

IT Account Activation User Guide

Last updated 9th October 2023

Introduction

This document outlines how to set your University of Aberdeen IT account password using the IT Account Activation site.

Accessing the site

The IT Account Activation site is available at <https://www.abdn.ac.uk/it/account-activation>. It can be accessed both on and off campus using a modern web browser, such as:

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

All features can be used on modern mobile devices (tablets and smartphones).

Log in to begin IT account activation

Access the site at <https://www.abdn.ac.uk/it/account-activation>.

You will need the following details to log in:

- Your student ID number.
- Your date of birth.

Your date of birth should be entered as separate values for the day, month, and year. For instance, if your birthday is on the 2nd of January 2003, you would enter **02** for the day, **01** for the month, and **2003** for the year.

After entering your student ID number and date of birth, click the **Log In** button.



Activate your IT account, email and password

IT Account Activation

You can activate your student IT account up to **40 days** before your course start date.

You will need the Student ID number shown on your acceptance letter.

Student ID Number

Your Student ID number is included on your acceptance letter.

Date of Birth

For example, 27 03 2007

Day	Month	Year
<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>

Log In

If you cannot log in, please contact the [IT Service Desk](#).

Step 1 of 4 – View your account details

After logging in, you will be presented with a summary of your username, email login and contact email address. It is recommended to make a note of these details, as once your password has been set you will be unable to access this page again.

Click the **Next Step** button to proceed.



Activate your IT account, email and password

IT Account Activation - Step 1 of 4

Your account details

Your university username, email login, and contact email address are as follows:

Username:

Email Login:

Contact Email Address:

You will need your username and email login to access university IT services during your studies, so you must memorise these details.


[Next Step >](#)

Step 2 of 4 – Send a reminder of your details

You have the option to send a copy of your university account details (username, email login, and contact email address) to your personal email address.

To do this, select the **Yes** option and fill in your personal email address in both email address fields. Ensure that both email addresses match.

Click the **Next Step** button to proceed.



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Activate your IT account, email and password

IT Account Activation - Step 2 of 4

Send a reminder

You can send a copy of your university account details (username, email login, and contact email address) to your personal email address. Please note that your account password will not be included in this email.

We strongly recommend you send a copy of your details, but if you do not wish to do this, please check 'No' and continue.

Would you like us to send a copy of your account details to your personal email address?

☒ Yes ☐ No

Personal Email Address

Email Address


Confirm Personal Email Address

Confirm Email Address

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Next Step >

If you do not want to send a copy of your university account details to your personal email address, select the **No** option. Proceed to click on the **Next Step** button.



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Activate your IT account, email and password

IT Account Activation - Step 2 of 4

Send a reminder

You can send a copy of your university account details (username, email login, and contact email address) to your personal email address. Please note that your account password will not be included in this email.

We strongly recommend you send a copy of your details, but if you do not wish to do this, please check 'No' and continue.

Would you like us to send a copy of your account details to your personal email address?

☐ Yes ☒ No

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Next Step >

Step 3 of 4 – Set a password

Next, you must set a password to activate your IT account. Please read the information on this page carefully and ensure you set a strong password that complies with the guidelines. You will need to enter the password twice. It is recommended to take a note of the password you entered securely, for example, in a password manager app.

After entering your chosen password, tick the **I agree to the Conditions for using IT Facilities** box. You must read the Conditions for using IT Facilities, and you can do this by clicking on the link.

When you are satisfied with your chosen password and the Conditions for using IT Facilities, please click the **Activate IT Account** button. This will set your password and activate your IT account.



Activate your IT account, email and password

IT Account Activation - Step 3 of 4

Set a password

Set a password for your account.

Password

Re-enter Password

☐ I agree to the [Conditions for using IT Facilities](#).

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[Activate IT Account >](#)

Password Rules

Please ensure your password meets the following criteria:

- Must contain at least eight characters
- Must not contain your IT account username
- Must not contain your first or last names
- Must contain characters from at least three of the following categories:
 - Uppercase English characters (e.g. A-Z)
 - Lowercase English characters (e.g. a-z)
 - Numeric characters (e.g. 0-9)
 - Special characters - choose from: ! # \$ % & () * + , - . : ; < = > ? @ [] ^ _ ` { } ~
- Note, the following symbols are not allowed: £ \ " ' "
- Must not be a known banned password that is easy to guess, e.g. Passw0rd, Aberd33n, AberdeenUniversity, Aberdeen20_21 etc.

Step 4 of 4 – Confirmation of account activation

After setting a password for your account, a summary page will be presented. **If you have not yet made a note of your username, email login, and contact email address details it is recommended to do this now. Once you leave this page you will be unable to access it again.**

You have the option to download or copy your university account details by clicking on either the **Download** or **Copy** button.

You also have the option to complete our short survey to tell us about your experience activating your IT account by clicking on the link.



Activate your IT account, email and password

IT Account Activation - Step 4 of 4

Your university account password has been set

It takes around **four hours** to fully activate your university account, so please be patient while we work on this. After your account has been activated, you will be able to access university systems and your university email account.

Your login details are as follows:

Username:

Email Login:

Contact Email Address:

DownloadCopy

Please make a note of your username and email login details now, as you will not be able to return to this page after closing it.

Once your account is set up, log in to your email account using your email login and secure your account by setting up Multi-Factor Authentication (MFA). You can find guidance on setting up MFA in the Toolkit.

While you're waiting for your account to be set up, please visit our [New Students web page](#) for helpful guides and advice.