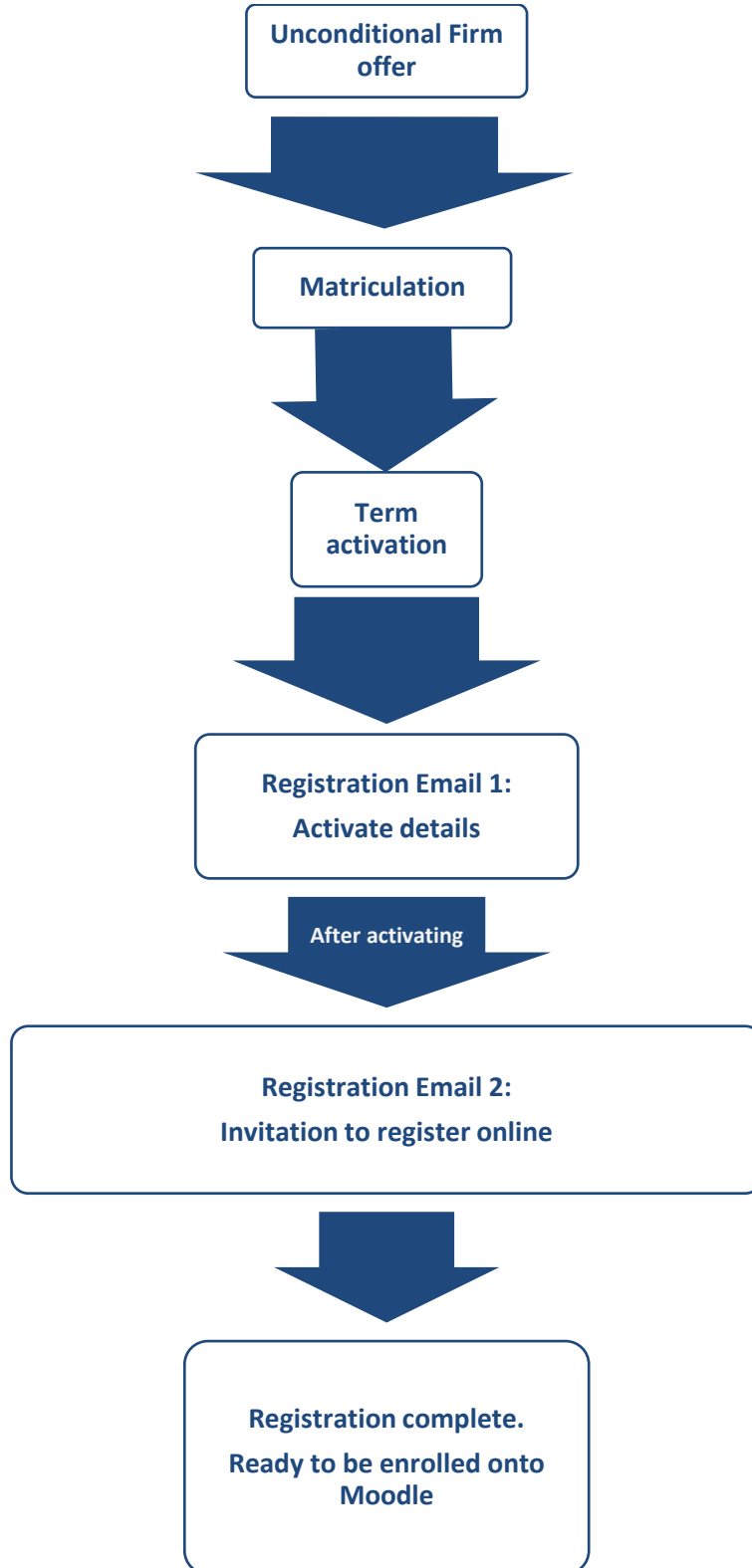




Registration process

(Student view)

Overview:



Matriculation & Term Activation

Around the course start date, MyNottingham will update your status from 'unconditional firm' to 'matriculation'. This means the system is creating and preparing a student record from your applicant record.

Once matriculated, 'term activation' will take place 24 hours later – this process attaches modules and timetables to the student record.

Please allow this process to start and finish.

Afterwards, you will receive the first email with instructions on how to register from the Registration Team.

Registration

Registration includes two steps:

1. An email to your personal email address that asks you to activate your University Username and Email account.
2. After activation, an email is sent to your University email address inviting you to register online.

Here are some registration instructions and screenshots to guide you through the process. Apologies if you have already completed some of the steps but please check and carefully follow.

1. FIRST EMAIL: Activation

One email communication gets sent to your personal email address telling you to activate university username and password by logging into MyNottingham with your applicant ID login details.

Please see below for a copy of the first email:

Activate Username & Apply for Student Card

Dear

As a student at the University of Nottingham you will need to activate your University Username and Email account. You can do this by clicking the link below and following the on screen instructions:

<https://itaccounts.nottingham.ac.uk/>

You will need to use the following credentials:

- Surname
- Date of birth DD/MM/YYYY (Please enter your actual date of birth)
- Student ID: (*applicant ID number*)

Once activated all official University communications will be sent to your University email address so please ensure that you check this account regularly. Please make a note of your username and password as this will be required to complete Online Registration.

Once your IT account has been activated and you have been advised of your username you will also need to apply for your University Student card which can be done via the following link:

universitycard.nottingham.ac.uk

Yours sincerely


The Registration Team

2. Activate your University username and password via the IT accounts website <https://itaccounts.nottingham.ac.uk/students.php>

IT Accounts



All Students

 Please ensure you have read and understood the statement opposite and policies listed therein.


Enter the data below to activate your account.

Surname

Date of birth in dd/mm/yyyy format

Student ID

I have read and understood the statement on this page and policies listed therein and agree to abide by the Code of Practice and its supporting policies.

 Code of Practice and Supporting Policies

The Code of Practice for University Computing Facilities also covers the adherence to the Information Security Policy (Internal Only) and the JANET Acceptable Use Policy (see links below) and your agreement to the Code of Practice (see links below) also includes your agreement to the JANET Acceptable Use Policy and the Information Security Policy.

The Information Security Policy's (see link below) aim is to protect the University from security problems with its information systems and the information stored on them that might have an adverse impact on its operations, infrastructure or reputation. A secondary aim of the policy is to raise awareness of information security issues for all members of the University. The policy applies to:

- All information systems (including computer equipment, network equipment and telecommunications equipment) owned or operated by the University or connected to the University network by third parties.
- All software (including operating systems, network services and application software) installed on applicable information systems.
- All information stored on applicable information systems.

Related Links

- Code of Practice
- JANET Acceptable Use Policy
- Information Security Policy (Internal Only)
- Links to the University's policy and regulation documents

To request further information or clarification on the code and supporting policies the IT Service Desk can be contacted as follows:

- UK: telephone (+44) 0115 95 16677 or visit selfservice.nottingham.ac.uk or email the IT Service Desk for UK
- China: telephone +86 574 8818 0009 (ext. 8009) or email the IT Service Desk for China
- Malaysia: telephone +6(03) 8924 8199 or email the IT Service Desk for Malaysia

Please fill in your details where circled in red and click 'continue'.

3. Clicking 'continue' will generate your:

- **University Username**
- **Temporary password**
- **Full email**

IT Accounts

Your account details

Write these details down. You will need them later.

Username:

Password:

Email address:

Continue the process to:

- set your security questions
- change your password

Continue

You will need to write these down.

If you lose the page, you can go back to the beginning and log in again to retrieve these details.

If you have any problems with logging in or the system does not recognise you, please contact IT Services: itservicedesk@nottingham.ac.uk as it sounds like a technical issue.

4. Click 'continue' to set your security questions and create a new password.

IDM Challenge Response	
These questions can be used to verify your identity if you forget your password. For all Admin-Defined Questions, provide a response. For all User-Defined Questions, create your own questions and responses.	
User Defined Challenge Questions	
Question: <input type="text"/>	Response: <input type="text"/>
Question: <input type="text"/>	Response: <input type="text"/>
Question: <input type="text"/>	Response: <input type="text"/>
Question: <input type="text"/>	Response: <input type="text"/>
<input type="button" value="Submit"/>	

5. By now, you should have reset your password and set your security questions.

You have your **University username (ttx_____)** and **password**, which will give you access to your University email and you will need later to log onto MyNottingham to finish the final step of registration.

After registration, you will be able to access Moodle using these details.

6. SECOND EMAIL: Registrations instructions

Once you have activated your details, a message automatically gets sent to your **University email** inbox asking you to log onto MyNottingham again, but this time with your new username (**ttx__**) and new password.

NOT your applicant ID number as you will not be able to see the invitation to register.

Please see below for a copy of the second email:

Invite to Online Registration

Dear

Online Registration is now open for the academic year 2018.

Please visit [MyNottingham](#) and log in with the username and password that was issued to you following the activation of your IT account. Please note that this is not the same as your applicant username and password. If you are yet to activate your username please click the link below and follow the in screen instructions.

<https://itaccounts.nottingham.ac.uk/>

Once logged into [MyNottingham](#) please click the Online Registration icon and follow the onscreen instructions.



The screenshot shows the MyNottingham user interface. At the top, there is a dark blue header with the University of Nottingham logo on the left, the text "MyNottingham" in the center, and a user profile icon with the name "Saul Smider" and a "Sign Out" link on the right. Below the header is a light blue navigation bar with seven icons representing different services: Course, Finance, Support, Placements, Study abroad, Events, and Applications. The main content area is white and contains several notification boxes. On the left, there are three boxes: "No Actions pending" with an exclamation mark icon, "No To-do items pending" with a list icon, and a green box with a checkmark icon stating "Online registration for this academic year is now open" and a button that says "Please click here to register online". On the right, there is a green button labeled "Manage Documents" with an upload icon, and a section titled "Undergraduate study" with the text "All you need to know about being a student at The University of Nottingham" and a "Find out more" button with a right-pointing arrow.

I am having problems. What should I do?

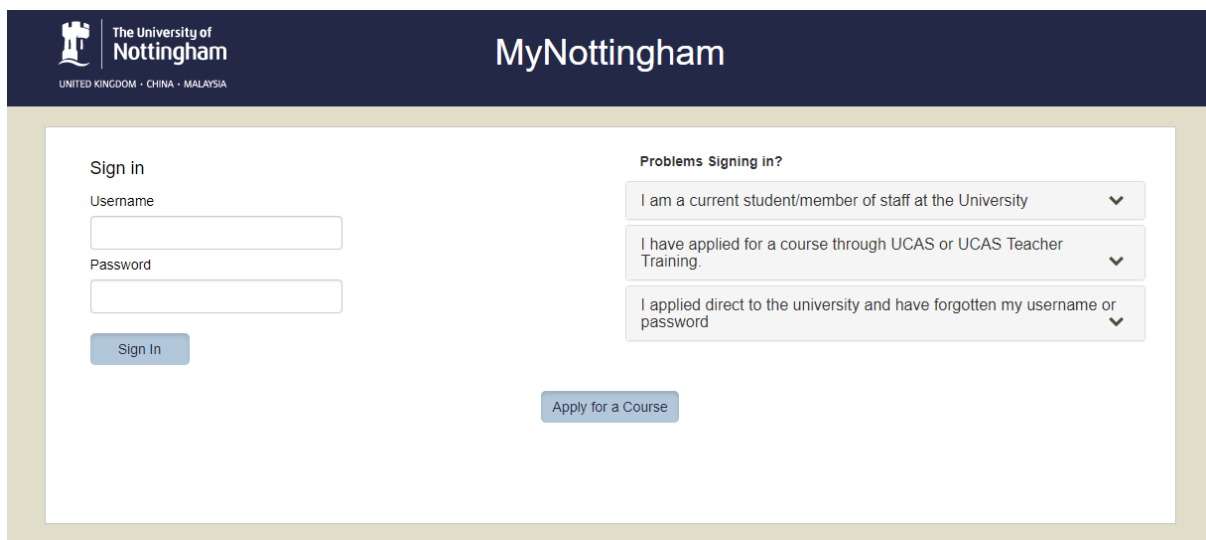
Visit The University of Nottingham website. There are a lot of information for new students on the [new starters](#) page. For specific issues the contacts below might also be useful.

New starters' webpages: <http://www.nottingham.ac.uk/newstarters/>

IT Services: itservicedesk@nottingham.ac.uk or +44 (0)115 951 6677 (24h)

Registration pages: www.nottingham.ac.uk/registration

7. Log onto MyNottingham (<https://mynottingham.nottingham.ac.uk/>) using your University username (**ttx_____**) and newly created password.

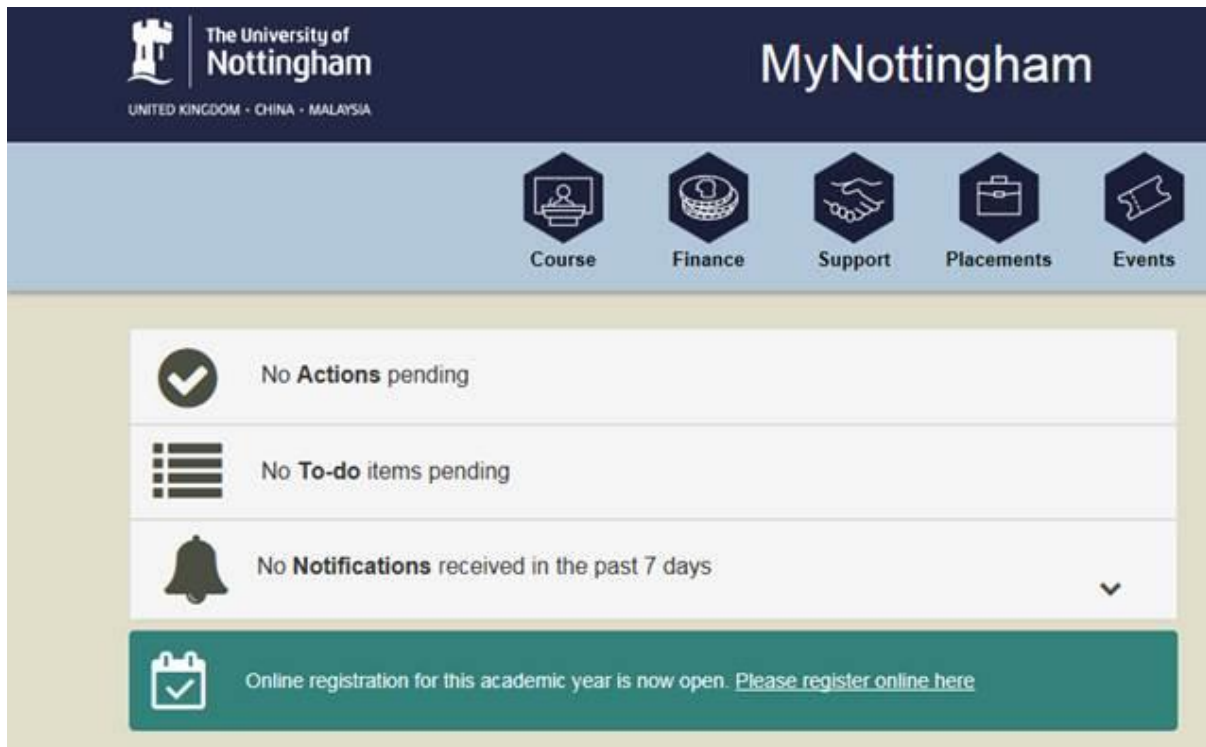


The screenshot shows the MyNottingham login interface. On the left, under 'Sign in', there are two input fields for 'Username' and 'Password', and a 'Sign In' button. On the right, under 'Problems Signing in?', there are three dropdown menus with the following options: 'I am a current student/member of staff at the University', 'I have applied for a course through UCAS or UCAS Teacher Training.', and 'I applied direct to the university and have forgotten my username or password'. Below these dropdowns is an 'Apply for a Course' button.

8. Register online in MyNottingham as shown by [online registration video](#)

Here is a link to the online registration video that will help students:

https://mediaspace.nottingham.ac.uk/media/Online_Registration/1_e5e4e8yy



You should see a green banner that invites you to register.

If you cannot see a green banner:

- Please check if you are logged on with your University username (in the form **ttx_____**) and password
- Please clear the browser cache and access MyNottingham via a direct link (possibly through a different browser too) and not through a bookmarked link.

If this does not work, please try launching

<https://mynottingham.nottingham.ac.uk> in a private or incognito window.

If this doesn't fix the problem, please raise it with the Registration Team

Registration@exmail.nottingham.ac.uk

9. Registration Complete

Once registration is complete:

- You will receive an email to your University email address, confirming that you have successfully completed registration.

Dear

Thank you for completing Online Registration. If you are a new full time student you will be required to confirm your attendance in person before becoming fully registered. Please visit our [Registration](#) webpage for more details.

- And on MyNottingham, you should see:



10. After registration, please confirm and you will be shortly enrolled onto your cohort page on Moodle for access to your course materials.

IT Services

For any technical issues (e.g. trouble with logging in/forgotten password or 'intruder detection' or too many failed attempts, no green banner when logged in with Uni username), please contact IT Services: itservicedesk@nottingham.ac.uk