

My Identity (PGR student and Staff)

“What is my digital identity at the University of Aberdeen?”

At University you will have different credentials assigned to you for accessing various systems, tools and facilities. Depending on your status, these include things like your email account, the Student Hub, SharePoint site, MyAberdeen, and the central Course Booking System. This quick guide should provide you with a better understanding of your digital identity at The University of Aberdeen.

Your Computer Username

When you register as a research postgraduate student or become a member of staff at the University of Aberdeen, you are allocated a computer username.

Examples – r99js22 / s01js7

Your computer username allows you to access IT systems and services on the University of Aberdeen network.

The first letter of your username indicates your status – for example:

- Research Postgraduate username r99js22
- Staff s01js7

Some systems, such as the University’s wireless network eduroam and the Outlook for the web (see Your Email account, below), require you to add @abdn.ac.uk after your username when logging in, e.g. r99js19@abdn.ac.uk / s01js7@abdn.ac.uk

Your Email Account

Your **email address** is in the following format:

Examples – j.smythe9.22@abdn.ac.uk (PGR) / jayne.smythe@abdn.ac.uk (Staff)

However, **to login** to your email account, you must use your *computer username*@abdn.ac.uk

Examples – r99js22@abdn.ac.uk (PGR) / s01js7@abdn.ac.uk (Staff)

Your email account allows you to access mail at <https://outlook.com/owa/abdn.ac.uk>.

- 50GB mail storage
- Compatible with mobile devices – see [configuration guides](#)
- Online address books
- Calendar facility and all course correspondence

Your ID Number

Example – 51012345

For existing students/staff your **8 digit ID number** will be on your ID card.

For new postgraduate research students this is the **8 digit number** on the front of the Acceptance letter you received from the Admissions Office.

For new staff this is the **8 digit number** included in the Welcome letter you received from Human Resources.

Use your ID number for:

- [Online Registration](#)¹ (postgraduate research students)
- Swipe card access into buildings and printers on campus, by using your ID card
- Some services at the University such as [Assistive Technology](#) or the [Library](#)
- Submitted work may require your ID number (postgraduate research students)

Further Help and Support

The IT Service Desk is your first point of contact for IT support at the University.

- Email us servicedesk@abdn.ac.uk
- Use the online self service facility by [logging into MyIT](#)
From here you can log a new call with us, update your call with new information, and check the progress of any open calls you have logged.
- Alternatively, you can visit us:
 - in the Sir Duncan Rice Library in Old Aberdeen
 - in Polwarth Building Room 1:122 on the Foresterhill campus

¹ [Registration and Course Administration](#)