

# Step-by-step Guide for Online Registration

## (1) To activate your IT account

Access the website via this URL: UNNC IT Accounts (<https://itaccounts.nottingham.ac.uk/>) to open UNNC IT Accounts Management System, and under the “New Users” section, choose “All Students” link. We recommend using the latest Microsoft IE/ Edge, Google Chrome or Apple Safari web browser.



IT Accounts

Manage your IT accounts


A screenshot of the 'New Users' section. The 'New Users' header is highlighted with a red box. Below it, the text 'You can activate your username here.' is followed by a bulleted list: 'All Students except...', 'School of Health Sciences CPD/LBR students only', 'UK Campus Staff who are on payroll', and 'UK Campus Associates'. The 'All Students except...' item is also highlighted with a red box.A screenshot of the 'Existing Users' section. The 'Existing Users' header is visible. Below it, the text 'Login to:' is followed by a bulleted list: 'Set your security questions' and 'Change your password'. A 'Login' button is located at the bottom of the section.

You will need to fill 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 you received

Then check the policy agreement checkbox, and click “**Continue**” button.

## 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.

**Continue**

### 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:

You will be presented with your username, 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 in the following steps. **We recommend taking a photo of this page using your phone, or take a screenshot or simply write them down, you will need to use them in the next step.**

Click **“Continue”** button to go to the login page.

## IT Accounts

## Your account details

 Write these details down. You will need them later.

Username: [REDACTED]

Password: [REDACTED]

Email address: [REDACTED]@nottingham.edu.cn

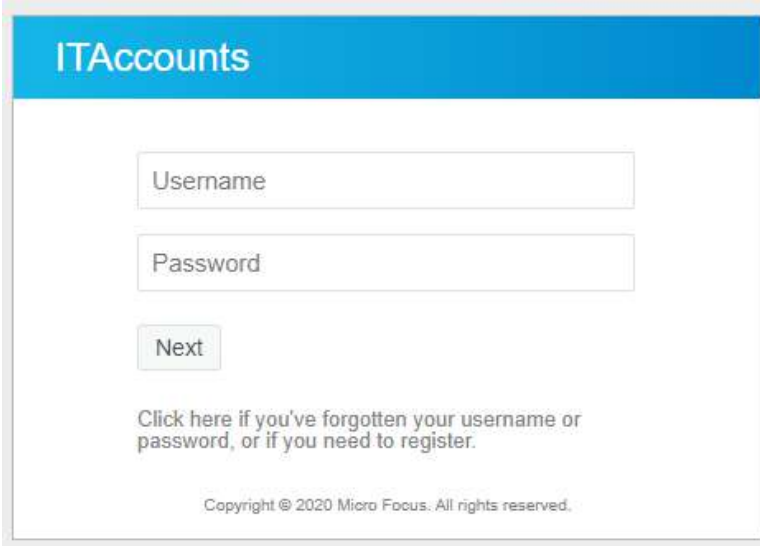
## Continue the process to:

- set your security questions
- change your password

**Continue**

Enter your username and initial password from the previous page to login to IT Account Management. If you forgot the username and initial password, repeat step 1 by going back to UNNC IT Accounts (<https://itaccounts.nottingham.ac.uk/>) and enter your Surname, Date of Birth and Student ID again to start over.

After login with the username and initial password, click “**Next**” button.



ITAccounts

Username

Password

Next

[Click here if you've forgotten your username or password, or if you need to register.](#)

Copyright © 2020 Micro Focus. All rights reserved.

On this page, set your own security questions and answers, then click on “**Save Answers**”. You have to fill in all 4 Q&As. We STRONGLY advise you keep your security questions and answers somewhere safe because if you forgot your password, security questions are the one possible way to reset your password without having to be on campus and in person.

Before that, you will not be able to login to any UNNC systems (email included) without a valid password.

## Self Service Password Reset

### Setup Security Questions

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

Question:

▶

Question:

▶

Question:

▶

Question:

▶

Save Answers

Click **“Continue”** button to the IT account management page.

## Self Service Password Reset

### Success

Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

Continue

To set a new password for your account, click **“Change Password”** on the Navigation Panel.

## Self Service Password Reset



Follow the password policy to create a new password and then submit. You will be presented with a screen saying your password has been changed successfully. Please set a complex password and remember it. **The minimum length is 8 characters and must include at the same time at least 1 Upper Case Letter (A-Z), 1 lower case letter (a-z), 1 number (0-9) and 1 special character** (for example, @, !, %, #, etc..) in the password, you cannot have 3 or more consecutive letters which are part of your username or full name. For example, if John Smith's username is hynjs2, then hyn, ynj, njs, js2 are invalid to use as part of your password. Same logic applies to full name, joh, ohn, hns, smi cannot be used.

## Self Service Password Reset

### Change Password

Please change your password. As you type your new password it will be checked to ensure it meets our policy requirements. Confirm your new password by typing it again in the box below and then click on the Change Password button. Your new password must meet the following requirements:

- Password is case sensitive
- Must be at least 8 characters long
- Must not include part of your name or user name
- Must not include a common word or commonly used sequence of characters
- Must have at least 3 types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
  - Number (0-9)
  - Symbol (!, #, \$, etc.)
  - Other language characters not listed above
- New password may not have been used previously

Please type your new password


New Password

Confirm Password

You will need to wait at least 15 minutes to allow system synchronization before you can login to your university email.

To log into your university email account, access UNNC Web Email (<http://email.nottingham.edu.cn/>) to open the login page below. Input your email address (e.g. username@nottingham.edu.cn) and the password you've

just set, and you will be asked to set the language and time zone. For example, John Smith's username is hynjs2, he will need to enter hynjs2@nottingham.edu.cn as his email address.

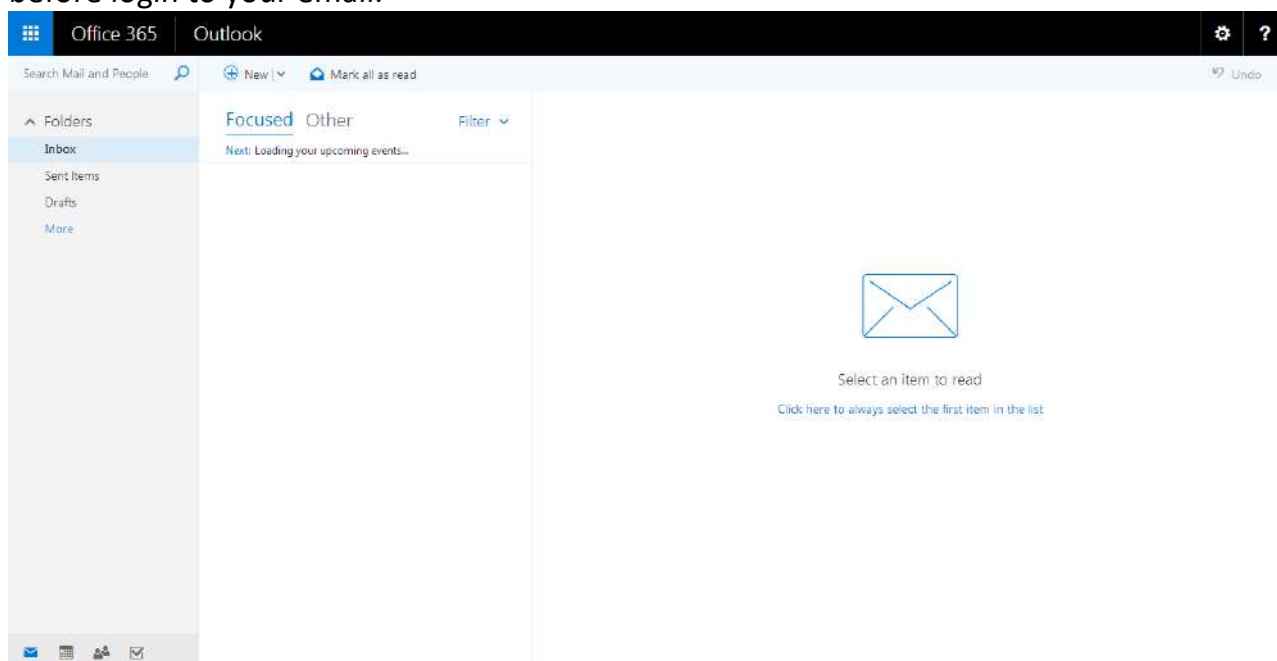


University of  
Nottingham  
UK | CHINA | MALAYSIA

Sign in with your University IT Account

  
  
  
**To change your password:**  
[Students only](#)  
[Staff/Associates only](#)

You should then be able to access your university email successfully. If you are met with some difficulties when trying to access, please try changing web browser or cleaning browser cache. If you have just set your password in the step above, please remember that you will need to wait at least 15 minutes before login to your email.



**(2) To upload a photo for your university card (for non-Gaokao student only)**

Visit [UNNC ID Card \(universitycard.nottingham.edu.cn\)](http://UNNC ID Card (universitycard.nottingham.edu.cn)), and enter your username

and password to log in. Please note for this step, your username is your Student ID (e.g. 2021XXXX), and the password is your Date of Birth in the format of DDMMYYYY (e.g. 25091997, different from when activating your IT Account, do not enter / here).

The image shows a login form titled 'University Card'. It features the University of Nottingham logo and the text 'Please log on with the username and password emailed to you to apply for your card.' Below this, there are two input fields: 'Username' and 'Password'. A blue 'Login' button is located at the bottom right of the form.

After logging in, follow the on screen instructions to upload your photograph, please click 'Confirm'. The photograph should be recent, passport style, approximately 300 x 400 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.

The image shows the 'Upload photo' page in the Online Card Management System (OCMS 2.1). The page header includes the system name and the University of Nottingham logo. A 'Logout' button is visible in the top right corner. The main content area is titled 'Upload photo' and contains a sidebar with 'Workflows' and 'Upload photo' options. The main form area has the instruction 'Please upload a photo and press 'Confirm' to apply for your University Card.' and includes input fields for 'Staff / Student number', 'Surname', 'Forename', 'Contact Email', and 'Term Contact Email'. A photo upload section shows a preview of a photo and an 'Upload' button. A 'Confirm' button is located at the bottom left of the form.

If the upload is successful, you will see the page below. Please note the content and URL on this page is applicable only to UK Campus students, students of UNNC need not follow, just click Log off.



Uploading of photograph can only be performed once, you will then be locked out of the system.

After you have successfully uploaded your photo, please check your campus email account frequently. We will send you an email should your photograph got rejected and provide instructions on what to do next.

If after 10 days you still have not received any emails regarding your photograph, then it means your photo has been accepted and you can pick up your Student ID card when arriving at the University.

Note: for Gaokao student, please skip this step as your Gaokao photo will be used for university card.



### (3) To register on NottinghamHub

New students will receive an invitation to register online via university email address. Please see screenshot of the communication below (please note that below pictures are sample screenshot. Please be subject to the actual displayed content).



#### Invite to Online Registration

Dear [REDACTED]

Online Registration is now open for the 2022/23 Autumn session.

Please visit [https://nottingham.ac.uk/online-registration](#) and log in with the IT username that was issued to you following the activation of your IT account and the permanent password that you then set as part of the activation process. Please note that this is not the same as your iDigi applicant username and password used during the application process.

Please kindly note all tuition fees need to be paid before or on the official registration day. Any failure in the payment may result in your registration being revoked.

Once logged into [https://nottingham.ac.uk/online-registration](#) please click the Online Registration icon and follow the onscreen instructions.



The [online registration video](#) will guide you through the detailed registration steps.

#### I am having problems: what should I do?

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

Accountability: [accountability@nottingham.ac.uk](mailto:accountability@nottingham.ac.uk)  
Department of Computing Life Sciences: [life@nottingham.ac.uk](mailto:life@nottingham.ac.uk)  
Fee queries: [fee@nottingham.ac.uk](mailto:fee@nottingham.ac.uk)  
IT Service: [itservice@nottingham.ac.uk](mailto:itservice@nottingham.ac.uk)  
Registration queries: [registration@nottingham.ac.uk](mailto:registration@nottingham.ac.uk)  
Student Union: [studentunion@nottingham.ac.uk](mailto:studentunion@nottingham.ac.uk)  
The Hub: [thehub@nottingham.ac.uk](mailto:thehub@nottingham.ac.uk)

Yours sincerely,

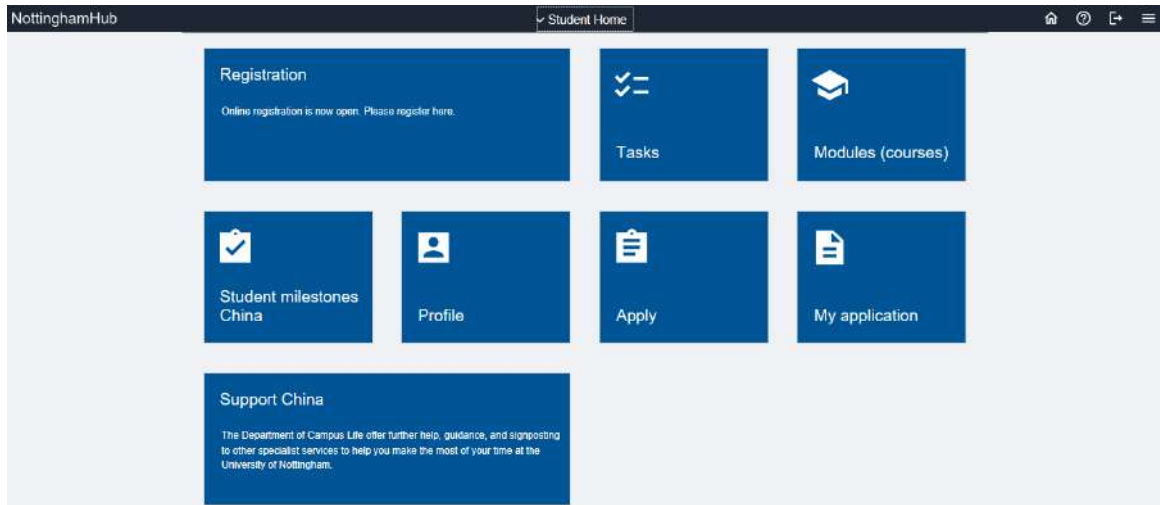
The University of Nottingham Ningbo China

[www.nottingham.ac.uk](http://www.nottingham.ac.uk)

[Copyright, Terms & Conditions Privacy](#)

If for some reason you did not receive this email in your university email account, please contact [NewStudentWelcome@nottingham.edu.cn](mailto:NewStudentWelcome@nottingham.edu.cn) for further information.

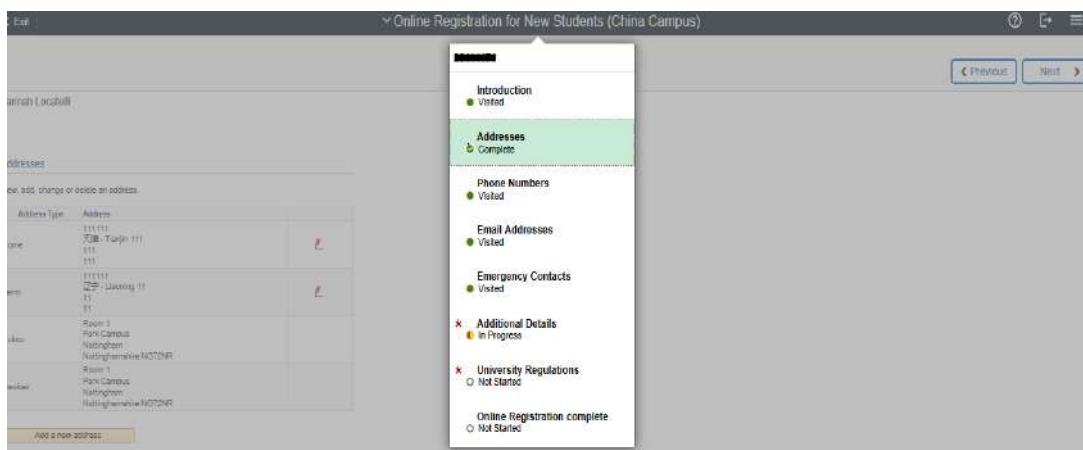
Click on the NottinghamHub link and you will be able to login with your newly created username and password in Step 1. Once you have logged into NottinghamHub, you will be presented with the following screen:



Here click on the 'Registration icon', which will redirect you to the registration page. And then click 'Online Registration for New Students (China Campus)'.



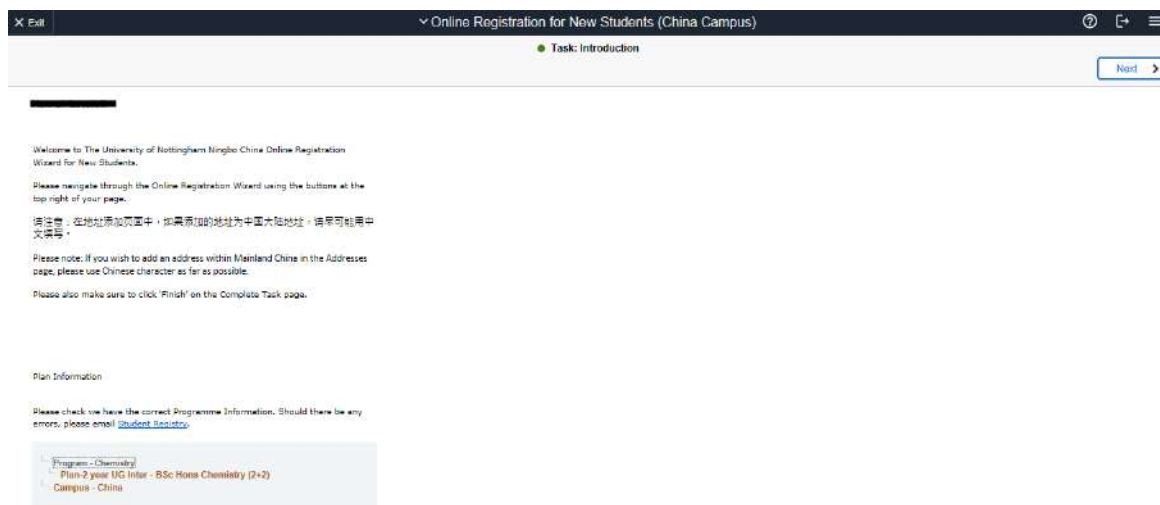
NottinghamHub Online Registration for new students is split into the following screens. You can access a list of all the sections that you need to complete by clicking on the black banner at the top.



- 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:

Online Registration for New Students (China Campus)

Task: Addresses

Previous Next

---

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	111111 天津 - Tianjin 111 111 111	
Temp	111111 111 111	
Hukou	Room 1 Park Campus Nottingham Nottinghamshire NG32NR	
Guokao	Room 1 Park Campus Nottingham Nottinghamshire NG32NR	

Add a new address

## 3. Phone Numbers:

Online Registration for New Students (China Campus)

Task: Phone Numbers

Previous Next

---

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	
Mobile	00000000			<input checked="" type="checkbox"/>	
Home	00000000			<input type="checkbox"/>	

Add a Phone Number

Save

\* Required Field

## 4. Email Addresses:

Online Registration for New Students (China Campus)

Task: Email Addresses

Previous Next

---

Email Addresses

Enter your email addresses below.

*Email Type	*Email Address	
Campus	PT11111@nottingham.ac.uk	

Add an Email Address

Save

\* Required Field

## 5. Emergency Contacts:

Online Registration for New Students (China Campus)

Task: Emergency Contacts

Emergency Contacts

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.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input type="checkbox"/>	Contact10890	Parent	00000000				

Add an Emergency Contact

Save

## 6. Additional Details:

Online Registration for New Students (China Campus)

Task: Additional Details

Additional Details

Please answer the below questions

Please provide your QQ Number:

\*Please confirm your religious preferences:

\*Please provide your Personal Statement:

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:

Online Registration for New Students (China Campus)

Task: University Regulations

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 membership as a student. A student who is not registered is not entitled to any of the above except where otherwise stated in regulations.

1.2 On admission a student must complete a formal registration process. They will then be a Registered Student.

1.3 Thereafter, until the end of their programme of study, and normally at the start of each semester, a student is required to complete the formal registration process again, unless for other reasons set out in regulations such registration is not allowed or is not appropriate. (If for instance, a student owing fees will not be allowed to register, while a student who has interrupted their studies need not register.) Completing the registration process will renew the status as a Registered Student for that semester.

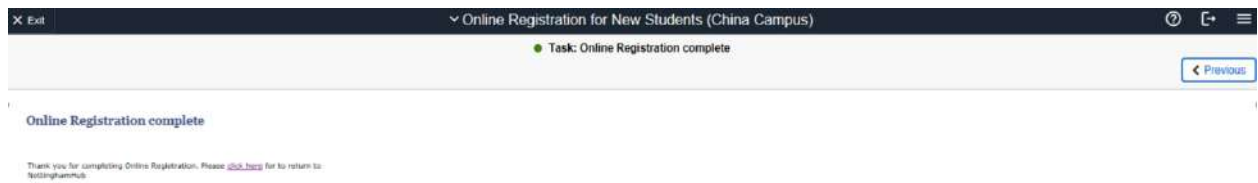
1.4 The University will publish the final deadline date for registration for the next academic year. If a student fails to complete the formal registration process (as defined in Regulation 2 below) by that

Accept

Date: 00/10/2021

Save

## 8. Complete Task:



Then you have successfully completed online registration. Please get prepared to attend the in-person registration.