

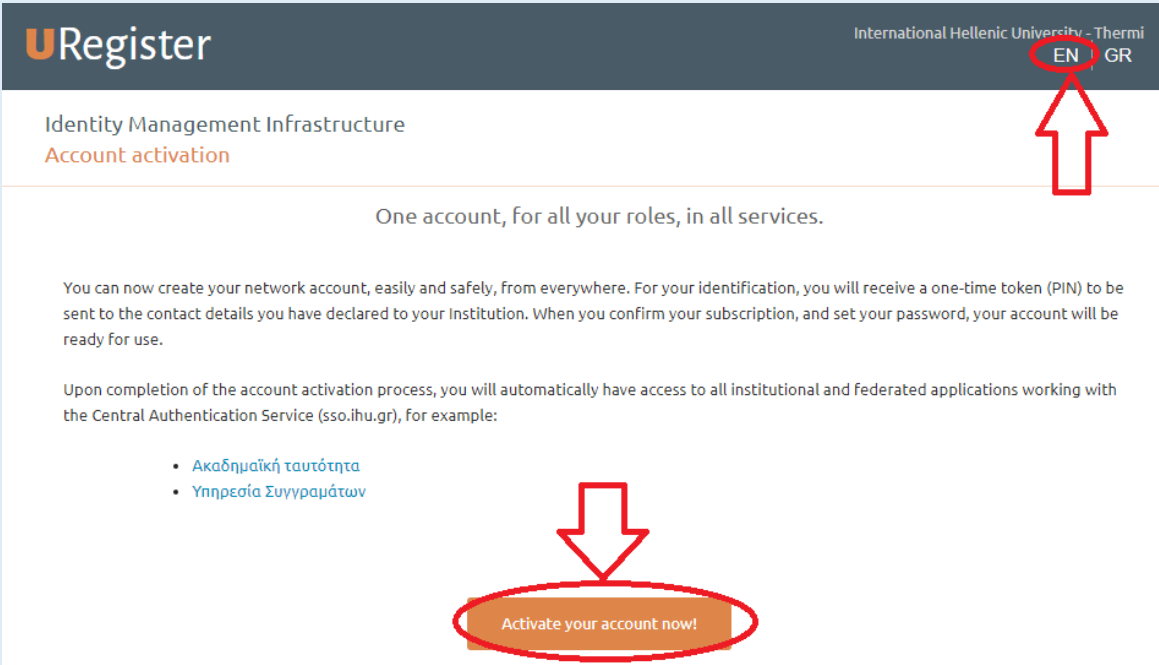
Student account activation

Brief Introduction

The process described in this document is a requirement for all students, in order to gain access to the university's services such as the e-learning platform, the career office portal, student dataviews etc.

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 - Themi" 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. The main content area has the heading "One account, for all your roles, in all services." followed by a paragraph: "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." Below this is another paragraph: "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:" followed by a bulleted list: "• Ακαδημαϊκή ταυτότητα" and "• Υπηρεσία Συγγραμάτων". At the bottom center, there is a red arrow pointing down to a button labeled "Activate your account now!". The button is circled in red.

URegister

International Hellenic University - Themi

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 student group as your group

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

The screenshot shows the 'URegister' interface for account activation. At the top, it says 'International Hellenic University - Themi' with language options 'EN' and 'GR'. Below the header, it reads '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', 'I am an older student and i already have an account', and 'I am a student'. A red arrow points to the 'I am a student' option. Below the options is an orange button labeled 'Proceed with account activation', with another red arrow pointing to it.

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 'URegister' interface for entering communication information. At the top, it says 'International Hellenic University - Themi' with language options 'EN' and 'GR'. Below the header, it reads 'Identity Management Infrastructure' and 'Account activation'. On the right side, it says 'Step 1/4: Entering user information'. On the left, 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 instructions is a yellow box with the text: '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 input fields: 'Mobile phone:' and 'Email: Details?'. A red arrow points to the 'Mobile phone' field, and another red arrow points to the 'Email' field. Below the input fields is an orange button labeled 'Next', which is circled in red with a red arrow pointing to it. At the bottom, it says '* mandatory fields'.

Conditional step: SSN

In case you are prompted, please provide your Social Security Number (AMKA for Greek students), or your European Health Insurance Card Number and then click on Next to continue. In case you are not prompted, please proceed to the next step.

The screenshot shows the 'URegister' interface for 'Account activation' at 'International Hellenic University - Themi'. The page is titled 'Identity Management Infrastructure' and 'Step 2/4: Entering user information'. On the left, there are three instructions: 'Please enter your SSN.', 'In case you do not have a greek SSN(AMKA) you can use your country's social security number, or the number of your European Health Insurance Card', and 'Note that your social security number will be used only for the registration process'. On the right, there is a form with a label 'SSN:' circled in red. Below the label is an input field. Underneath the input field, it says '11 digit number, no spaces' and 'Find your SSN (Greek only)'. Below that, there is a link: 'I want to use use a non-greek SSN (or European Health Insurance Card)'. At the bottom of the form is an orange 'Next' button, which is also circled in red and has a red arrow pointing to it from the left.

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 - Themi'. The page is titled 'Identity Management Infrastructure' and 'Step 2/4: Entering the PIN code'. On the left, there is a text box with the instruction: 'Please enter the PIN code you recieved at [redacted]'. Below this, it says '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:' circled in red. Below the label is an input field. Underneath the input field, it says 'Please enter the PIN code exactly as it appears in the message you recieved at' and 'Send me a new PIN code'. At the bottom of the form is an orange 'Next' button, which is also circled in red and has a red arrow pointing to it from the left. 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 course 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'. It includes instructions for the user and a form with the following fields:

- First Name, Last Name (username)
- Postgraduate Student: MSc in Data Science
- Social Sec. Num: [Redacted]
- Tax Id. Num: [Redacted]
- Father's Name: [Redacted]
- Birth Date: [Redacted]
- Gender: [Redacted]
- Mobile Phone: [Redacted]
- email (External): [Redacted]

Below the form, there are two checked checkboxes:

- I agree to my cell phone number being stored by the application for the purpose of recovering my password via SMS.
- I agree to my external email address being stored by the application for the purpose of recovering my password via email.

At the bottom, there are two buttons: 'I do not agree' and 'I agree'. A red arrow points to the 'I agree' button.

Completing the process

Please type in a password for your account. Please note that your password must meet the security criteria (see image below).

The screenshot shows a dialog box with the following password security criteria:

- 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

Below the list, there is a label 'Password:' followed by a text input field.

URegister International Hellenic University - Thessaloniki
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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
tiairckn849	85simwayan
csp031pe64	34irlenatv
mamfiboi44	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

In the case of any errors or problems, please contact the IT Dept (support@ihu.edu.gr, +302310807510)

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).

URegister International Hellenic University - Thessaloniki
EN GR

Identity Management Infrastructure
Account activation

Welcome [redacted]

✓ Your registration was successful, your username is [redacted]

Using this account, you can access all the institutional and federated services

Federated Services:

AFSAMA Shibboleth

Academic ID Διαυλοσ

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.