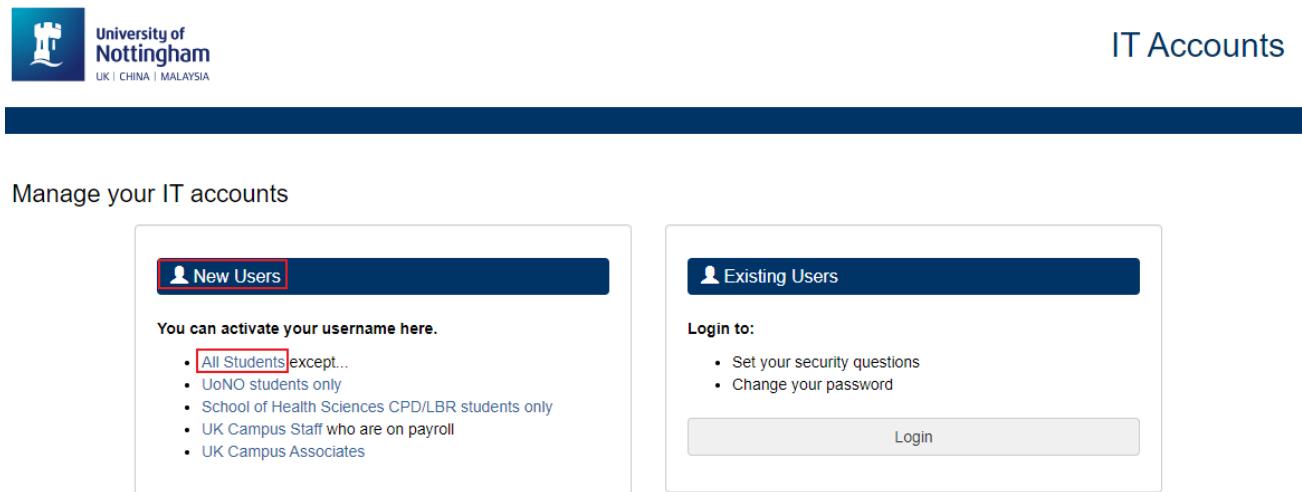# Step-by-step Guide for Online Registration

(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.

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

ℹ **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

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.
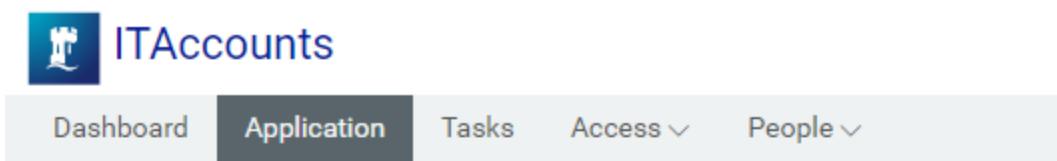
ITAccounts

| Dashboard | Application | Tasks | Access ∨ | People ∨ |

Applications ⚙

🔍 Search by name or description
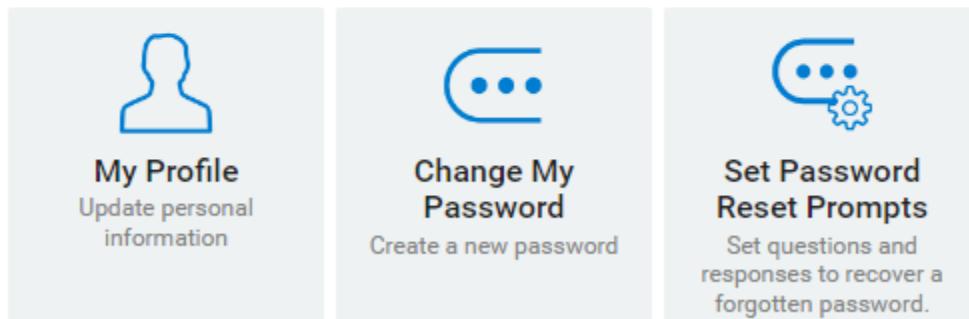
Home items

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…).

5

- 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

Change Password   Cancel

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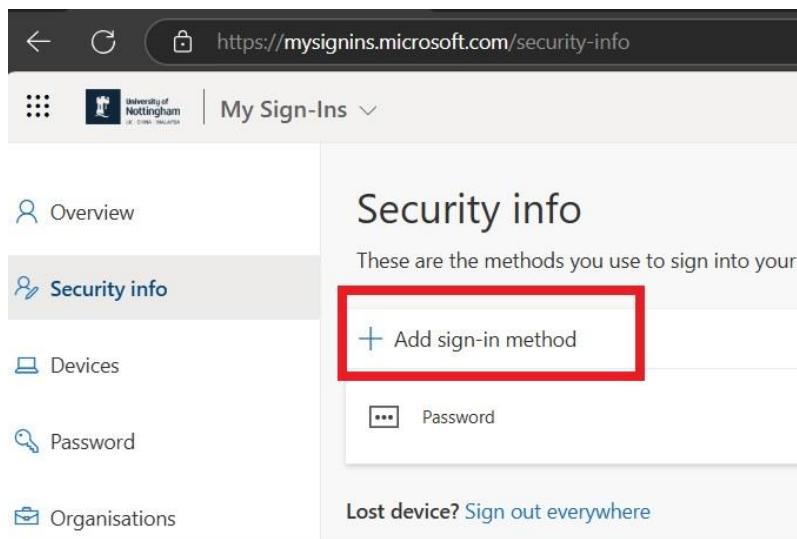
3. In the menu that appears, click the 'Phone' option in the list.
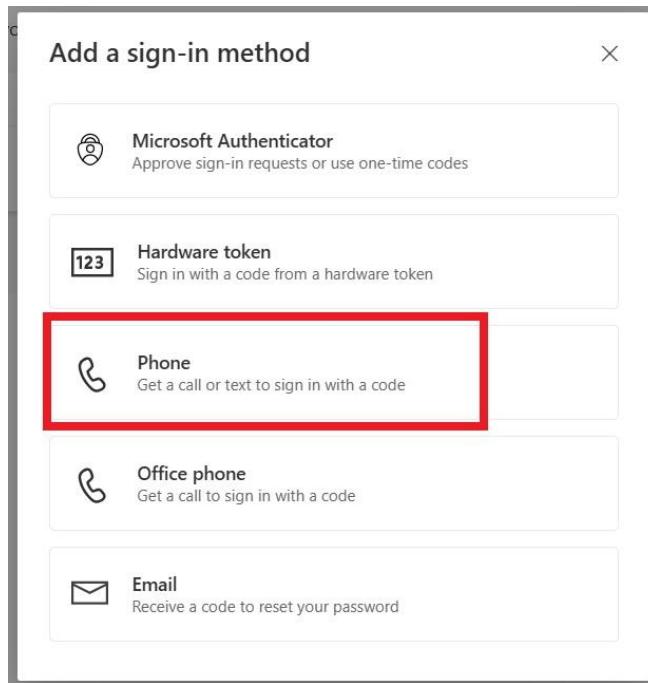
4. Now choose your phone country code (e.g., +86 for China) and enter your phone number.
5. Then click 'Next'.
6. Now enter the 6 digit code sent to your phone and click 'Next'.
7. You will then have a message saying "SMS verified. Your phone was registered successfully.".

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 (<u>on your mobile device</u>)
You may first need to set up an account on the relevant app store in order to download the app.

- <u>Google Play</u> (Android)
- <u>Apple App Store</u> (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**".
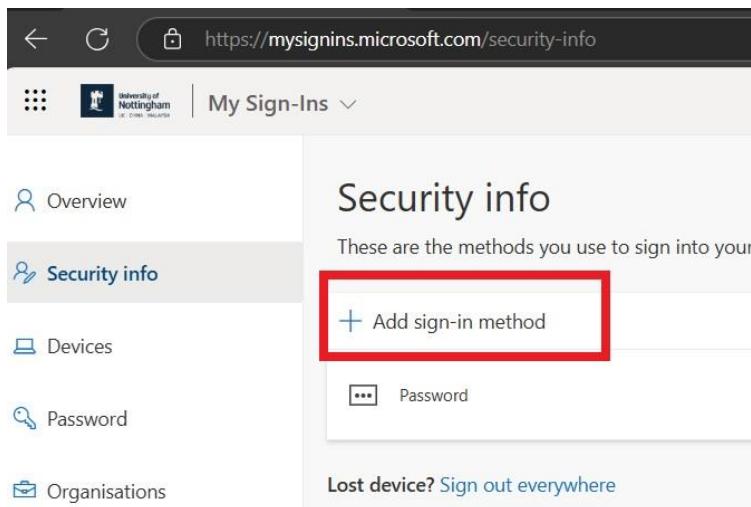
2. Select "**Microsoft Authenticator**"
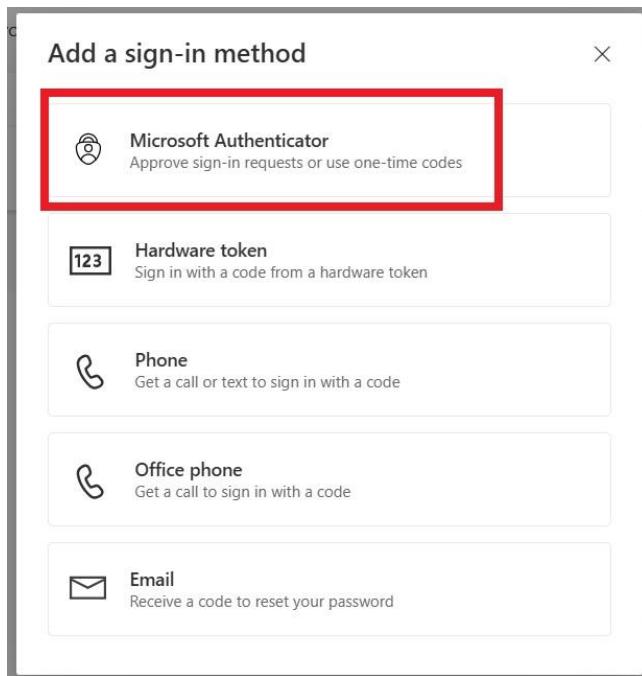
3. Click '**Next**', a QR code will be displayed on-screen, scan it with the app and click '**Next**'.
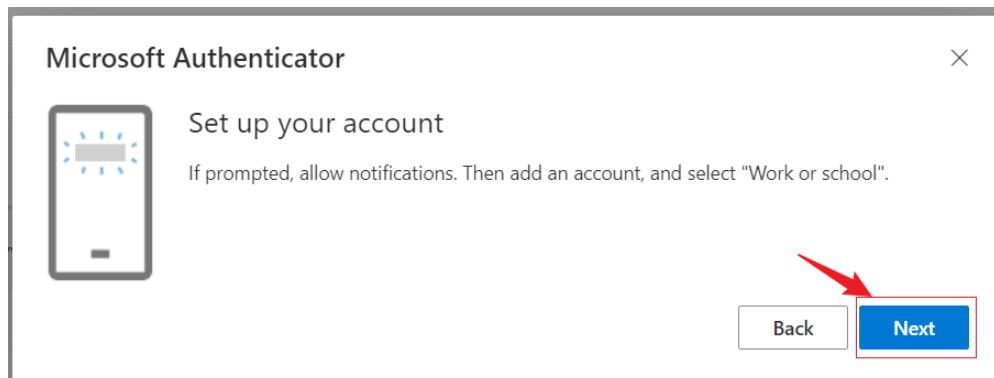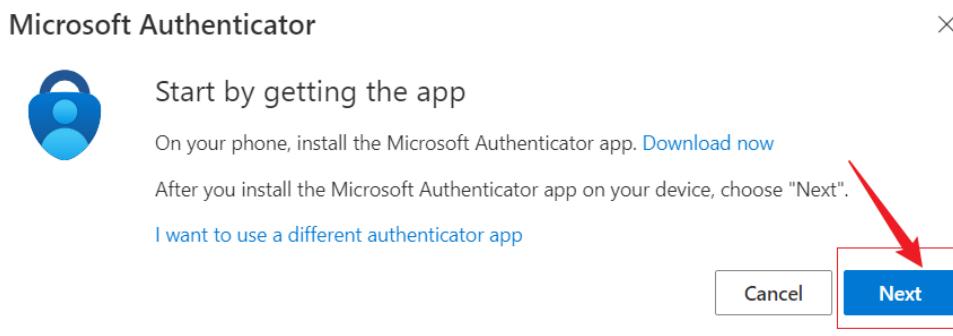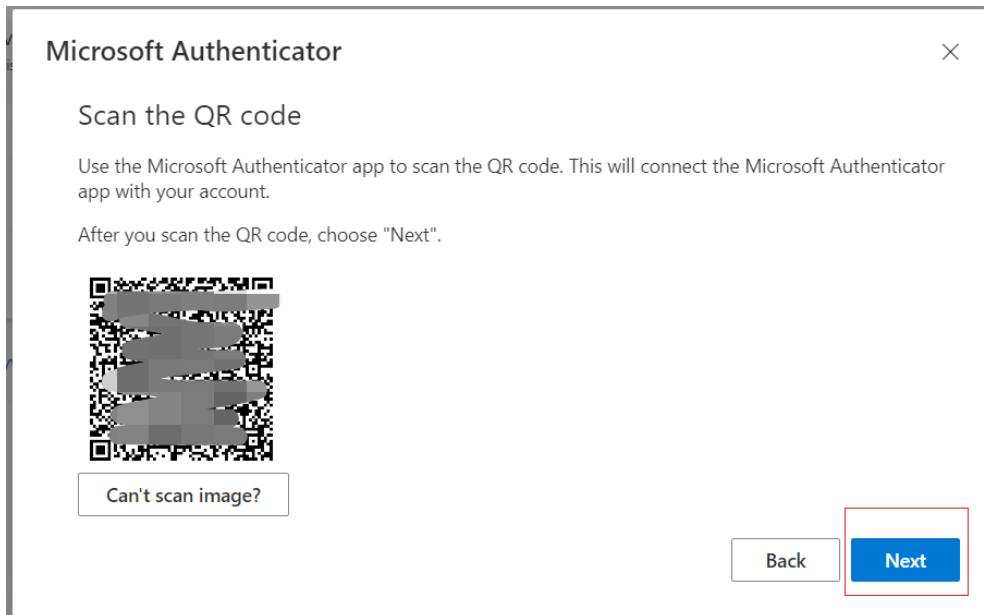
4. Open the Microsoft Authenticator app **on your mobile device**, if prompted, allow notifications. Then select the '**Scan QR code**' option.

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.
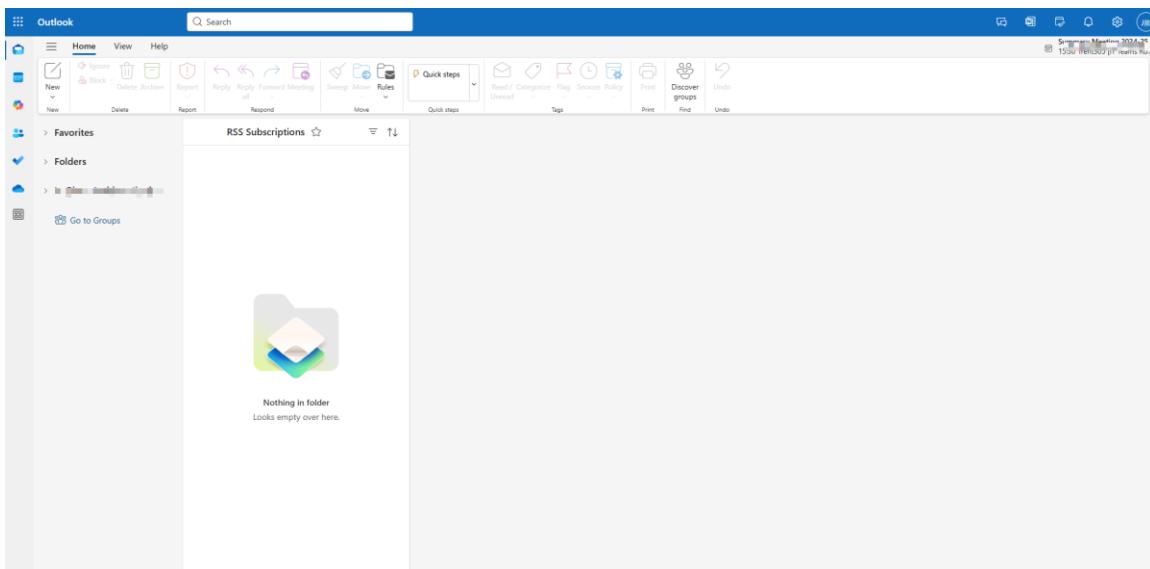
(2) To register on NottinghamHub

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.)
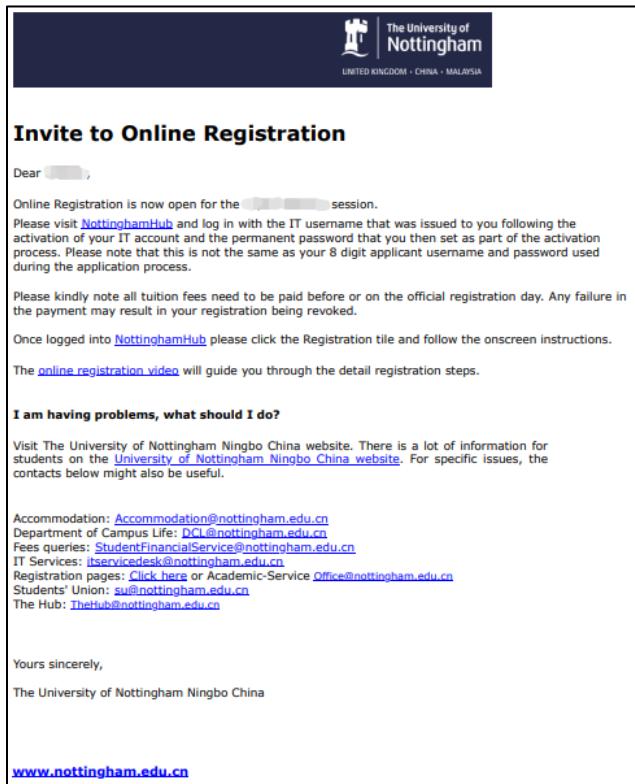

If you have not received this email in your university email account, please contact Academic-Service-Office@nottingham.edu.cn for further information.

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'.)
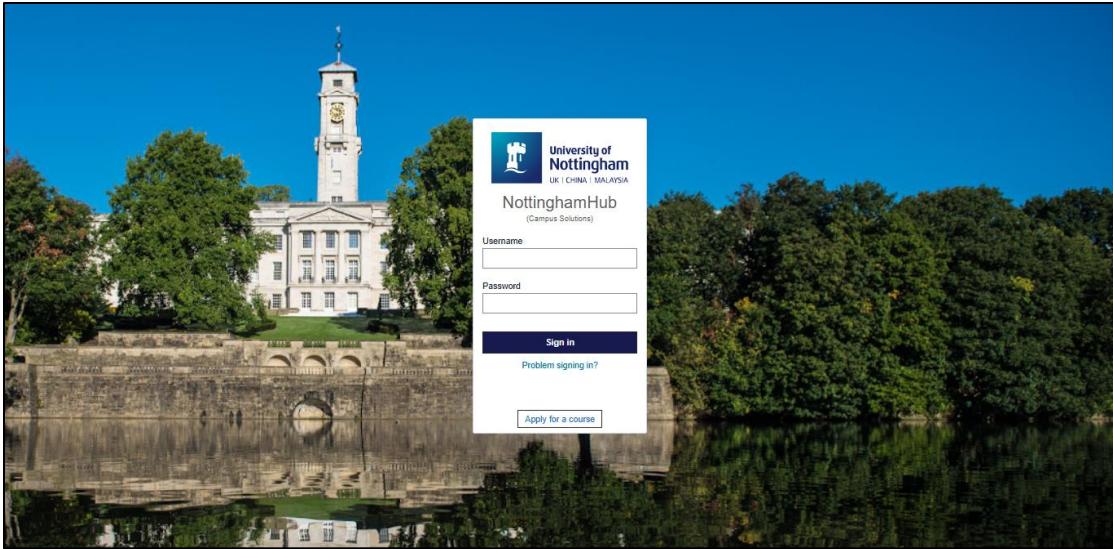
2. Once you have logged into NottinghamHub, you will be presented with the following screen:

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
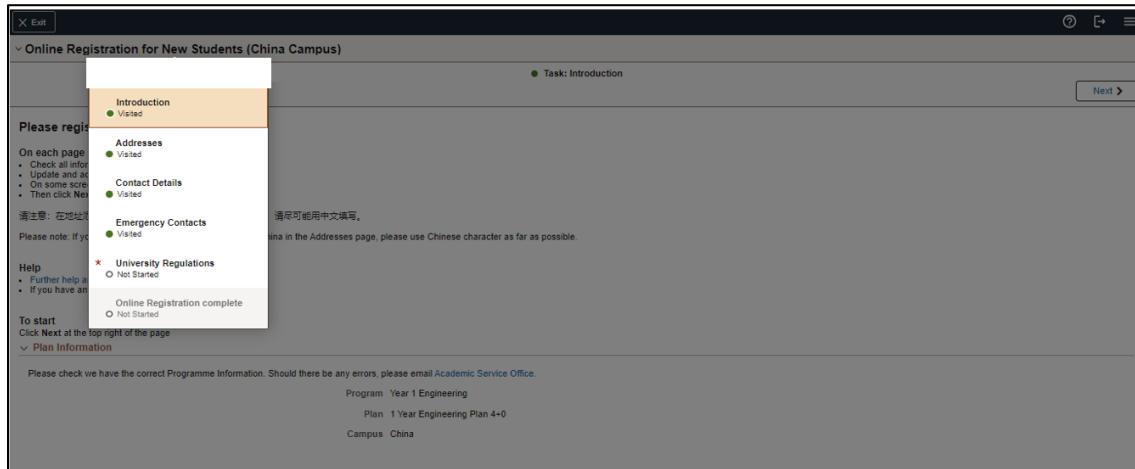
3. Please read through the instructions on each page carefully and click **Next** in the top right corner to continue. You will see your academic programme details under the first section. Check on these details. If any of the details are incorrect, please contact Academic-Service-Office@nottingham.edu.cn.
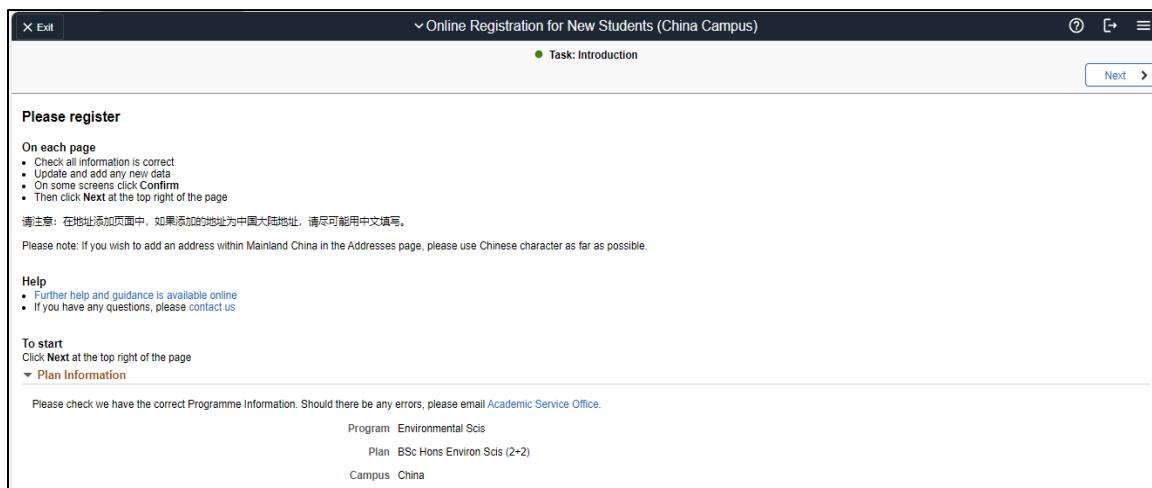
4. On the Addresses screen, add your Home Address details if this is not populated, and then click Add Term Time Address to provide the address where you can be contacted during your studies. Once completed, please click **Confirm** in the top right corner of your screen, and then click **Next**.

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**.

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.

8. 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**.