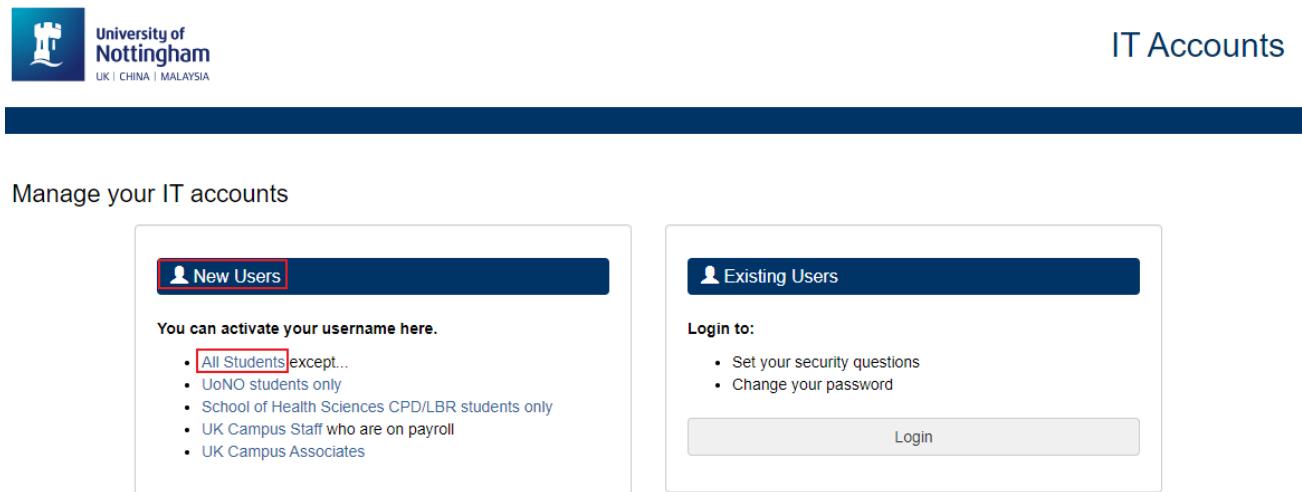


# Step-by-step Guide for Online Registration

## (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 Edge, Google Chrome or Apple Safari web browser.



The screenshot shows the UNNC IT Accounts Management System interface. At the top, there is a header with the University of Nottingham logo and the text "IT Accounts". Below the header, there are two main sections: "New Users" and "Existing Users". The "New Users" section contains a sub-section for "All Students" with a list of requirements: "All Students except... UoNO students only School of Health Sciences CPD/LBR students only UK Campus Staff who are on payroll UK Campus Associates". The "Existing Users" section contains a "Login to:" section with links for "Set your security questions" and "Change your password", and a "Login" button.

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 (for example, 23/03/2007, 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 [Acceptable Use Policy](#) and its supporting policies.

**Continue**

 **Acceptable Use Policy and Supporting Policies**

The Acceptable Use Policy also covers the adherence and agreement to the Information Security Policy (internal only) and the JANET Acceptable Use Policy.

The aim of the Information Security Policy is to protect the University from security problems within its information systems and the information stored on those systems that could have an adverse impact on operations, the 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**

- [Acceptable Use Policy](#)
- [JANET Acceptable Use Policy](#)
- [Information Security Policy \(internal only\)](#)
- [Other University policy and regulation documents](#)

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

- **UK:** telephone (+44) 0115 95 16677 or visit the [Self Service Portal](#)
- **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](#)

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 make a note of the username and temporary password displayed**, you will need to use them in the next step.

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

## IT Accounts

### Your account details

**1** 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.

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On this page, set your own security questions and answers in **English**, then click on “**Save Answers**”. **You have to fill in all 4 Q&As, and make sure each of the Q&As is unique.** 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.

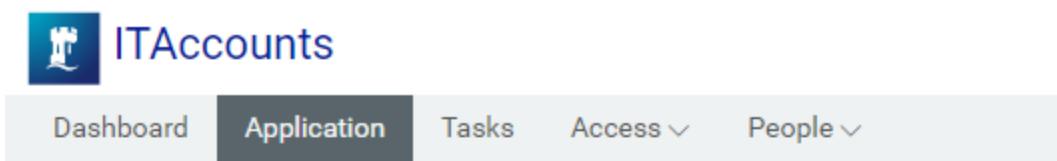
## Self Service Password Reset

### 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 My Password**” under the Application panel.

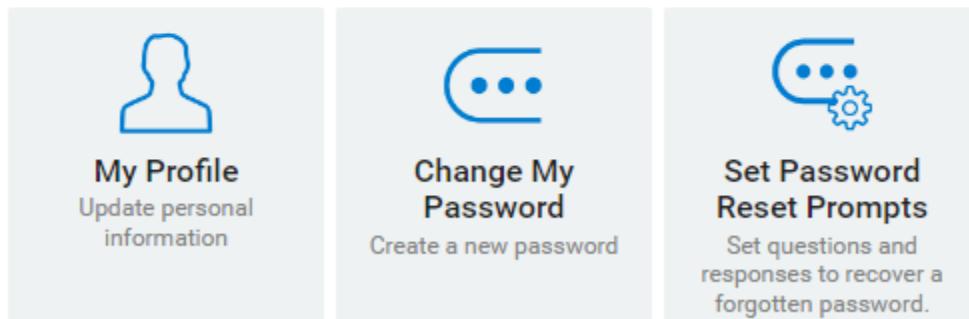


The screenshot shows the IT Accounts application interface. At the top, there is a blue header bar with the text "Self Service Password Reset". Below this, a blue navigation bar contains the text "IT Accounts" next to a blue icon of a person. The navigation bar has several tabs: "Dashboard", "Application" (which is highlighted in dark grey), "Tasks", "Access ▾", and "People ▾".

### Applications

 Search by name or description

#### Home items



The "Home items" section contains three cards:

- My Profile**   
Update personal information
- Change My Password**   
Create a new password
- Set Password Reset Prompts**   
Set questions and responses to recover a forgotten password.

#### Administration

Follow the password rules 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 12 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 12 characters long.
- Must not include part of your name or user name.
- 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 proceeding with the next steps.

### [Set up Multi-Factor Authentication \(MFA\)](#)

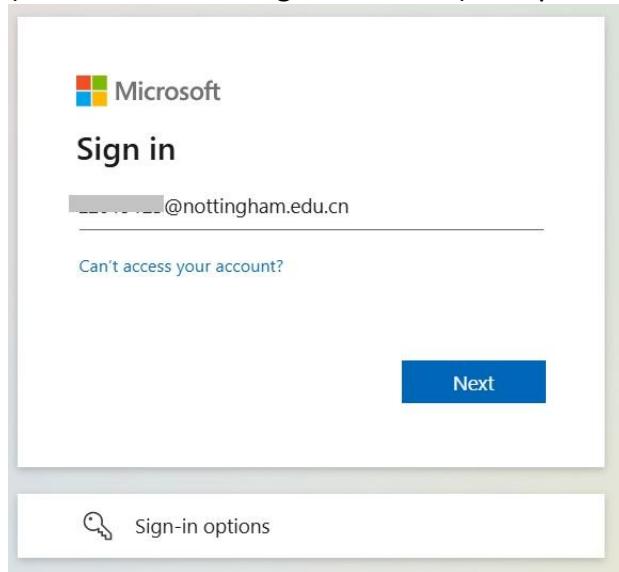
In order to set up Multi-Factor Authentication (MFA), you will need:

- A computer, such as desktop/laptop PC or Macbook, which will be used to set up your MFA account
- A mobile device (mobile phone or tablet/iPad), which will be used to approve access
- Your university login details

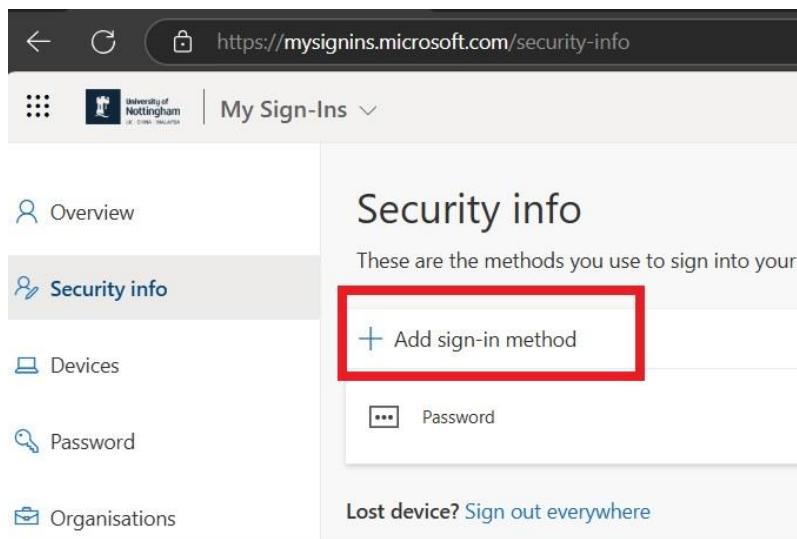
There are two ways to approve authentication. This will depend on the device you have and your preferred method, as listed below:

### **Method 1: Approve access via text message**

1. Visit the MFA configuration page via the link <https://aka.ms/mfasetup>. You will need to login using your university email address (username@nottingham.edu.cn) and password.

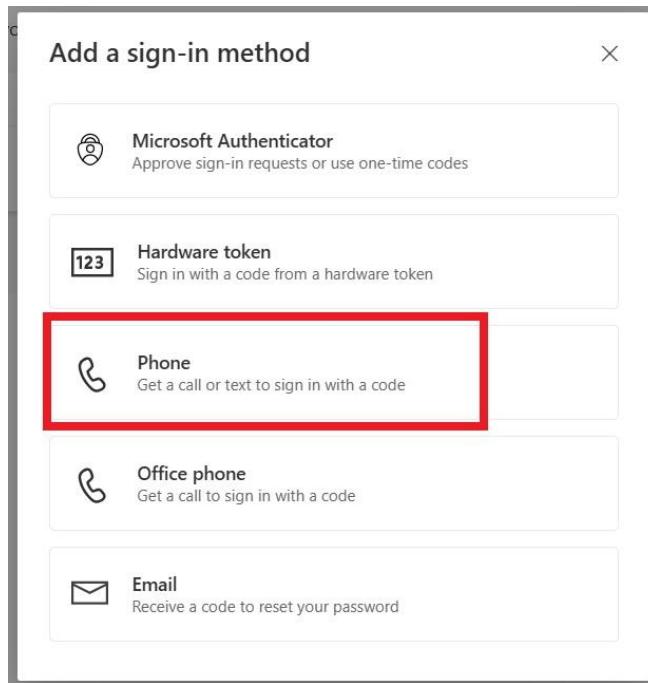


2. Then click “**Add sign-in method**”.



The screenshot shows the Microsoft Security info page. On the left, there is a sidebar with options: Overview, Security info (which is selected and highlighted in blue), Devices, Password, and Organisations. The main content area is titled 'Security info' and contains the text: 'These are the methods you use to sign into your account'. Below this, there is a button labeled '+ Add sign-in method' with a red box drawn around it. Further down, there is a section for 'Password' and a link 'Lost device? Sign out everywhere'.

3. In the menu that appears, click the 'Phone' option in the list.



The screenshot shows the 'Add a sign-in method' dialog box. It lists several options: 'Microsoft Authenticator', 'Hardware token', 'Phone' (which is highlighted with a red box), 'Office phone', and 'Email'. Each option has a small icon and a brief description.

4. Now choose your phone country code (e.g., +86 for China) and enter your phone number.
5. Then click 'Next'.
6. Now enter the 6 digit code sent to your phone and click 'Next'.
7. You will then have a message saying "SMS verified. Your phone was registered successfully."

## Method 2: Approve access via Microsoft Authenticator app

Follow the steps below in Part 1 and Part 2.

### **Part 1 - Install Microsoft Authenticator from your app store (on your mobile device)**

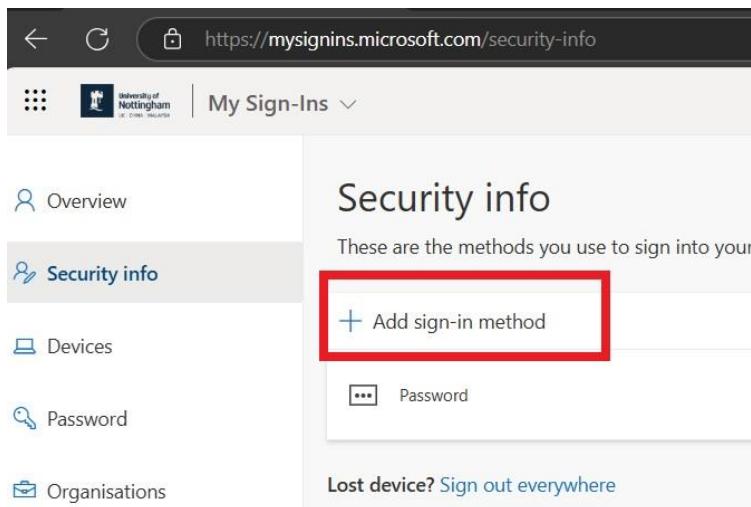
You may first need to set up an account on the relevant app store in order to download the app.

- [Google Play](#) (Android)
- [Apple App Store](#) (iOS)

### **Part 2 - Configure MFA (on your computer and mobile device)**

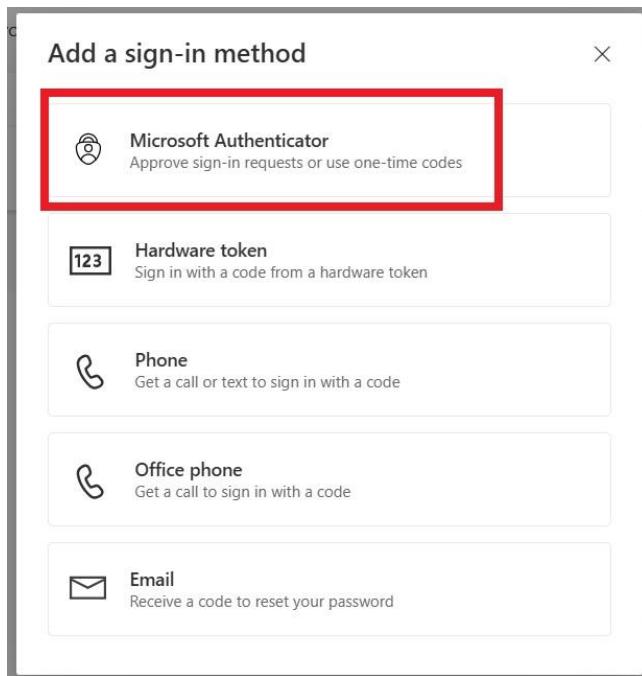
Once the 'Microsoft Authenticator' app is installed, visit the MFA configuration page via the link <https://aka.ms/mfasetup> **on your computer** and then follow the steps below:

1. You will need to login using your university email address (username@nottingham.edu.cn) and password. Then click “**Add sign-in method**”.

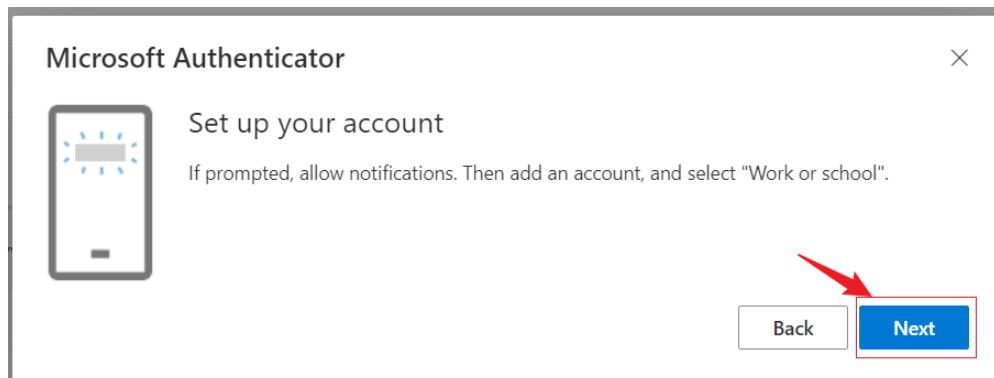
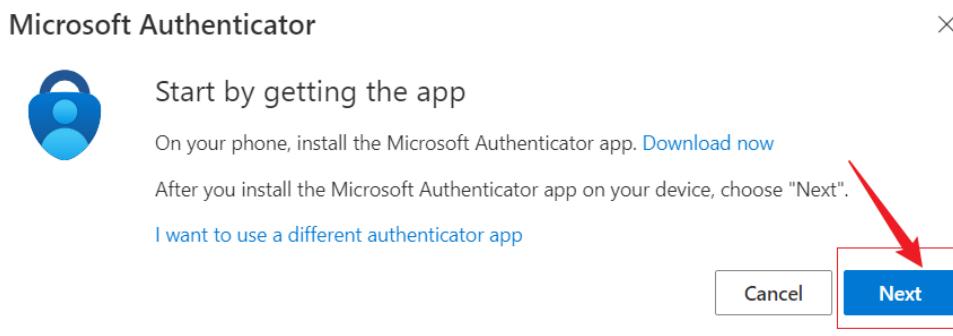


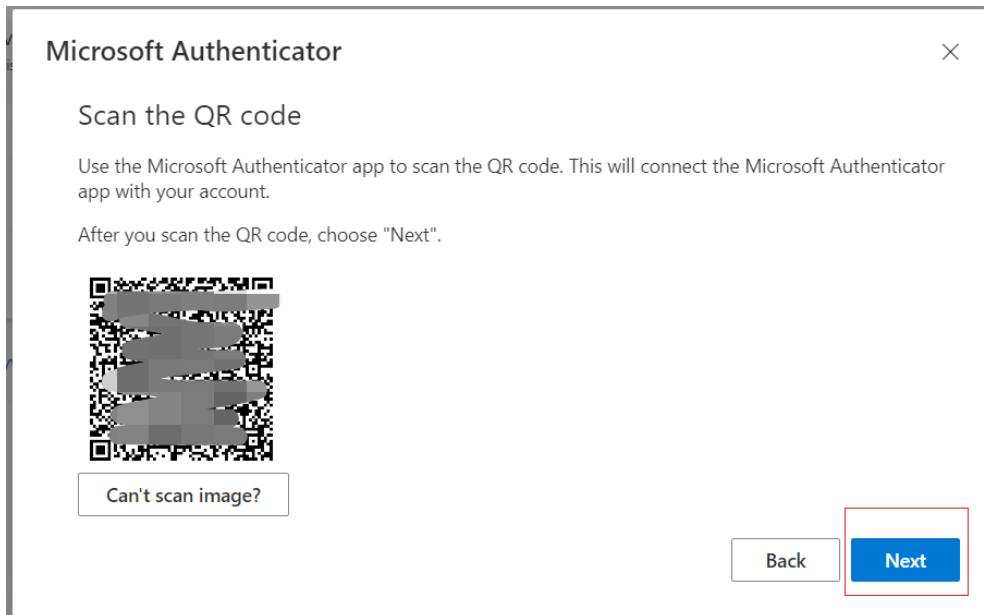
The screenshot shows a web browser window with the URL <https://mysignins.microsoft.com/security-info>. The page is titled 'Security info'. On the left, there is a sidebar with links: 'Overview', 'Security info' (which is selected and highlighted in blue), 'Devices', 'Password', and 'Organisations'. The main content area is titled 'Security info' and contains the text 'These are the methods you use to sign into your account'. Below this, there is a button with a plus sign and the text '+ Add sign-in method', which is highlighted with a red box. Further down, there is a 'Password' section and a 'Lost device?' link.

2. Select “**Microsoft Authenticator**”



3. Click '**Next**', a QR code will be displayed on-screen, scan it with the app and click '**Next**'.





4. Open the Microsoft Authenticator app on your mobile device, if prompted, allow notifications. Then select the 'Scan QR code' option.

10:32  4G 100

[Skip](#)



**Secure Your Digital Life**

[Sign in with Microsoft](#)

[Add work or school account](#)

[Scan a QR code](#)

[Restore from backup](#)

**Note:** You may be prompted to allow the app to access the camera on your mobile device. Please choose allow (or similar). If your camera isn't working properly, you can enter the QR code and URL manually.

5. An approval notification will be sent to your **mobile device**, approve this by entering the number shown on-screen into the app and select '**Yes**'.
6. Once approved, click '**Next**'. This completes the set up, click '**Done**' to finish.

**Top tip:** when using MFA to approve sign in requests, we recommend having the app open and ready.

Note:

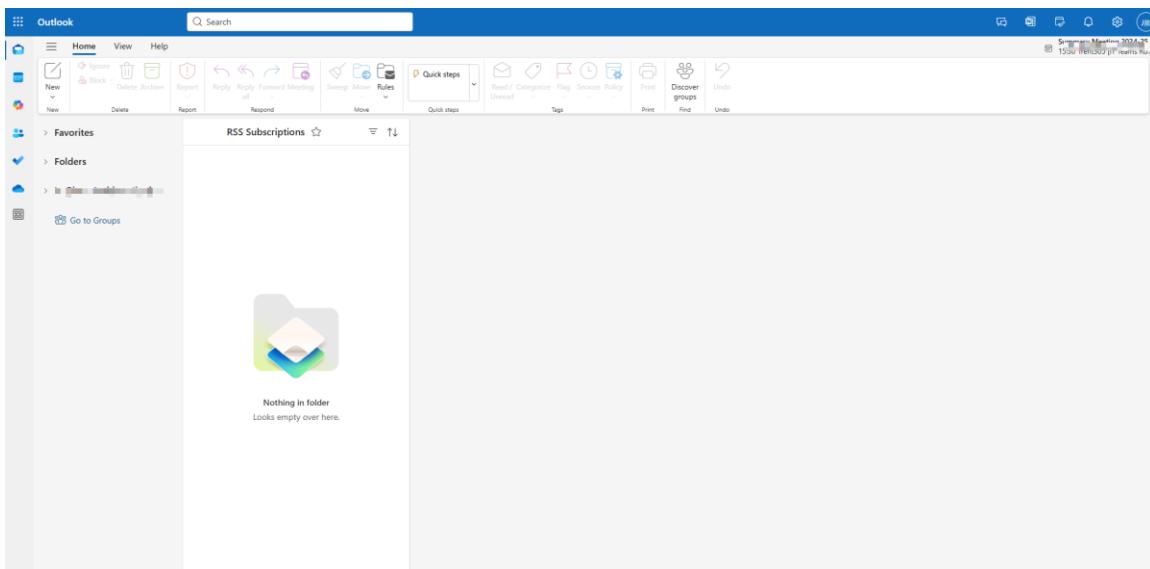
1. MFA can be configured using either method. If possible, configure MFA with both text message and the Authenticator app as recommended.
2. For international students, please prioritize using the Authenticator app as the preferred method for configuring MFA.

## Log in university email

You should then be able to access your university email successfully.

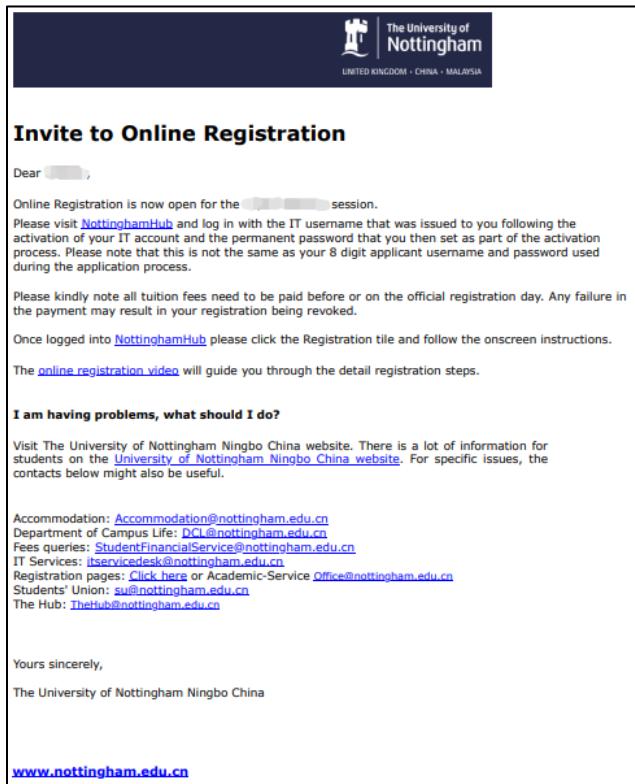
To log into your university email account, access UNNC Web Email (<https://outlook.office.com/mail>) to open the login page below. Input your email address (e.g. username@nottingham.edu.cn) and the password you've just set. For example, John Smith's username is hynjs2, he will need to enter hynjs2@nottingham.edu.cn as his email address.

If you are met with some difficulties when trying to access, please try changing web browser or cleaning browser cache. If you have any questions regarding the above steps, please contact [itservicedesk@nottingham.edu.cn](mailto:itservicedesk@nottingham.edu.cn).



## (2) 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 screenshots. Please refer to the actual displayed content on your devices for accurate information.)

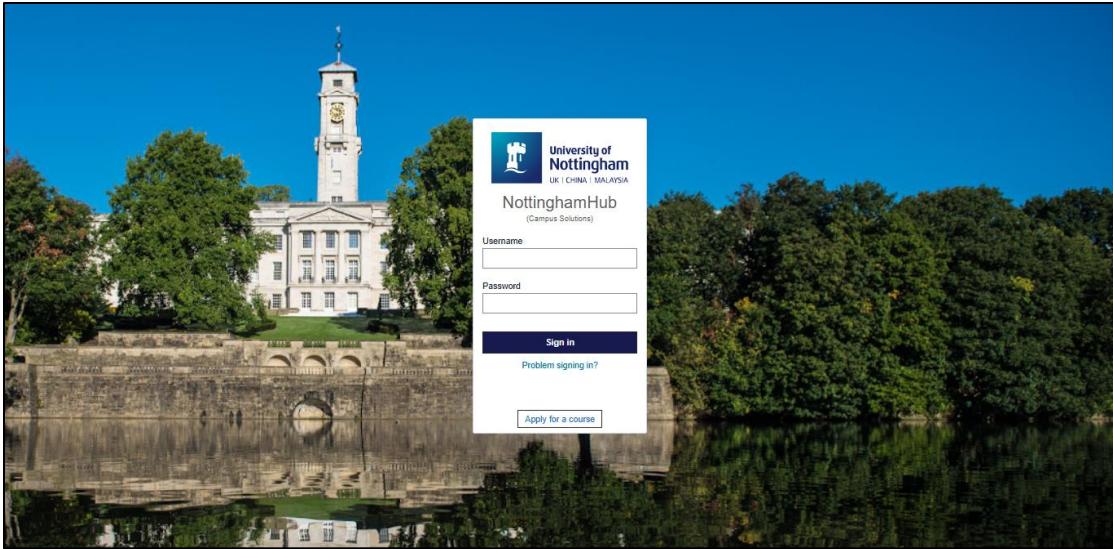


If you have not received this email in your university email account, please contact [Academic-Service-Office@nottingham.edu.cn](mailto:Academic-Service-Office@nottingham.edu.cn) for further information.

### Steps to complete online registration on NottinghamHub

A [video guide](#) is also available to help you complete below steps.

1. Click on the [NottinghamHub link](#), and enter your username and newly created password in Step 1 to log in NottinghamHub. (Please do NOT click on 'Apply for a course'.)

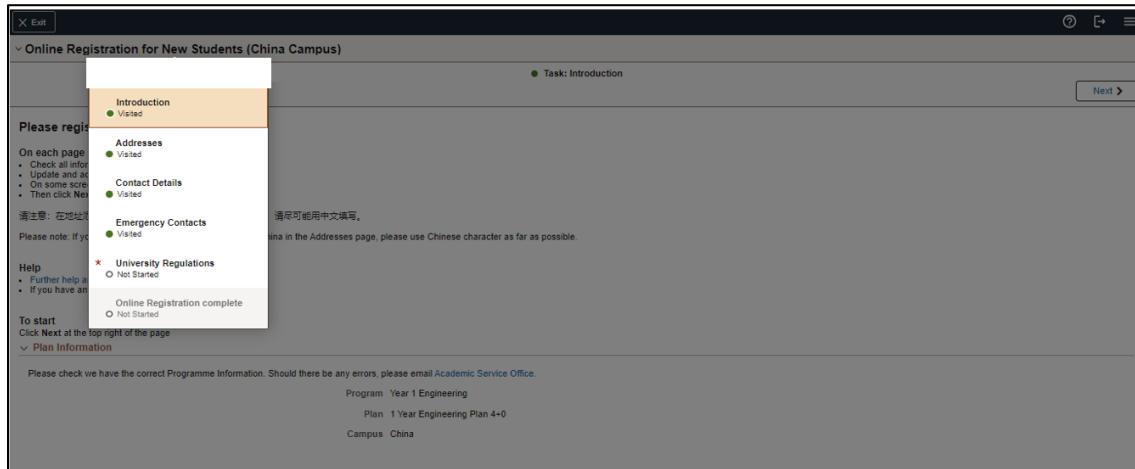


- Once you have logged into NottinghamHub, you will be presented with the following screen:

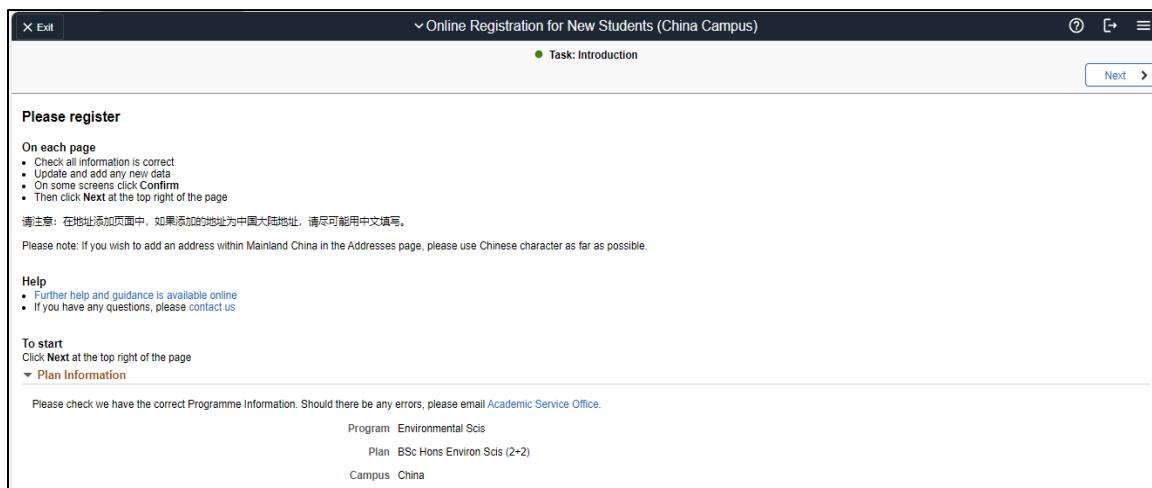
Here click on the '**Registration**' tile, which will direct you to the registration page. And then click 'Online Registration for New Students (China Campus)'.

NottinhamHub Online Registration for new students consists of following sections. You can access a list of all the sections that you need to complete by clicking on the black banner at the top. The list is as follows:

- Introduction
- Addresses
- Contact Details
- Emergency Contacts
- University Regulations
- Online Registration Complete



3. Please read through the instructions on each page carefully and click **Next** in the top right corner to continue. You will see your academic programme details under the first section. Check on these details. If any of the details are incorrect, please contact [Academic-Service-Office@nottingham.edu.cn](mailto:Academic-Service-Office@nottingham.edu.cn).



4. On the Addresses screen, add your Home Address details if this is not populated, and then click Add Term Time Address to provide the address where you can be contacted during your studies. Once completed, please click **Confirm** in the top right corner of your screen, and then click **Next**.

5. On the Contact Details screen, add your email and telephone numbers. Then click **Confirm** and **Next**.

6. On the Emergency Contacts screen, add any emergency contact details by entering your emergency contact's full name, select their relationship with you, and provide their contact phone number. Then click **Confirm** and **Next**.

Online Registration for New Students (China Campus)

Task: Emergency Contacts

Emergency Contacts

Check we have up to date emergency contact details for you

No contacts defined.

Add Contact

Confirm

Online Registration for New Students (China Campus)

Emergency Contacts

Check we have up to date emergency contact details for you

No contacts defined.

Add Contact

Add Contact

Cancel

Save

\*Name: San ZHANG

\*Relationship: Parent

Preferred

Primary Phone Number

Country Code: 86

\*Phone Number: 1300000000

Extension:

Other Phone Numbers

No other phone numbers defined.

Add Phone

Confirm

7. Read through the University Regulations and click **Accept** to accept the regulations. The **Next** button will appear in the top right corner after you have accepted the regulations.

Online Registration for New Students (China Campus)

Task: University Regulations

Regulations

Regulations Governing Registration relates to the formal registration of full and part-time students, including how their registration status affects their ability to access key services.

Important notes regarding the registration process are listed below:

- Offer holders must complete online and in person (apart from students on offshore programme) registration within the published deadline.
- You will only be considered as a registered student once you have completed the registration process.
- Further information regarding the registration process will send to your university email and personal email. Please check your mailboxes regularly.

Please access following link to retrieve the regulations: [Regulations Governing Registration](#).

I have read the Regulations Governing Registration and confirm my agreement to abide by its contents and I also understand and accept that satisfactory conduct and progress in studies and the payment of all fees or other sums due to the University and when required by Regulations will at all times be a condition of registration.

Student Handbook

All students have been given access to the Student Handbook on Moodle and students should read the information in the handbook.

I confirm that I have been given access to Student Handbook.

Quality Manual

The Quality Manual sets out the regulations, policies and procedures around teaching and learning at the University of Nottingham, which include those governing attendance, conduct and progress in studies. The regulatory force associated with these regulations, policies and procedures mean that Schools and students are required to comply. Details can be retrieved via the following link: [Quality Manual](#).

I have read the Quality Manual and confirm my agreement to abide by its contents.

Code of Discipline for Students

The acceptance of an offer of admission by students is regarded as an undertaking to obey such University Ordinances and Regulations which are in force during the period of study. All students are responsible for making themselves familiar with all ordinances and regulations which affect them. All students have been given access to the following link to retrieve the UNNC Code of Discipline for Students via logging Student Portal: [Go to UNNC Code of Discipline for Students](#)

I acknowledge that I have been given access to the UNNC Code of Discipline for Students and confirm my agreement to abide by its contents.

Accept

- Finally, you will reach the 'Online Registration complete' screen which confirms you have now completed your online registration. Please get prepared to **attend the in-person registration**.

