

# Activate IT Account & Apply for Student Card

Dear [Name]

As a new student at the University of Nottingham, you will need to activate your University IT account, register for your Programme of Study, and then upload a photograph for your University student card.

If you did not study at the University of Nottingham during 2019/20, please follow steps 1 to 3 below.

If you studied at the University of Nottingham (excluding the Kaplan University of Nottingham International College) during 2019/20, please skip steps 1 and 3 below.

Instead, log into [MyNottingham](#) using the IT username and password issued for your previous course and complete online registration.

If you have forgotten your password, please click [HERE](#) and then follow the guidance to reset it by first answering the security questions you set previously.

## **Step 1**

Go to [IT Accounts](#), select the appropriate 'New Users' option and then follow the onscreen instructions to activate your IT account.

You will need to use the following details:

- Surname: your last/family name
- Date of birth: your date of birth in the format dd/mm/yyyy (the year must consist of 4 digits)
- Student ID: the unique 8 digit number used to access MyNottingham when you applied to the University

Please then:

1. Make a note of the IT username and temporary password displayed
2. Click on 'Continue' before logging in using your IT username and temporary password
3. Immediately set your security questions (select 'Password Challenge Response') and a permanent password (select 'Change Password').

Further guidance relating to activating your IT account is available via <https://www.nottingham.ac.uk/it-services/connect/account/student.aspx>

Once you have activated your IT account, all official University communications will be sent to your University email address therefore please ensure that you check this regularly and ensure that there is sufficient space in your mailbox to receive new emails – please click [HERE](#) for further details about how to access your university email.

## **Step 2**

Log in to your [university email](#) using your new IT account and password and locate an email message that refers to 'online registration'. If you are a new, full time student you will also receive an email with instructions about completing in person registration.

Follow the guidance in the email message to complete your online registration. Please note that you will need to log in to [MyNottingham](#) using your new IT account and

password and **not** the 8 digit username and password you used for your application to the University of Nottingham.

Whilst in MyNottingham, please ensure you add your UK bank account details. This will enable you to receive any payments from the University that you might be eligible for, such as scholarships or bursaries, as well as fully complete your online registration.

### **Step 3**

Once your IT account has been activated you will need to upload a photograph for your University student card, which must be done via the [university card website](#)

You will need to use the following login details:

- Username: Your 8 digit Student ID number
- Password: your date of birth in the format ddmmyyyy (numbers only and the year must consist of 4 digits)

Once you have logged in, please upload a passport style photo of yourself. The image size should be 420x420 pixels, around 100Kb in size and must be in JPG file format.

Yours sincerely

The Registration Team