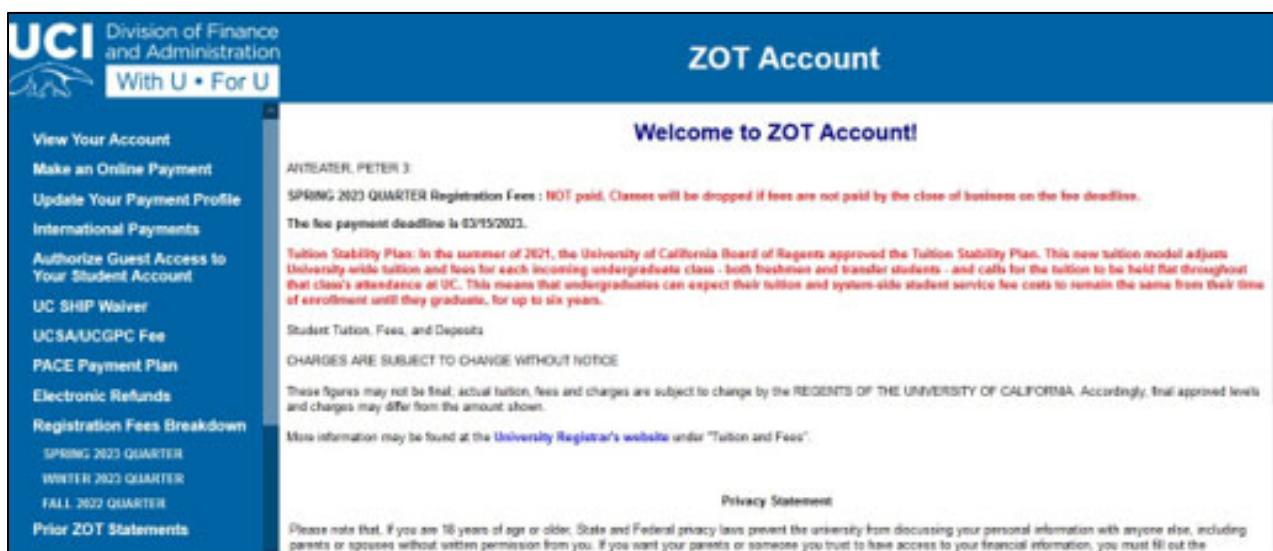
Student Login to ZOT Account

4. Duo Multi-factor Authentication is required for logging into ZOT Account so you will receive a UCI authentication notice screen and will need to choose the appropriate authentication method to proceed with the login process.



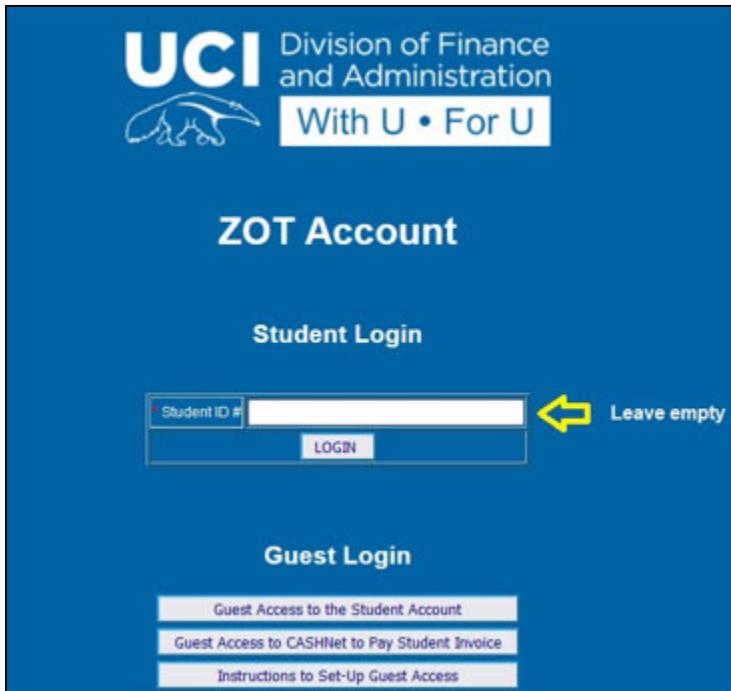
- For help with Duo Multi-factor Authentication please refer to:
<https://www.oit.uci.edu/services/accounts-passwords/duo/>

5. After correctly entering your UCI Student ID, your UCI netID, your UCI Password, as well as successfully responding to the Duo Multi-factor Authentication prompt, you will be logged into ZOT Account.



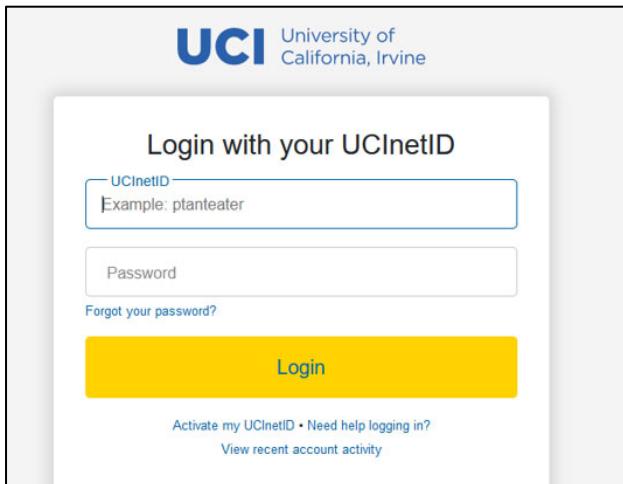
Staff Login to ZOT Account

1. Via a web browser go to: <https://zotaccount.uci.edu>
2. At the ZOT Account Landing Page, the UCI staff member with Administrative Access to ZOT Account should leave the Student ID # field blank and should instead just click on **LOGIN**.



The screenshot shows the ZOT Account landing page. At the top, the UCI logo and the text 'Division of Finance and Administration' and 'With U • For U' are visible. Below this, the text 'ZOT Account' is centered. Underneath, there are two login options: 'Student Login' and 'Guest Login'. The 'Student Login' section contains a form with a field labeled 'Student ID #' and a 'LOGIN' button. A yellow arrow points to the 'Student ID #' field with the text 'Leave empty'. The 'Guest Login' section includes links for 'Guest Access to the Student Account', 'Guest Access to CASHNet to Pay Student Invoice', and 'Instructions to Set-Up Guest Access'.

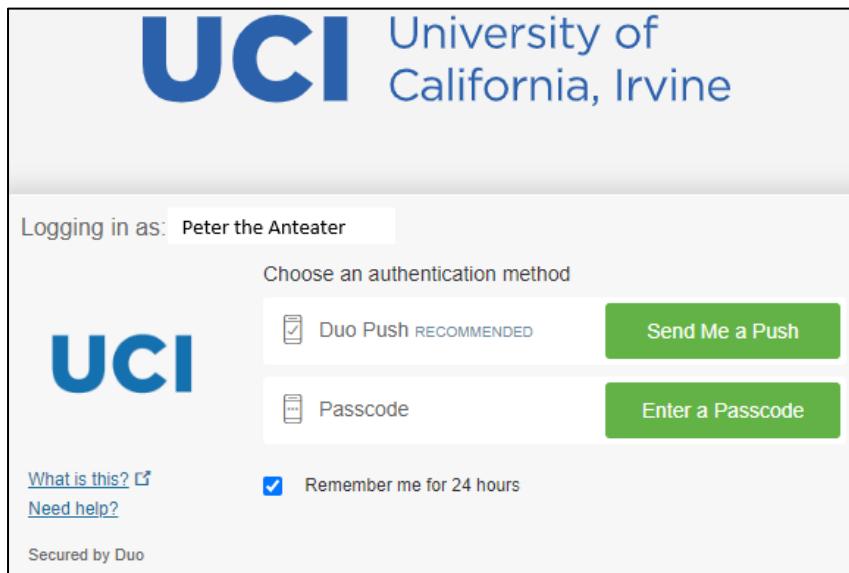
3. After clicking **LOGIN**, you will be redirected to the General UCI Login Page at which point you should enter your **UCInetID** and your **UCI Password** then click **Login**.



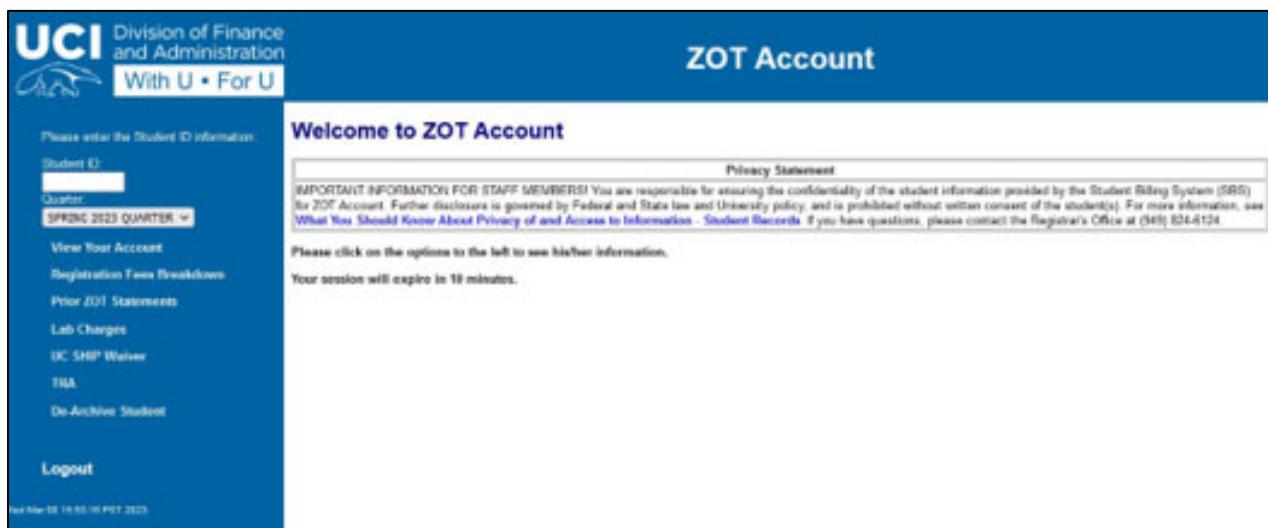
The screenshot shows the General UCI Login Page. The UCI logo and 'University of California, Irvine' text are at the top. Below, a box titled 'Login with your UCInetID' contains fields for 'UCInetID' (with placeholder 'Example: ptanteater') and 'Password'. A 'Forgot your password?' link is below the password field. A large yellow 'Login' button is at the bottom of the box. At the very bottom, there are links for 'Activate my UCInetID • Need help logging in?' and 'View recent account activity'.

Staff Login to ZOT Account

4. Duo Multi-factor Authentication is required for logging into ZOT Account so you will receive a UCI authentication notice screen and will need to choose the appropriate authentication method to proceed with the login process.

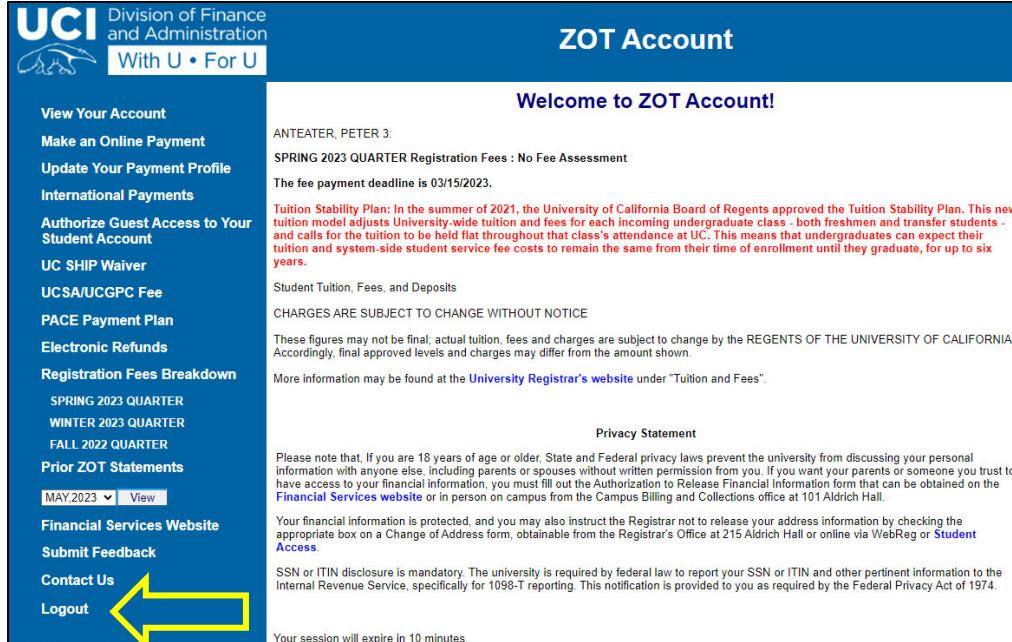


- For help with Duo Multi-factor Authentication please refer to:
<https://www.oit.uci.edu/services/accounts-passwords/duo/>
- 5. After correctly entering your UCI netID, your UCI Password, as well as successfully responding to the Duo Multi-factor Authentication prompt, you will be logged into ZOT Account.



Logging Out of ZOT Account

1. To logout of ZOT Account click the **Logout** link in the Left Navigation Menu.



ZOT Account

Welcome to ZOT Account!

ANTEATER, PETER 3:
SPRING 2023 QUARTER Registration Fees : No Fee Assessment
The fee payment deadline is 03/15/2023.

Tuition Stability Plan: In the summer of 2021, the University of California Board of Regents approved the Tuition Stability Plan. This new tuition model adjusts University-wide tuition and fees for each incoming undergraduate class - both freshmen and transfer students - and calls for the tuition to be held flat throughout that class's attendance at UC. This means that undergraduates can expect their tuition and system-wide student service fee costs to remain the same from their time of enrollment until they graduate, for up to six years.

Student Tuition, Fees, and Deposits
CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE

These figures may not be final: actual tuition, fees and charges are subject to change by the REGENTS OF THE UNIVERSITY OF CALIFORNIA. Accordingly, final approved levels and charges may differ from the amount shown.

More information may be found at the [University Registrar's website](#) under "Tuition and Fees".

Privacy Statement

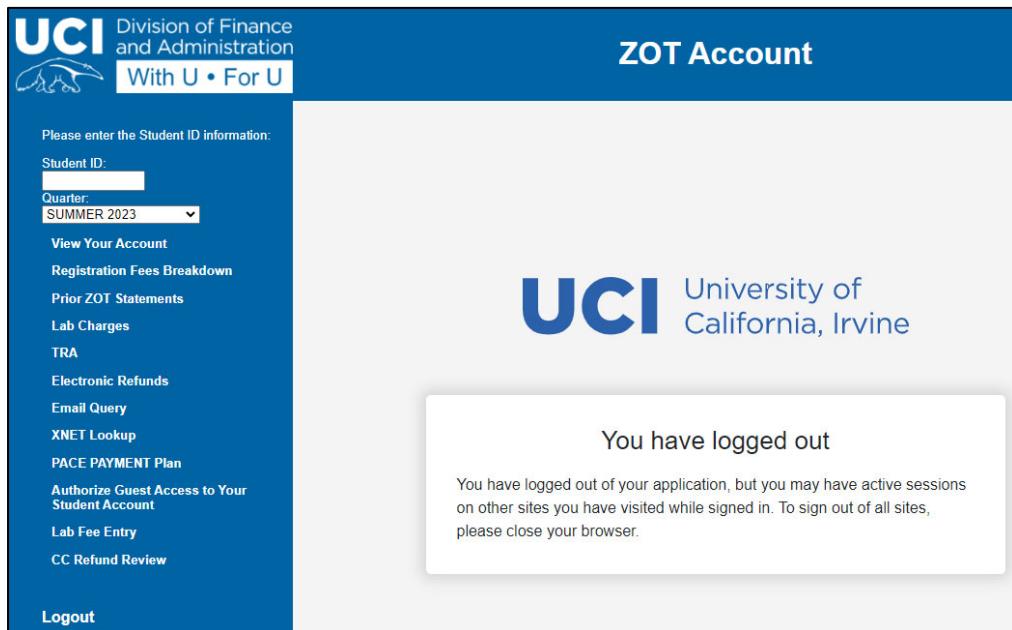
Please note that, If you are 18 years of age or older, State and Federal privacy laws prevent the university from discussing your personal information with anyone else, including parents or spouses without written permission from you. If you want your parents or someone you trust to have access to your financial information, you must fill out the Authorization to Release Financial Information form that can be obtained on the [Financial Services website](#) or in person on campus from the Campus Billing and Collections office at 101 Aldrich Hall.

Your financial information is protected, and you may also instruct the Registrar not to release your address information by checking the appropriate box on a Change of Address form, obtainable from the Registrar's Office at 215 Aldrich Hall or online via WebReg or [Student Access](#).

SSN or ITIN disclosure is mandatory. The university is required by federal law to report your SSN or ITIN and other pertinent information to the Internal Revenue Service, specifically for 1098-T reporting. This notification is provided to you as required by the Federal Privacy Act of 1974.

Your session will expire in 10 minutes.

2. You will receive a notification that you have been logged out.



ZOT Account

Please enter the Student ID information:

Student ID:
Quarter: SUMMER 2023

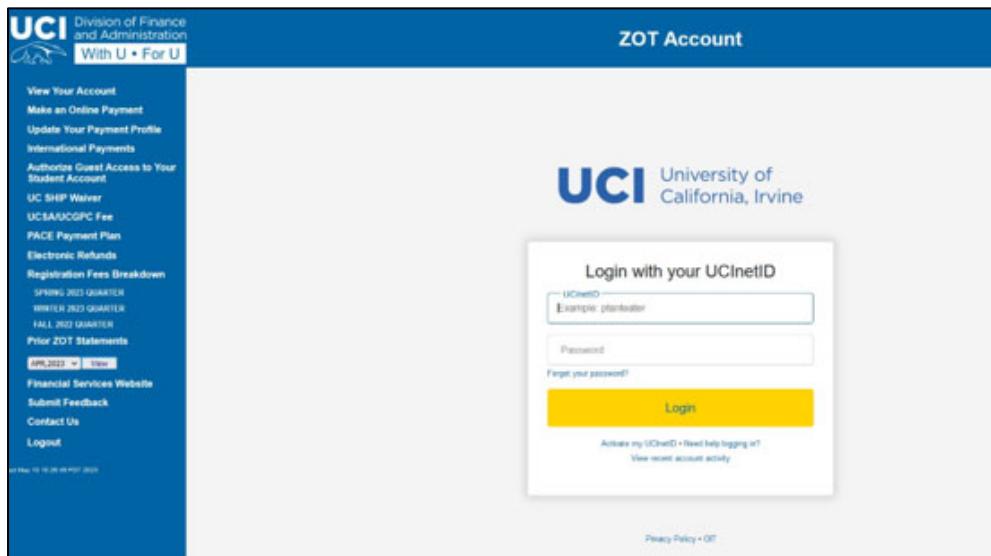
UCI University of California, Irvine

You have logged out

You have logged out of your application, but you may have active sessions on other sites you have visited while signed in. To sign out of all sites, please close your browser.

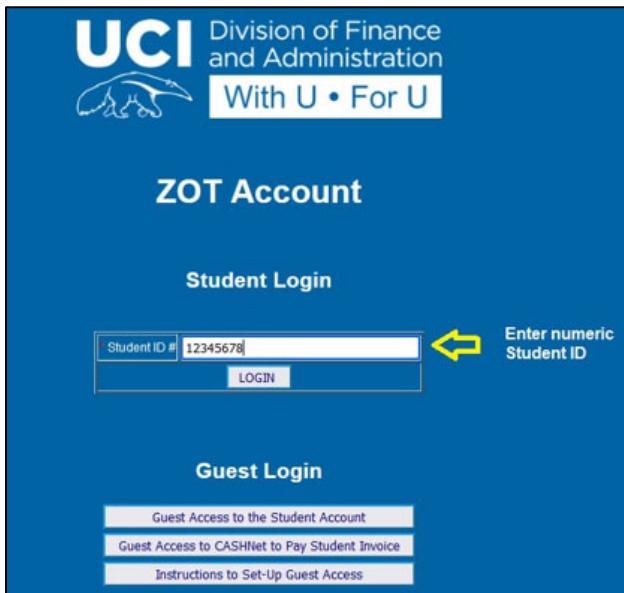
Logging back into ZOT Account while still on the open ZOT Account webpage

1. If you try to click on any of the menu items once you have already logged out, you will be prompted to enter your UCInetID and UCI Password.



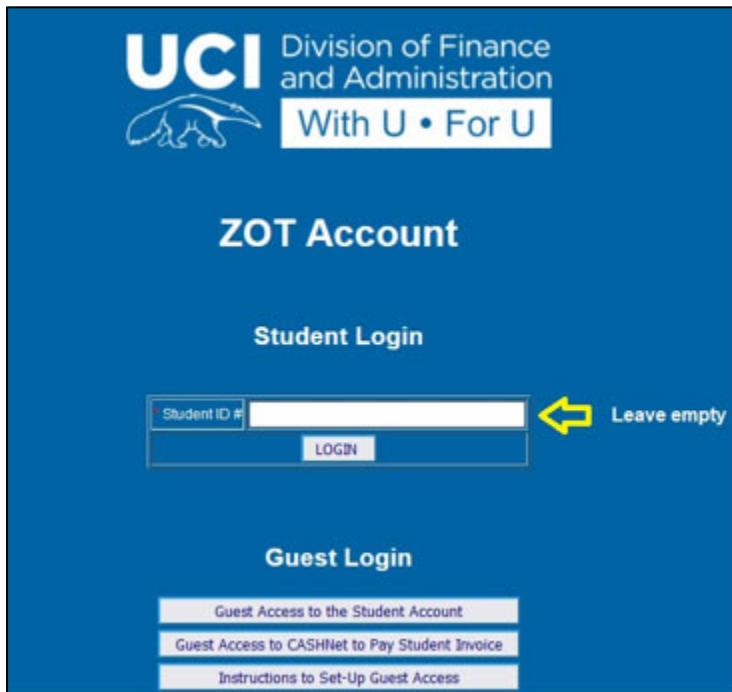
2. After entering your credentials, you will be taken back to the ZOT Account login landing page.

- **Students** should enter their ***8-digit numeric UCI Student ID number*** and click on ***LOGIN***.

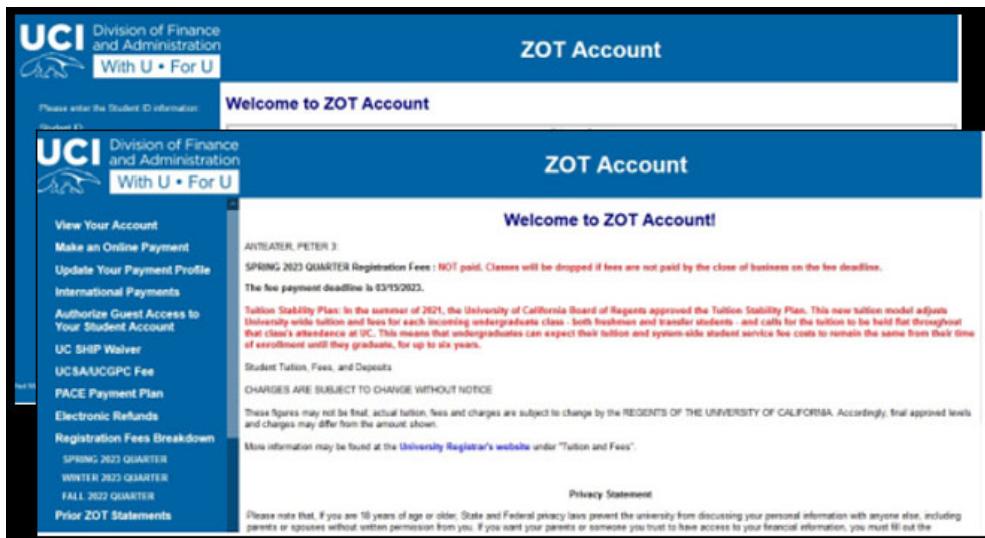


Logging Back into ZOT Account while still on the open ZOT Account webpage

- **Staff** should click **LOGIN**.

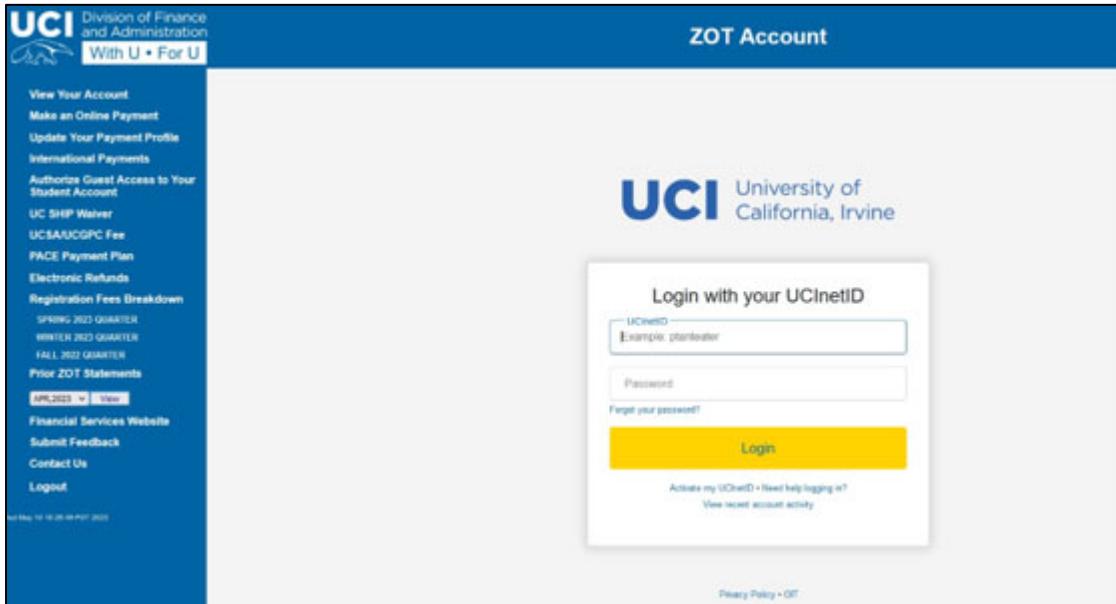


3. After entering the appropriate information, the student or staff member will be taken into ZOT Account.



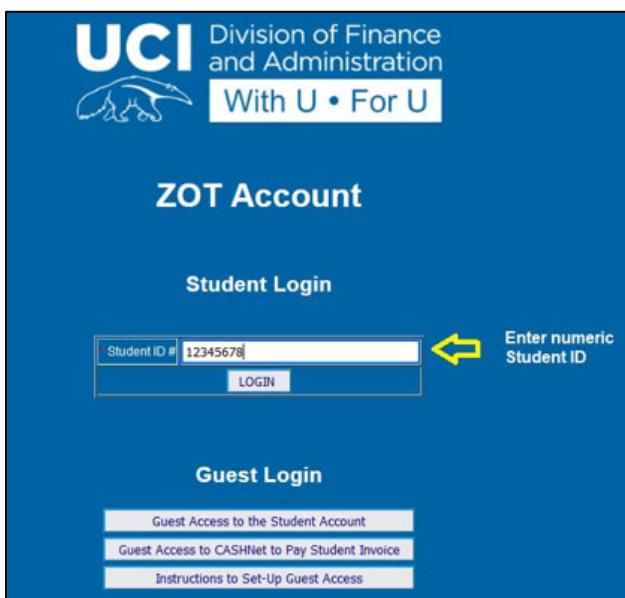
ZOT Account Timeout and Logging Back In

ZOT Account times out after 10 minutes of inactivity. If a student or staff member is not actively clicking anything in ZOT Account within a 10-minute time period, the login session will timeout and at the next click the student or staff member will be prompted to enter their UCInetID and UCI Password.



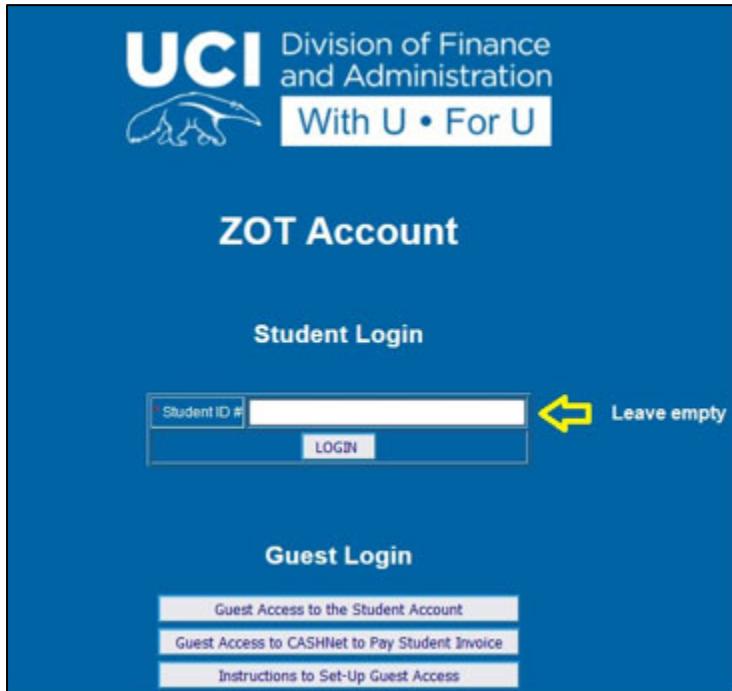
1. To login, type in your **UCInetID** and **UCI Password** then click **Login**.
2. After entering your credentials, you will be taken back to the ZOT Account login landing page.

- **Students** should enter their **8-digit numeric UCI Student ID number** and click on **LOGIN**.

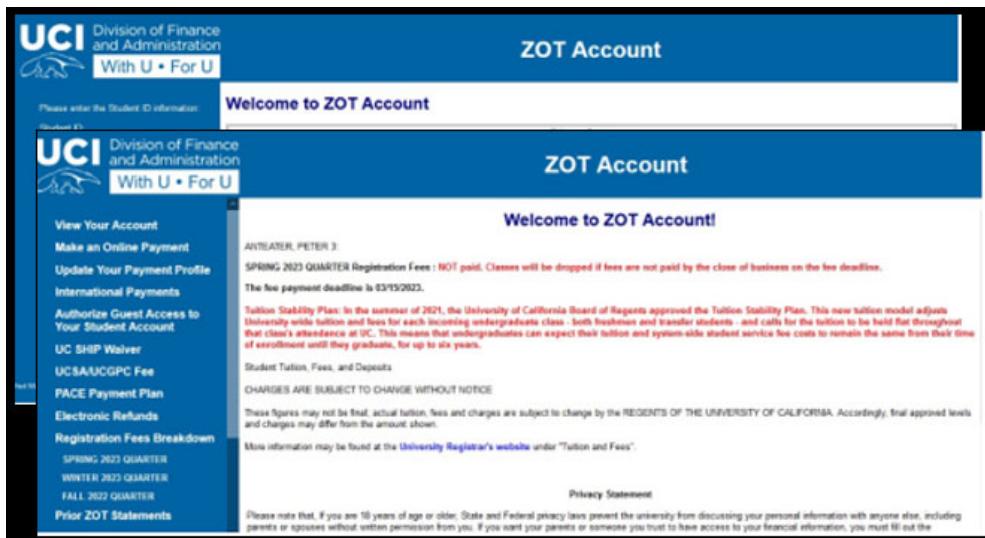


ZOT Account Time Out and Logging Back In

- **Staff** should click **LOGIN**.



3. After entering the appropriate information, the student or staff member will be taken into ZOT Account.



Common Problems – “You Are Not Authorized to Log On” message.

There are a number of reasons why either a student or staff user might see the “You are NOT authorized to log on” message.

You are NOT authorized to log on

You might have entered the incorrect log on information

Please click [here](#) to return to Zot Account or [here](#) to logout.

IMPORTANT

If you are using a Guest/Third Party UCINetID,
please log in from [Guest Access Online](#). Thank you.

- Student:

- The most common reason a student will see this message is because the student entered their UCI Student ID # incorrectly.
 - To correct the issue, the student should click on the first “[here](#)” link found in the **You are NOT authorized to log on message**.

You are NOT authorized to log on

You might have entered the incorrect log on information

Please click [here](#) to return to Zot Account or [here](#) to logout.



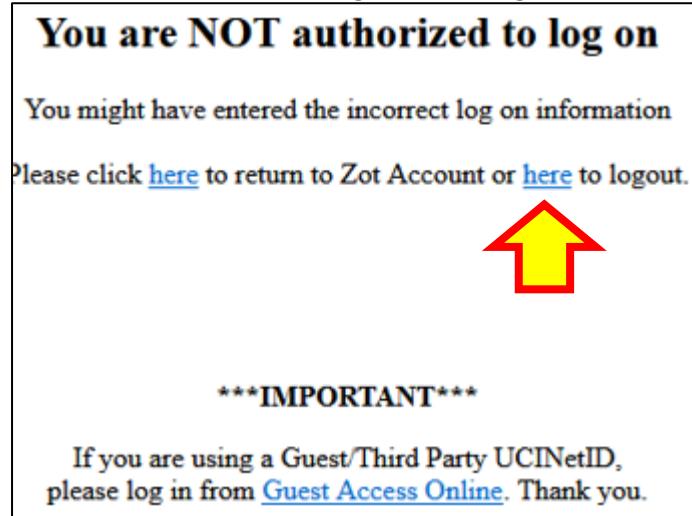
IMPORTANT

If you are using a Guest/Third Party UCINetID,
please log in from [Guest Access Online](#). Thank you.

- This will take them back to the ZOT Account landing page where they can restart the login process by entering their **UCI Student ID #** and clicking **Login**.
- Refer to the section above entitled: *Student Login to ZOT Account* for help.

Common Problems – “You Are Not Authorized to Log On” message.

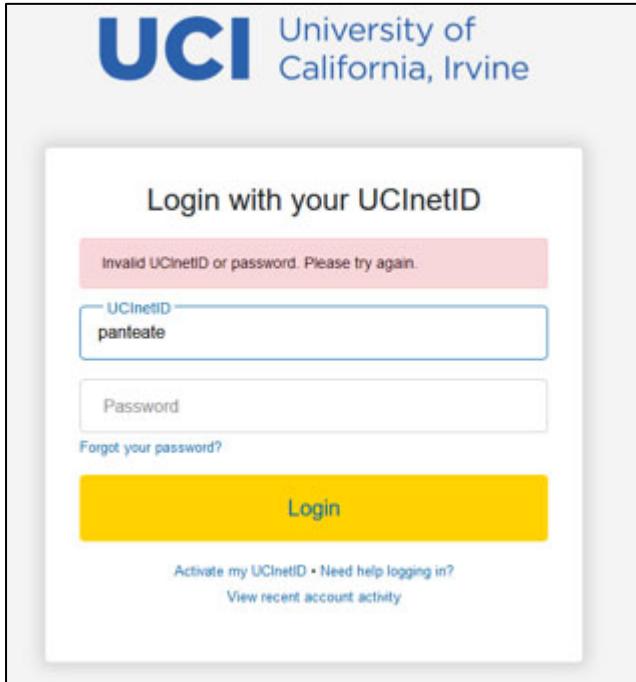
- Student:
 - Another reason the student might see this is because another user has logged into ZOT Account with their UCInetID and UCI Password and the other student's session is still active because they did not log out.
 - To correct the issue, the student should click on the second “[here](#)” link found in the You are NOT authorized to log on message.



- This will completely log out the ZOT Account session.
- The student will then need to go to <https://zotaccount.uci.edu> and load the ZOT Account landing page at which point they can restart the login process by entering their **UCI Student ID #** and clicking **Login**.
- Refer to the section above entitled: *Student Login to ZOT Account* for help.
- Staff / Admin Users:
 - The staff member will see the “You are NOT authorized to log on” message if they have not been authorized for Admin access to ZOT Account.
 - The staff member needs to submit a KSAMS Access request for SBS/ZOT Account access.
- TIP: For any login issues – Always log out and start the login process over.

Common Problems – “*Invalid UCInetID or password*” message.

If you enter your UCInetID or UCI Password incorrectly you will receive a notification that one of the items was invalid and to Please try again.



The image shows a screenshot of the University of California, Irvine (UCI) login page. At the top, the UCI logo and "University of California, Irvine" are displayed. Below that, a heading says "Login with your UCInetID". A red error message box contains the text "Invalid UCInetID or password. Please try again." Below the message are two input fields: "UCInetID" containing "panteate" and "Password". Underneath the password field is a link "Forgot your password?". A large yellow "Login" button is centered below the fields. At the bottom of the page, there are links "Activate my UCInetID • Need help logging in?" and "View recent account activity".

Re-enter your credentials (making sure that CAPS lock is/isn't enabled as appropriate) and click **Login**.