

Step-by-step Guide for Online Registration

(1) To activate your IT account

Access the website: <http://itaccounts.nottingham.ac.uk>, and at the New Users section, choose “All Students”.

The screenshot shows the 'IT Accounts' website header with the University of Nottingham logo. Below the header, there's a 'Manage your IT accounts' section. On the left, under 'New Users', there's a message: 'You can activate your username here.' followed by a red-bordered box containing 'All Students except...'. Below this box, there are three bullet points: 'UK Campus Staff who are on payroll', 'UK Campus Associates', and 'UK Campus Students only'. On the right, under 'Existing Users', there's a 'Login to:' section with two options: 'Set your security questions' and 'Change your password'. A 'Login' button is at the bottom right.

Input your surname, DOB, and Student ID. Check the box to agree to the Code of Practice, and then click to continue.

The screenshot shows the 'IT Accounts' website header. Below the header, there's an 'All Students' section. On the left, there's a form with a blue header that says 'Please ensure you have read and understood the statement opposite and policies listed therein.' Below this, there's a text input field for 'Surname', a date input field for 'Date of birth in dd/mm/yyyy format', and a text input field for 'Student ID'. Below these fields, there's a checkbox labeled '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.' and a 'Continue' button. On the right, there's a 'Code of Practice and Supporting Policies' section. It contains a paragraph about the Code of Practice for University Computing Facilities, a paragraph about the Information Security Policy, and a list of items covered by the policy. Below this, there's a 'Related Links' section with links to 'Code of Practice', 'JANET Acceptable Use Policy', 'Information Security Policy (internal Only)', and 'Links to the University's policy and regulation documents'. At the bottom, there's a section for 'To request further information or clarification on the code and supporting policies the IT Service Desk can be contacted as follows:' with contact details for the UK, China, and Malaysia.

You will be presented with your University user name, initial password, and your university email address. Please note the initial password is generated automatically by the system and you will need to change it at the following steps.

Press “Continue”.

IT Accounts
The University of Nottingham
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Your account details

Write these details down. You will need them later.

Username:
Password:
Email address: @nottingham.edu.cn

Continue the process to:

- set your security questions
- change your password

Continue

Set your security questions and answers, then click on “Submit”.

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: Response:
Question: Response:
Question: Response:
Question: Response:

Submit

To set your personal account password, click “Change Password”.

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Welcome Test9 Identity Self-Service Logout Help

Information Management My Profile
Password Management Password Challenge Response Change Password

Detail

Edit Your Information

First Name:
Last Name:
Department: Department of Civil Engineering
Email: @nottingham.edu.cn

Follow the password policy to create a new password and then click submit. You will be presented with a screen saying your password has been changed successfully.

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Welcome Test9 Identity Self-Service Logout Help

Information Management My Profile
Password Management Password Challenge Response Change Password

Change Password

Your password must have the following properties:

- Minimum number of characters in password: 8

You must use numbers in your password.

- Minimum number of numeric characters in password: 1

The password is case sensitive.

- Minimum number of uppercase characters in password: 1
- Minimum number of lowercase characters in password: 1

You must use special characters in your password.

- Minimum number of special characters in password: 1

You must use a unique password.

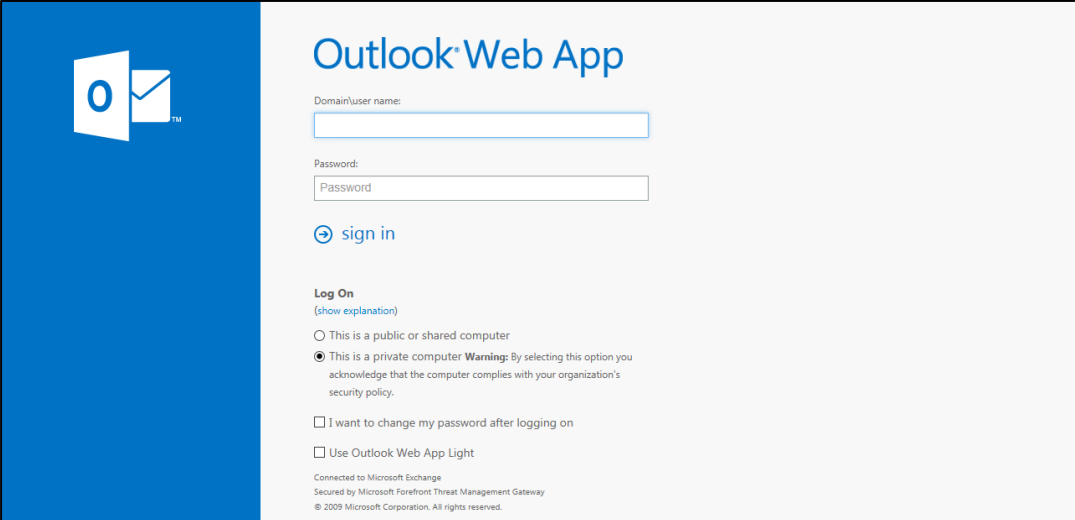
You may not use the following attribute values for your password:

- CN
- Full Name
- Given Name
- Surname

Old password:
New password:
Retype password:

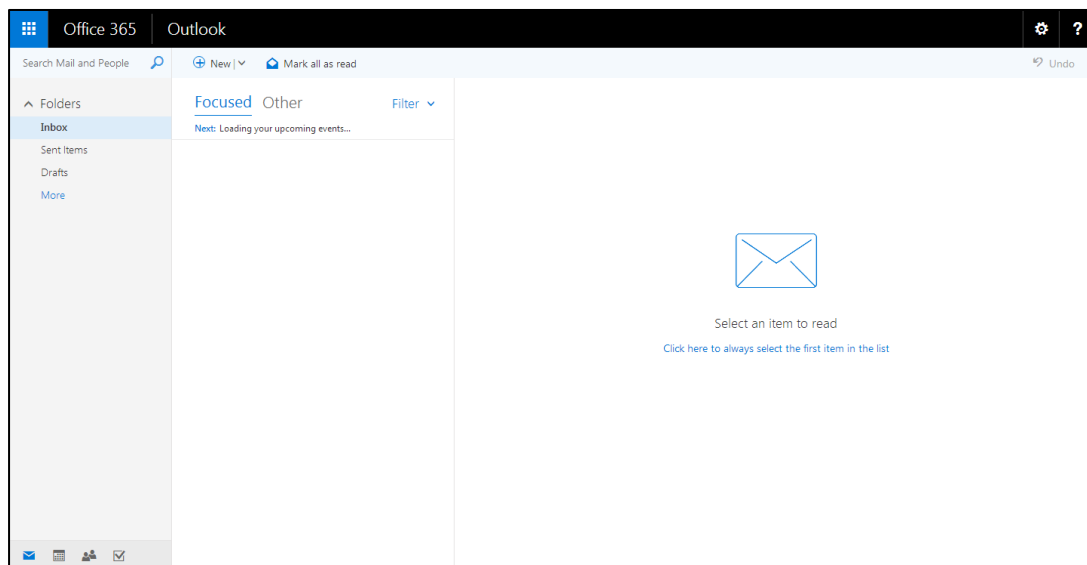
Submit

You can then log into your university email account, click <https://owa.nottingham.ac.uk/> to open the login page as below. Input your email address (e.g. xxxxxx@nottingham.ac.uk) and password, and you will be asked to set language and time zone.



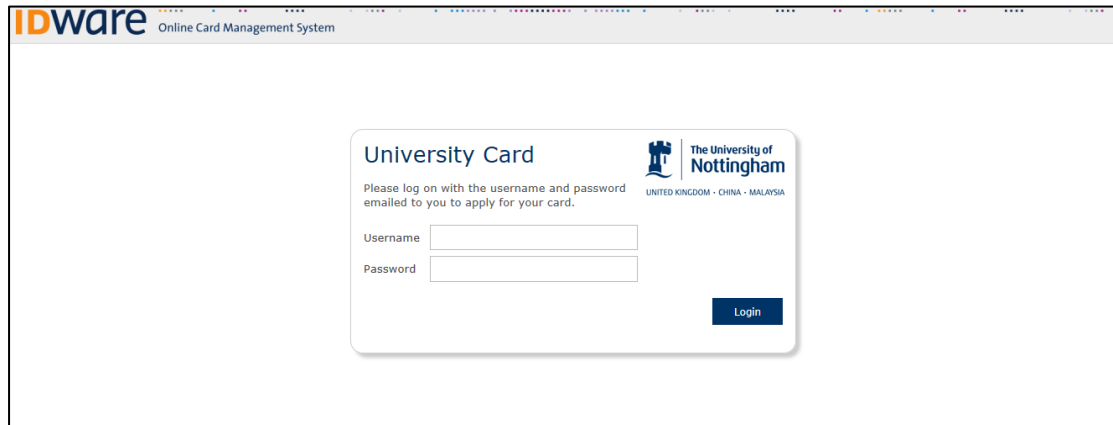
The image shows the Outlook Web App login page. On the left is a blue sidebar with the Outlook logo. The main area is white and contains the title 'Outlook Web App'. Below the title are two input fields: 'Domain\user name:' and 'Password:'. Below these is a 'sign in' button with a right-pointing arrow. Further down is a 'Log On' section with a '(show explanation)' link. It contains two radio buttons: 'This is a public or shared computer' and 'This is a private computer'. The 'private computer' option is selected and has a warning message: 'Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.' Below the radio buttons are two checkboxes: 'I want to change my password after logging on' and 'Use Outlook Web App Light'. At the bottom, it says 'Connected to Microsoft Exchange', 'Secured by Microsoft Forefront Threat Management Gateway', and '© 2009 Microsoft Corporation. All rights reserved.'

You can then access your university email successfully.



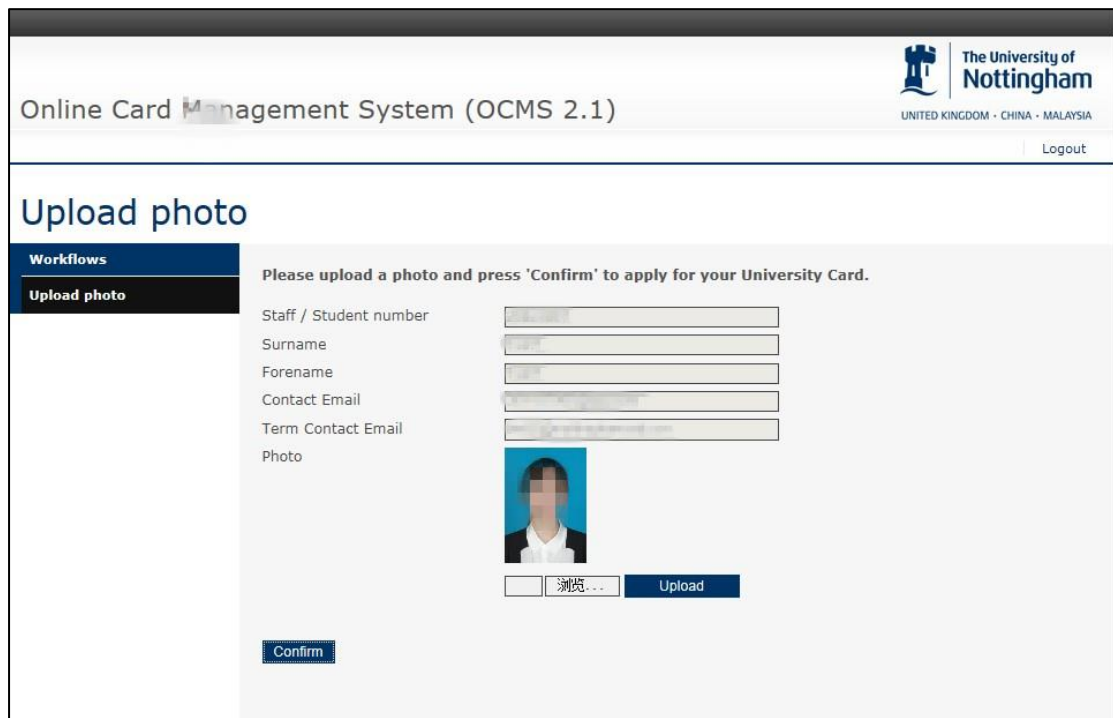
(2) To upload a photo for your university card

Visit <http://universitycard.nottingham.ac.uk>, and enter your user name and password to log in. Please note for this step, your **username is your student ID (e.g. 20020XXX)**, and the password is your date of birth in the format of DDMMYYYY (e.g. 25091997).



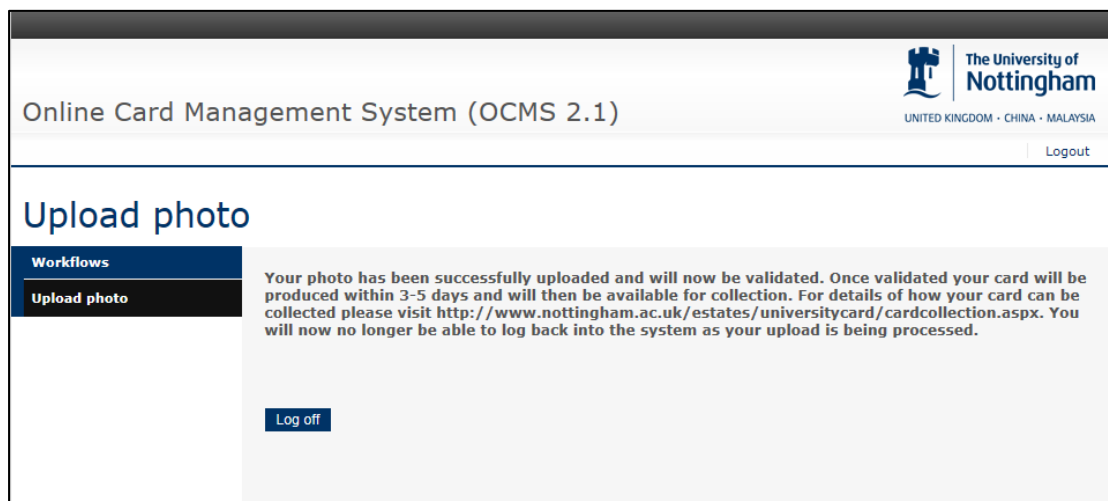
The screenshot shows the 'University Card' login page. At the top left is the 'IDware' logo and 'Online Card Management System'. The main heading is 'University Card'. Below it, a message says: 'Please log on with the username and password emailed to you to apply for your card.' To the right is the University of Nottingham logo and 'UNITED KINGDOM · CHINA · MALAYSIA'. The login form has two input fields: 'Username' and 'Password'. A blue 'Login' button is at the bottom right.

After signing in, follow the on screen instructions to upload your photograph.



The screenshot shows the 'Upload photo' page. At the top, it says 'Online Card Management System (OCMS 2.1)' and 'The University of Nottingham' logo. A 'Logout' link is in the top right. The main heading is 'Upload photo'. On the left is a sidebar with 'Workflows' and 'Upload photo' (selected). The main content area has the instruction: 'Please upload a photo and press 'Confirm' to apply for your University Card.' Below this are input fields for 'Staff / Student number', 'Surname', 'Forename', 'Contact Email', and 'Term Contact Email'. There is a 'Photo' field with a placeholder image of a person. Below the photo field are two buttons: '浏览...' (Browse) and 'Upload'. At the bottom left is a blue 'Confirm' button.

The photograph should be recent, passport style, approximately 300 x 420 pixels, and in JPG format. The size should also ideally be 100kb maximum. Please note that your photograph will be trimmed if it does not meet this specification.



Please note you can only perform this process once, you will then be locked out of the system. Please check your email account, we will send you emails should your photograph get rejected.

(3) To register on MyNottingham

New students will be sent an invitation to register online via their university email address. Please see screenshot of the communication you should receive:

Invite to Online Registration

Subject: Register online with the University of Nottingham

Dear FIRST_NAME

We would like to invite you to complete online registration for your studies at the University of Nottingham for the ACAD_YEAR academic year.

You will need to complete online registration to ensure the information we hold about you is complete and correct, and you are made aware of some key information as you commence your studies with us.

Please follow these steps to complete the registration process:

1. If you have not activated your University IT account yet, click on the link below, select the appropriate 'New Users' option and then follow the on-screen instructions to activate your IT account:

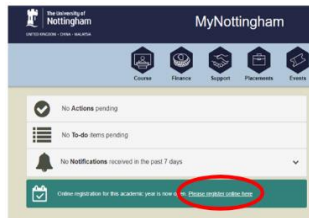
<https://itaccounts.nottingham.ac.uk/>

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
- Student ID: EMPLID

IMPORTANT: please make a note of your username and password and set your security questions.

2. After you activate your University IT account, use your new IT username and password to login to the [MyNottingham website](#).
3. Click on the registration link as shown:



4. Follow the on-screen instructions to complete the registration process. The [online registration video](#) will also guide you through the registration steps.

Online registration must be completed by the registration [deadline date](#).

I am experiencing problems registering, what should I do?

Please use the links below for further information and support:

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

Information for new starters: <http://www.nottingham.ac.uk/newstarters/>

IT technical problems: Contact the [IT Service Desk](#).

Yours sincerely

The Registration Team

Student Services

University of Nottingham

Click on the MyNottingham link and you will be able to login with your newly created username and password. Once you have logged into MyNottingham, you will be presented with the following screen:



Here click on the Online Registration icon which will redirect you to the registration page.


MyNottingham Online Registration for new students is split into the following screens:

- Introduction
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Additional Details
- University Regulations
- Complete Task

Please see screenshots below of the Online Registration screens:

1. Introduction

2. Addresses:



The University of Nottingham

UNITED KINGDOM - CHINA - MALAYSIA

MyNottingham

Home

Paul Ellis

Sign Out

Help & IT Support

Student Task WorkCentre

Task Details

Student ID: 20012808

Legend

Introduction

Addresses

Phone Numbers

Email Addresses

Emergency Contacts

Additional Details

University Regulations

Complete Task

Online Registration for New Students (China Campus)

Paul Ellis

Addresses

View, add, change or delete an address.


Address Type

Home

edit

Add A New Address

3. Phone Numbers:



The University of Nottingham

UNITED KINGDOM - CHINA - MALAYSIA

MyNottingham

Home

Paul Ellis

Sign Out

Help & IT Support

Student Task WorkCentre

Task Details

Student ID: 20012808

Legend

Introduction

Addresses

Phone Numbers

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Complete Task

Online Registration for New Students (China Campus)

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Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type

*Telephone

Ext

Country

Preferred


delete

Add A Phone Number

Save

* Required Field

4. Email Addresses:



The University of Nottingham

UNITED KINGDOM - CHINA - MALAYSIA

MyNottingham

Home

Paul Ellis

Sign Out

Help & IT Support

Student Task WorkCentre

Task Details

Student ID: 20012808

Legend

Introduction

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Online Registration for New Students (China Campus)

Paul Ellis

Email Addresses

Enter your email addresses below.

*Email Type

*Email Address


delete

Add An Email Address

Save

* Required Field

5. Emergency Contacts:



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MyNottingham

Home | Paul Ellis | Sign Out

Help & IT Support

Student Task WorkCentre

Task Details

Student ID: 20012808

Introduction

Addresses

Phone Numbers

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Complete Task

Online Registration for New Students (China Campus)

Paul Ellis


Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

No current emergency contact information found.

Add An Emergency Contact

6. Additional Details:



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MyNottingham

Home | Paul Ellis | Sign Out

Help & IT Support

Student Task WorkCentre

Task Details

Student ID: 20012808

Introduction

Addresses

Phone Numbers

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Additional Details

University Regulations

Complete Task

Online Registration for New Students (China Campus)

Additional Details

Please answer the below questions

Please provide your QQ Number:

*Please confirm your religious preference:

*Please provide your Personal Statement:

Help PDF

Family member details

This contains questions regarding your family members

*Name of Family Member:

*Relationship of family member:

*Contact Number:

*Name of Employer:


*Job Title:

Add Another Family Member

Delete Family Member

SAVE

7. University Regulations:



The University of Nottingham

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MyNottingham

Home | Paul Ellis | Sign Out

Help & IT Support

Student Task WorkCentre

Task Details

Student ID: 20012808

Introduction

Addresses

Phone Numbers

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University Regulations

Complete Task

Online Registration for New Students (China Campus)

Paul Ellis

University Regulations

Please read through the University Regulations and select Accept to move onto the next step.

Regulations Governing Registration – The University of Nottingham Ningbo China

Regulations Governing Registration – The University of Nottingham Ningbo China

Student Handbook


Regulations of the University

University of Nottingham Ningbo China Code of Discipline for Students

1. Registration and Registered Status

1.1 Only a Registered Student may follow a programme of study leading to a University award, have access to relevant services and facilities (including attendance at classes, assessment, and accommodation), and be entitled to the rights and privileges of University

8. Complete Task:



The University of Nottingham

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MyNottingham

Home | Paul Ellis | Sign Out

Help & IT Support

Student Task WorkCentre

Task Details

Student ID: 20012808

Legend

- Introduction
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- * Additional Details
- * University Regulations
- * Complete Task

Online Registration for New Students (China Campus)

Previous | Next

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Thank you for registering

Please ensure you select Finish to complete the Online Registration Wizard

Finish

You have successfully completed online registration. New Full Time students are also required to complete in person registration. Please follow the instructions that have been sent to your University email account on how to complete this.