

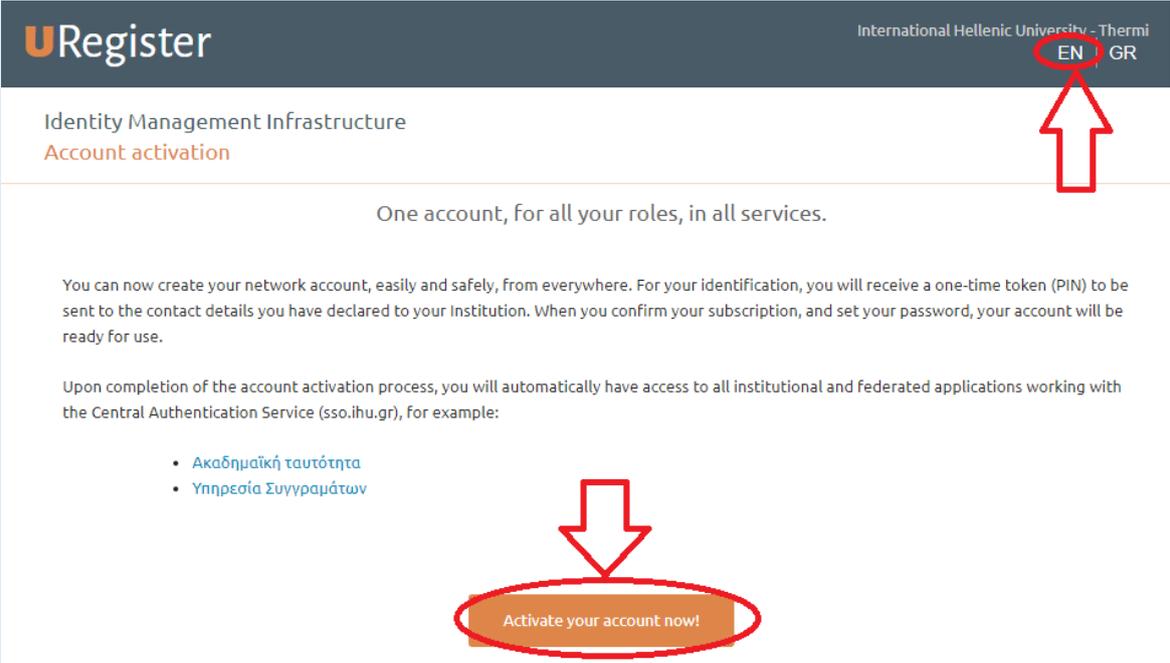
Associate account activation

Brief Introduction

The process described in this document is a prerequisite for all university associates, in order to gain access to the university's services such as the e-learning platform, the career office portal etc. At the end of the process you will be informed about your username (or you will maintain your current username, if you already have one) and you will have set a new password (or keep using your existing one, provided that your existing password meets the new password security requirements).

Starting the process

To activate your account please visit the following link: <https://uregister.ihu.gr/>. You may use the EN option (as displayed in the image below) to switch to the English language. Please continue by using the "Activate your account now!" button



The screenshot shows the URegister website interface. At the top left is the "URegister" logo. At the top right, it says "International Hellenic University - Thessaloniki" with language options "EN" and "GR". The "EN" option is circled in red, with a red arrow pointing to it. Below the header, the text reads "Identity Management Infrastructure" and "Account activation". A horizontal line separates this from the main content area, which starts with the heading "One account, for all your roles, in all services." followed by a paragraph explaining account creation. Below that, another paragraph states that upon completion, users will have access to various institutional services. A list of services is provided: "Ακαδημαϊκή ταυτότητα" and "Υπηρεσία Συγγραμάτων". At the bottom center, there is a prominent orange button labeled "Activate your account now!". A red arrow points down to this button, which is also circled in red.

URegister

International Hellenic University - Thessaloniki

EN GR

Identity Management Infrastructure

Account activation

One account, for all your roles, in all services.

You can now create your network account, easily and safely, from everywhere. For your identification, you will receive a one-time token (PIN) to be sent to the contact details you have declared to your Institution. When you confirm your subscription, and set your password, your account will be ready for use.

Upon completion of the account activation process, you will automatically have access to all institutional and federated applications working with the Central Authentication Service (sso.ihu.gr), for example:

- Ακαδημαϊκή ταυτότητα
- Υπηρεσία Συγγραμάτων

Activate your account now!

Selecting the associate group as your group

Please select the Associate group before proceeding with the activation of your account

The screenshot shows the URegister interface for account activation. At the top, it says 'URegister' and 'International Hellenic University - Themi' with language options 'EN' and 'GR'. Below that, it says 'Identity Management Infrastructure' and 'Account activation'. The main heading is 'Choose the group you belong to'. There are four radio button options: 'I am a faculty member or staff', 'I am an associate' (which is selected and has a red arrow pointing to it), 'I am an older student and i already have an account', and 'I am a student'. At the bottom, there is a red oval around the 'Proceed with account activation' button.

Entering basic communication information

Please enter your e-mail address* or your mobile phone number to continue. Please avoid using both at the same time.

*Please start by using your personal e-mail address (e.g. gmail, yahoo etc). Please do not use your institutional one

The screenshot shows the 'Step 1/4: Entering user information' page. It has the same header as the previous page. The main heading is 'Step 1/4: Entering user information'. There are three instructions: 'Please enter your information.', 'You will receive the PIN code via email or text message, using the contact details you have submitted to the secretariat of your institution.', and 'By clicking 'Next' you will receive a PIN code that will remain valid for 15 minutes and can only be used once.' Below these is a yellow box with the note: 'Note that you only need to fill in one of the following fields, mobile phone - email'. On the right, there is a form with two fields: 'Mobile phone:' and 'Email: Details?'. Both fields have red arrows pointing to them. Below the 'Email' field is an example: 'e.g. nick225@gmail.com'. At the bottom of the form is a red oval around the 'Next' button. There is also a '* mandatory fields' note at the bottom.

Providing the PIN

Please provide the PIN that you have received by SMS, or via e-mail (depending on your previous choice)

The screenshot shows the 'URegister' interface for 'Account activation' at 'International Hellenic University - Thessaloniki'. The page is titled 'Step 2/4: Entering the PIN code'. On the left, there is a text box with the instruction: 'Please enter the PIN code you received at [redacted]'. Below this, a red box contains the text: 'REMEMBER: This PIN code will remain valid for 15 minutes and can only be used once!'. On the right, there is a form with a label '* PIN code:' and an empty input field. Below the input field, it says 'Please enter the PIN code exactly as it appears in the message you received at' and includes a link 'Send me a new PIN code'. At the bottom of the form is a 'Next' button, which is circled in red. A red arrow points from the 'Next' button back to the input field. At the very bottom of the form, it says '* mandatory fields'.

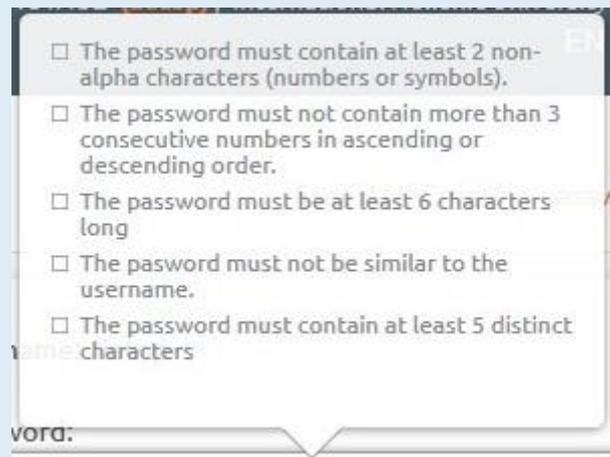
Confirming the activation

Please check your personal information and then click on "I agree" to continue. In case of incorrect or missing information, please use the "I do not agree" option. You will then see a notification message. Please read the message, close the page and proceed by contacting the program managers' office to provide the missing details, or possible corrections to the officers. After doing so, please restart the process from the first step of this manual.

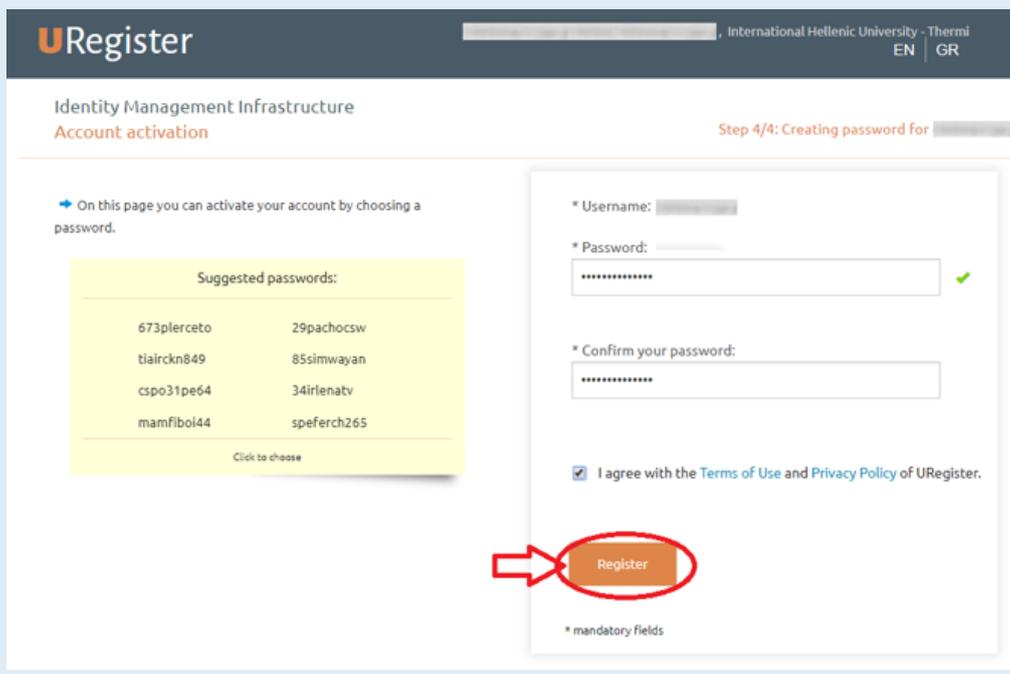
The screenshot shows the 'URegister' interface for 'Account activation' at 'International Hellenic University - Thessaloniki'. The page is titled 'Step 3/4: Confirming the user's information'. On the left, there are three bullet points: 'For the account activation process, the assigned by your institution username [redacted] will be used.', 'After checking that the presented information is correct, click 'I agree' to proceed with your registration, or 'I do not agree' to inform you on how you can correct your personal information.', and 'We will use your cell phone number and your external email address, as an additional authentication method when accessing applications that deal with sensitive information, as well as for recovering your password in case you lose it.' On the right, there is a form with a header 'First Name, Last Name (username)'. Below this, there are fields for 'Postgraduate Student', 'MSc in Data Science', 'Social Sec. Num.', 'Tax Id. Num.', 'Father's Name', 'Birth Date', 'Gender', 'Mobile Phone', and 'email (External)'. At the bottom, there are two checkboxes: 'I agree to my cell phone number being stored by the application for the purpose of recovering my password via SMS.' and 'I agree to my external email address being stored by the application for the purpose of recovering my password via email.'. Below these checkboxes are two buttons: 'I do not agree' and 'I agree'. The 'I agree' button is circled in red, and a red arrow points down to it from the text above.

Completing the process

Please type in a new password for your account. Please note that your password must meet the security criteria (see image below). If the password you currently use to login to services such as the e-learning service, or your university workstation fulfills the criteria, you can enter the same password.



- The password must contain at least 2 non-alpha characters (numbers or symbols).
- The password must not contain more than 3 consecutive numbers in ascending or descending order.
- The password must be at least 6 characters long
- The password must not be similar to the username.
- The password must contain at least 5 distinct characters



URegister International Hellenic University - Thessaloniki
EN GR

Identity Management Infrastructure
Account activation

Step 4/4: Creating password for [redacted]

On this page you can activate your account by choosing a password.

Suggested passwords:

673plerceto	29pachocsw
tialrckn849	85simwayan
csp031pe64	34irlenatv
mamfibo144	speferch265

[Click to choose](#)

* Username: [redacted]

* Password: [redacted] ✓

* Confirm your password: [redacted]

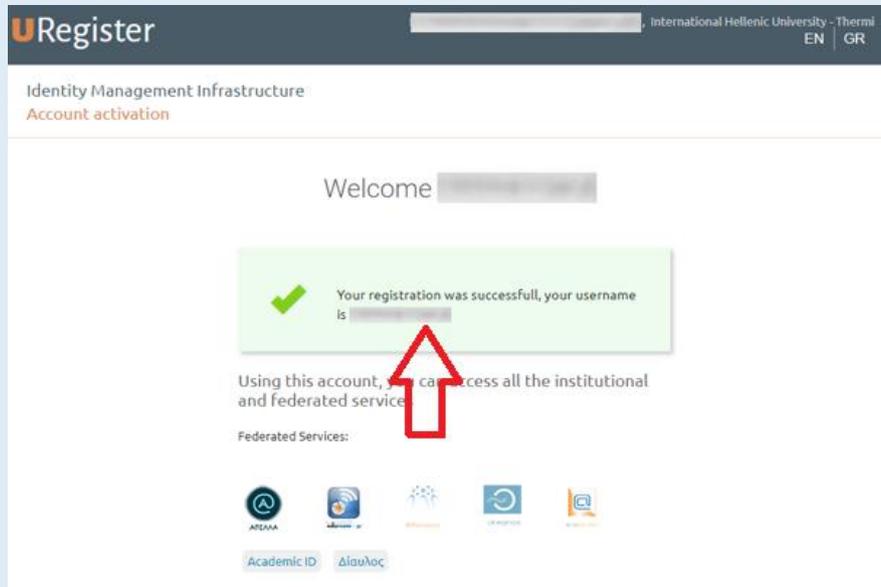
I agree with the [Terms of Use](#) and [Privacy Policy](#) of URegister.

Register

* mandatory fields

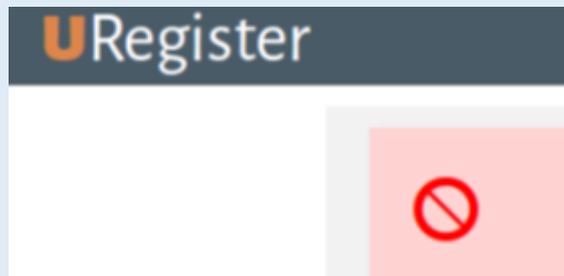
Confirmation page

The **successful completion page** is displayed at the end of the process and you are informed about **your username** (the red arrow on the image below)



Error messages

In case you encounter errors during the process please contact the IT department (support@ihu.edu.gr, +302310807510)



Change/Reset Password

Finally, you can visit <https://mypassword.ihu.gr> in order to enter your personal mobile number or a secondary e-mail, so that you can change or recover your password in the case that you lose or forget it. The same address can be used for resetting your password in case you forget it.