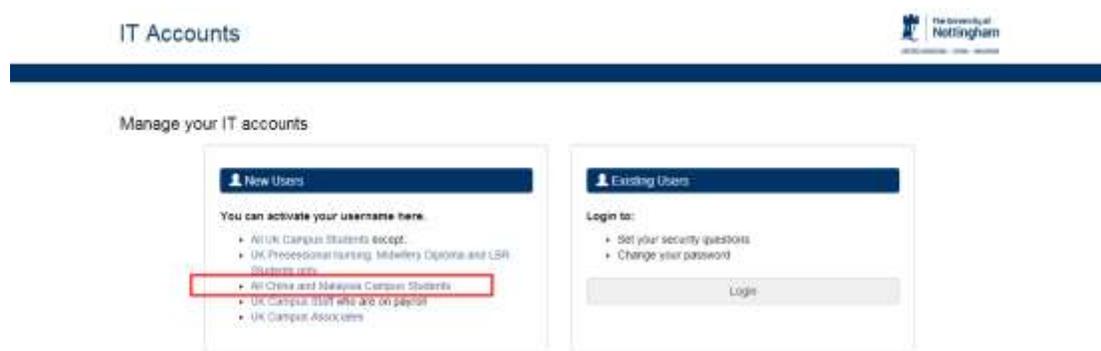


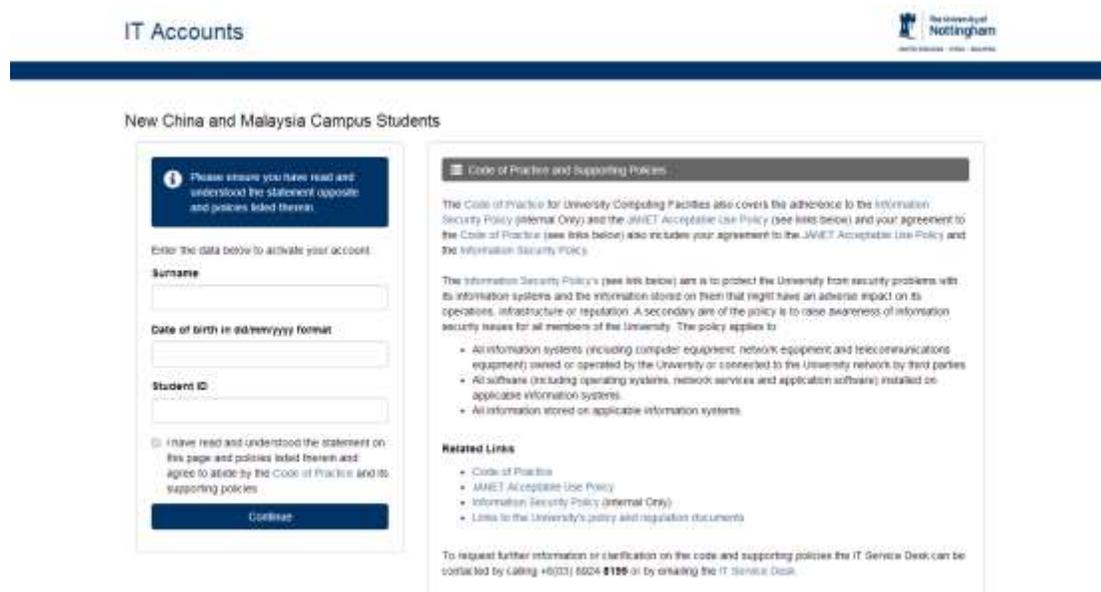
新生网上预注册操作指南

第一步 激活 IT 账号

打开网站 <http://itaccounts.nottingham.edu.cn>，在“新用户”（New Users）一栏下面，找到“所有中国和马来西亚校区学生”（All China and Malaysia Campus Students）选项。



点击链接以后，在界面上输入您的姓氏（汉语拼音）、生日（DD/MM/YYYY，格式为日/月/年），和学号（Student ID）。勾选同意 Code of Practice，然后点击继续。



系统会显示您的用户名、初始密码以及您的学校邮箱地址。请注意：初始密码是系统自动生成的，您需要在后续步骤中重新设置您的个人密码。

Your account details

🔒 Hide these details down. You will need them later.

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

Continue the process to:

- set your security questions
- change your password

Continue

点击继续按钮（Continue）后将跳转至以下登陆界面，使用你的用户名和初始密码进行登陆。如果忘记，可以重新登陆 IT Account 进行查看。



NetIQ® Identity Manager | The University of Nottingham
UNITED KINGDOM - CHINA - MALAYSIA

用户名
输入您的用户名

口令
输入您的口令

→ 忘记口令?

登录

请在这一步中设置安全问题及相应答案，然后点击提交。



User-Defined Challenge Questions

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 one new question and response.

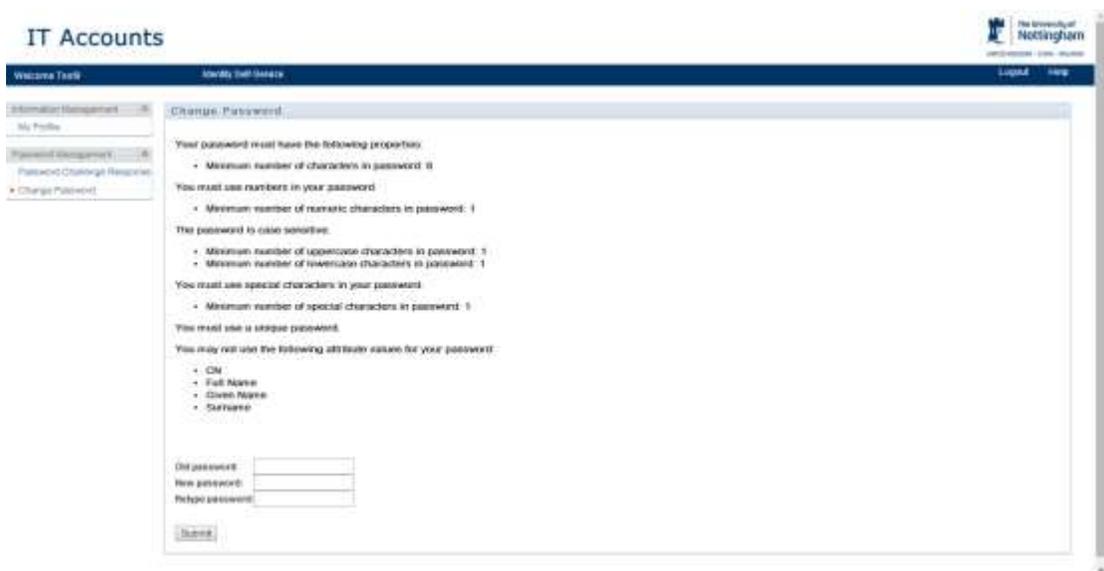
Question	Response

Submit

请选择左侧栏中的修改密码（Change Password）来设置您的个人密码。



请遵循以下页面上的要求对个人密码进行设置，设置完成后点击提交。

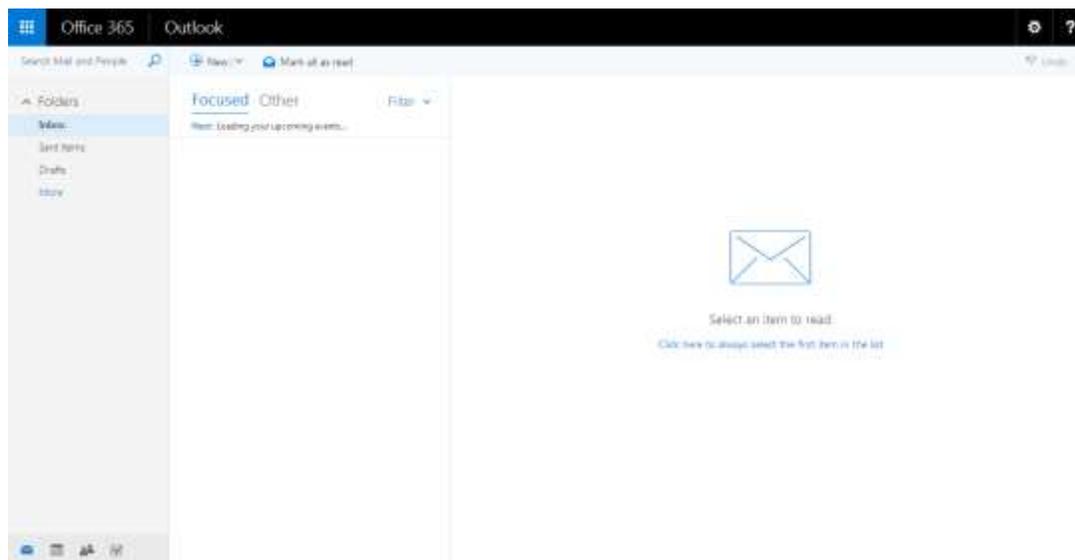


IT 账户激活成功以后，系统需要约 30 分钟时间来同步数据，然后就可以登录学校邮箱了。

通过 <http://email.nottingham.edu.cn> 进入学校邮箱。输入您的邮箱地址（例如：xxxxxx@nottingham.edu.cn）和密码进行登录。



您还会被要求设置时区和语言。成功登录邮箱后您会看到以下页面。

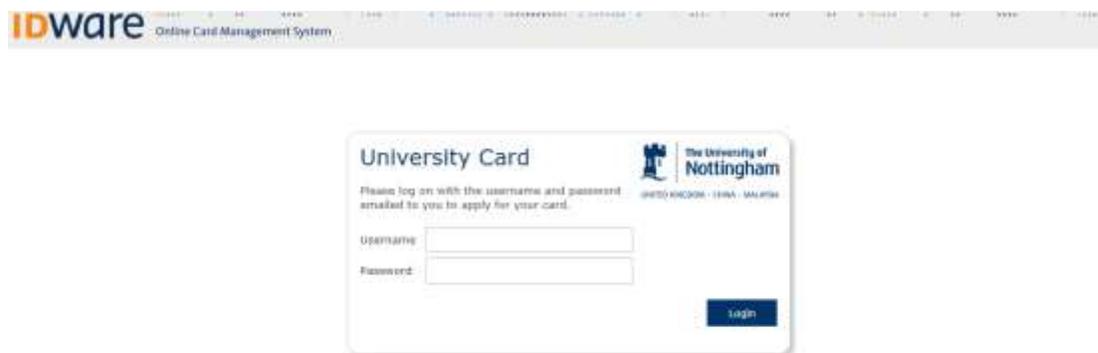


请注意：如果您无法登录学校邮箱，请尝试清除浏览器缓存或换浏览器进行登录。

第二步 上传照片申请校园卡

点击 <http://universitycard.nottingham.edu.cn> 然后输入用户名和密码登录。

请注意：在这一步中，用户名是您的学号（例如：20020XXX），密码是您的生日（格式：DDMMYYYY，例如：25091997）。



登录以后，请根据屏幕上的指示上传照片。



照片必须是护照形式的近照（白底），尺寸约 300×400 像素，并且是 JPG 格式。照片大小最好不要超过 100kb. 如果照片格式不符合要求会被系统自动裁剪。



上传照片操作只能进行一次，之后系统会自动锁住。如果您的照片被系统拒绝，请注意查看邮箱，我们会发邮件提醒您做进一步操作。

第三步 在 MyNottingham 上进行注册

您的学校邮箱在激活以后会收到一封邀请您在 MyNottingham 上注册的邮件，如下示例。



Invite to Online Registration

Dear Paul,

Online Registration is now open for the academic year.

Please visit [MyNottingham](#) and log in with the username and password provided by the University. Please note that username activation instructions were provided by the University on a previous email. Please then click the Online Registration icon and follow the onscreen instructions.

I am having problems, what should I do?

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

Note: Distance learning applicants can complete their full registration online.

New starters' webpages: [Click here](#)
IT Services: [Click here](#) or +86 (0)8818 0009
Fees queries: [Click here](#)
Accommodation: [Click here](#)
Students' Union: [Click here](#)
Social media pages: [Click here](#)
Registration pages: [Click here](#)

Yours sincerely,

The Registration Team

If you have any problem, please contact
student-registry@nottingham.edu.cn

www.nottingham.edu.cn

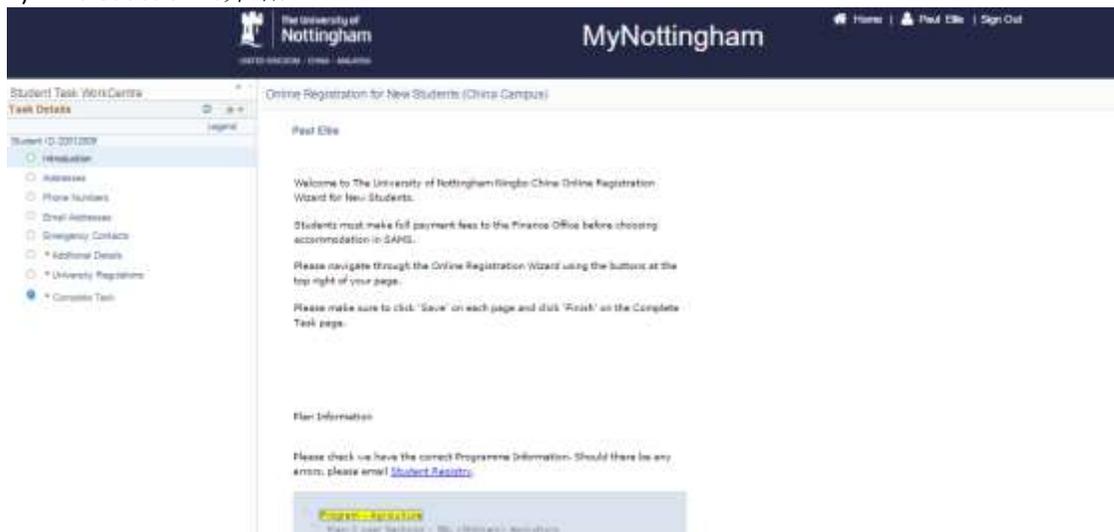
点击邮件中的 MyNottingham 链接，您就可以使用在第一步操作中生成的用户名和密码进行登录了。登录 MyNottingham 以后，您会看到以下屏幕。



点击屏幕上的 Please register online here 按钮，您将进入注册页面。

在 MyNottingham 进行网上预注册，您会看到以下几个页面：

1) Introduction (介绍)



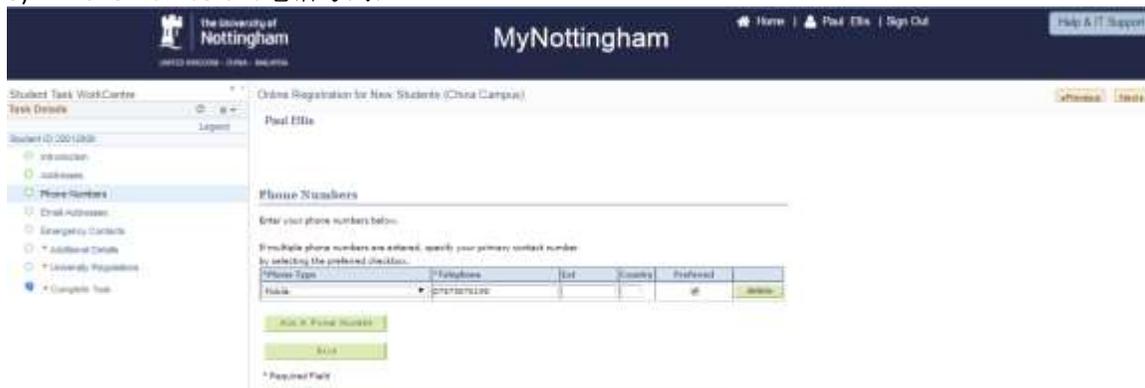
请核对确认您的个人信息。

2) Addresses (地址)



请根据屏幕上的指示添加地址，国内地址请用中文填写。

3) Phone Numbers (电话号码)



请根据屏幕上的指示添加电话号码。

4) Email Addresses (邮箱地址)

The screenshot shows the 'Email Addresses' section of the 'Online Registration for New Students (China Campus)' form. The left sidebar lists navigation options: Introduction, Address, Phone Numbers, Email Addresses (selected), Emergency Contacts, Additional Details, University Regulations, and Complete Task. The main content area has a header 'Email Addresses' and a sub-header 'Enter your email addresses below.' Below this is a table with columns for 'Email Type', 'Email Address', and 'Delete'. The table contains two entries: 'Campus' with email 'p.elfe@nottingham.ac.uk' and 'Home' with email 'p.elfe@nottingham.com'. There are 'Add an Email Address' and 'Save' buttons at the bottom. A note indicates '* Required Field'.

请根据屏幕上的指示添加邮箱。

5) Emergency Contacts (紧急联系人)

The screenshot shows the 'Emergency Contacts' section of the 'Online Registration for New Students (China Campus)' form. The left sidebar is the same as in the previous screenshot, with 'Emergency Contacts' selected. The main content area has a header 'Emergency Contacts' and a sub-header 'Below is a list of your emergency contacts. To add the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.' Below this is a message box that says 'No current emergency contact information found.' There is an 'Add an Emergency Contact' button at the bottom.

请根据屏幕上的指示添加紧急联系人。

6) Additional Details (补充信息)

The screenshot shows the 'Additional Details' section of the 'Online Registration for New Students (China Campus)' form. The left sidebar is the same as in the previous screenshots, with 'Additional Details' selected. The main content area has a header 'Additional Details' and a sub-header 'Please answer the below questions'. There are three questions: '*Please provide your ID Number' with a text input field, '*Please confirm your religious preferences' with a dropdown menu, and '*Please provide your Personal Statement' with a large text area. Below these is a section titled 'Family member details' with a sub-header 'The are certain questions regarding your family members'. This section contains four questions: '*Name of Family Member', '*Relationship of Family member', '*Contact Number', and '*Name of Employer', each with a text input field. There is also a 'Job Title' field. At the bottom of this section are two buttons: 'ADD ANOTHER FAMILY MEMBER' and 'DELETE FAMILY MEMBER'. There is a 'Save' button at the very bottom of the form.

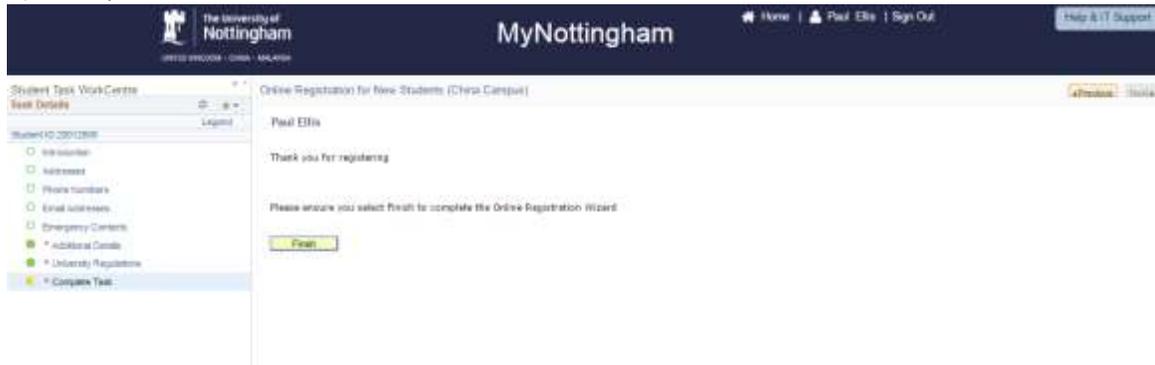
请根据屏幕上的指示添加其他信息。

7) University Regulations (学校规章)



请阅读并了解学校规章。

8) Complete Task (完成)



点击结束，确认完成预注册。至此，您已成功完成网上预注册。