

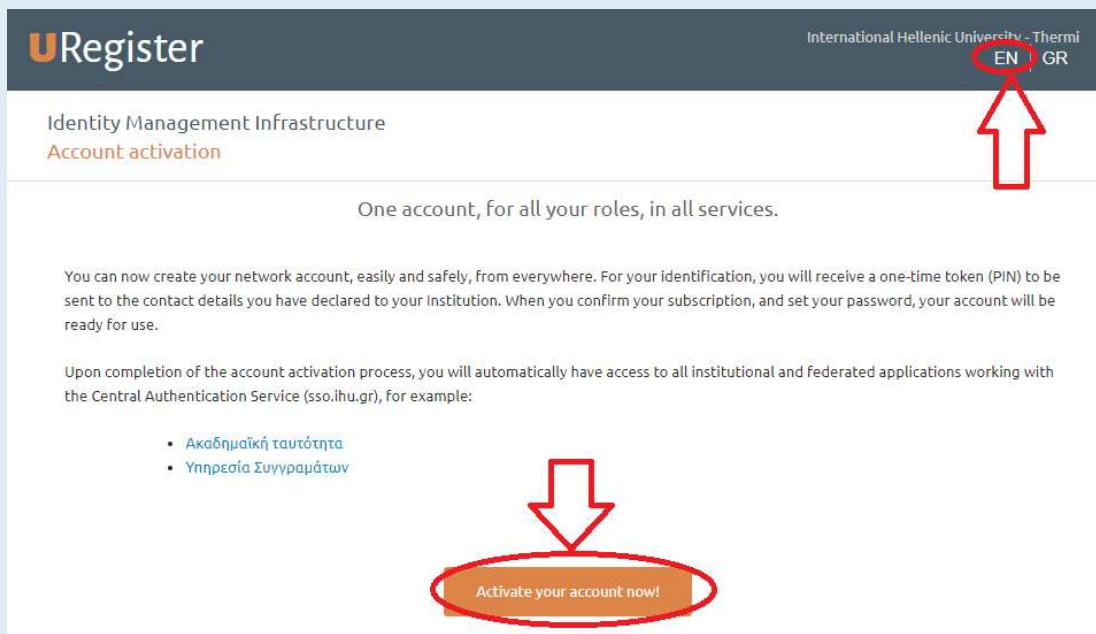
Student account activation

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 - Thessaloniki" and has language options "EN" and "GR". The "EN" option is circled in red with an arrow pointing to it. Below the header, it says "Identity Management Infrastructure" and "Account activation". The main content area has the heading "One account, for all your roles, in all services." followed by a paragraph explaining the account creation process. Below that, it lists services accessible after activation: "Ακαδημαϊκή ταυτότητα" and "Υπηρεσία Συγγραμάτων". At the bottom, there is a red button labeled "Activate your account now!" which is circled in red with an arrow pointing to it.

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 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 'URegister' and 'International Hellenic University - Thessaloniki' 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', 'I am an older student and i already have an account', and 'I am a student'. The 'I am a student' option is selected, indicated by a red arrow pointing to it. Below the options is an orange button labeled 'Proceed with account activation', also indicated by a 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. **If you are a foreign student with a non-Greek mobile, enter your personal email only.**

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

The screenshot shows the 'Step 1/4: Entering user information' page. It features the URegister logo and 'International Hellenic University - Thessaloniki' with language options 'EN' and 'GR'. The page title is 'Identity Management Infrastructure' and 'Account activation'. The main heading is '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 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 are two input 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 right, there is an orange 'Next' button, also indicated by a red arrow. A red circle highlights the 'Next' button. 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), if you are a Greek citizen. If you are a non-Greek citizen with a non-Greek SSN, click on *I want to use a non-greek SSN (or European Health Insurance Card)*, select your country and enter the European Health Insurance number or your password number. 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 'Step 2/4: Entering user information'. The page title is 'Identity Management Infrastructure'. 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 with a dropdown arrow. Underneath the input field, it says '11 digit number, no spaces' and 'Find your SSN (Greek only)'. Below that is a link: 'I want to use use a non-greek SSN (or European Health Insurance Card)'. At the bottom right of the form is an orange 'Next' button, which is also circled in red with an 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 'Step 2/4: Entering the PIN code'. The page title is 'Identity Management Infrastructure'. On the left, there is a text box: 'Please enter the PIN code you recieved at [redacted]'. Below it, 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 with a dropdown arrow. Below 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 right of the form is an orange 'Next' button, which is also circled in red with an 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.

URegister International Hellenic University - Thessaloniki
EN GR

Identity Management Infrastructure
Account activation Step 3/4: Confirming the user's information

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.

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.

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]

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.

I do not agree I agree

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 password must contain at least 2 non-alpha characters (numbers or symbols).

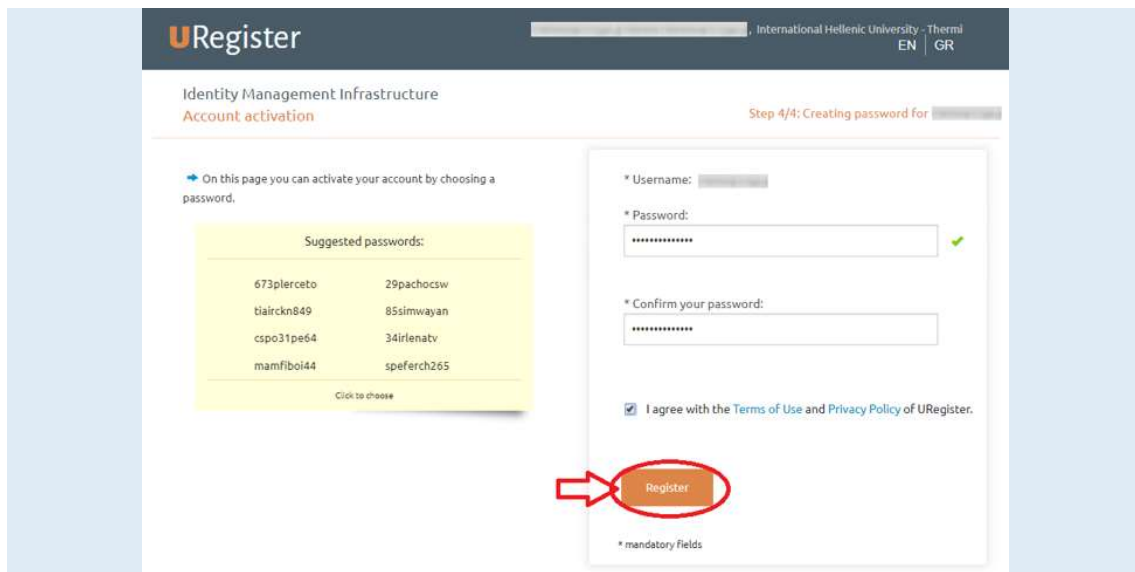
The password must not contain more than 3 consecutive numbers in ascending or descending order.

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

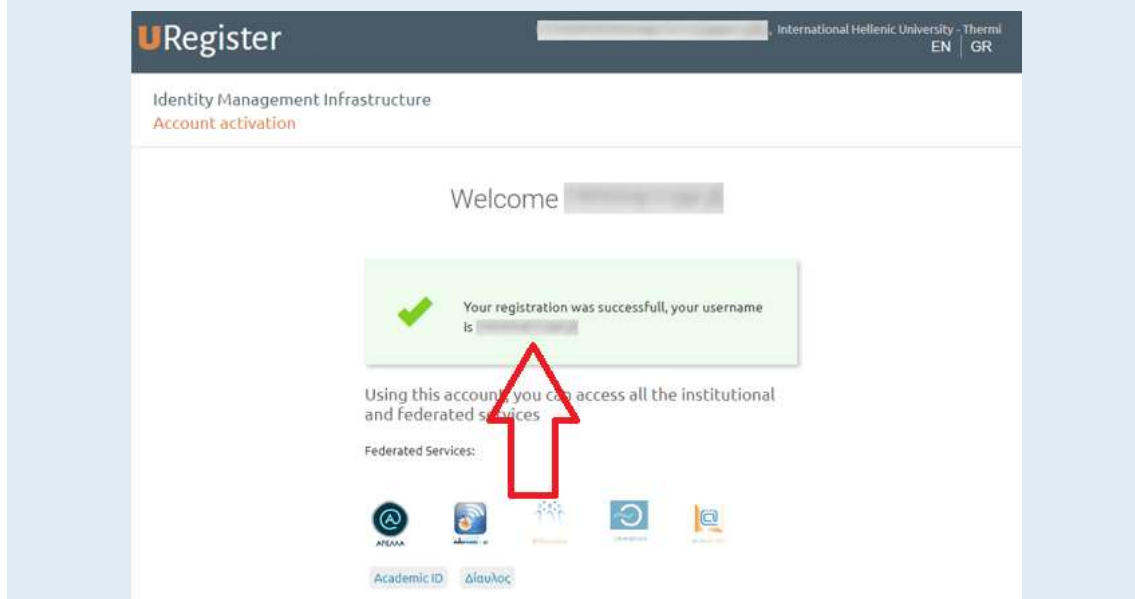
word:



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).



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.