# Online Registration for Transnational Students

## Contents

Overview..... 1
Online Registration..... 2
IT Account Activation and MFA (English-Language Guide) .....16
IT Account Activation and MFA (Simplified Chinese-language Guide) .....27

## Overview

This guide contains instructions to help students complete the following steps of the registration process:

- Online Registration
- IT Account Activation and Multi-Factor Authentication setup

### Online Registration

Online Registration is a mandatory step in the registration process that students must complete at the start of every academic year. We ask you to review and update your information, including your term-time address, contact details, and emergency contact details.

- Go to the Online Registration guide.

### IT Account Activation and Multi-Factor Authentication (MFA)

All new students are required to create an IT account using our IT Account Activation system. This process will set up your username, password, and University email address.

Students are also required to set up Multi-Factor Authentication (MFA), as it is needed to access some university systems, such as MyAberdeen.

We have produced guides in English and Simplified Chinese to help students complete the IT Account Activation and MFA setup processes.

- Go to the English-language IT Account Activation and MFA guide.
- Go to the Simplified Chinese IT Account Activation and MFA guide.


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# Online Registration

## Accessing Online Registration

Online Registration is available at https://www.abdn.ac.uk/studenthub. It can be accessed both on and off campus using a modern web browser, such as:

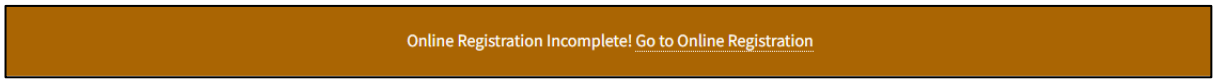
- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

Online Registration can be completed on a desktop or any modern mobile device.

## Log in to the Student Hub

Access the site at https://www.abdn.ac.uk/studenthub.

Log in with your University of Aberdeen username and password. A banner will be displayed at the top of the page asking you to complete Online Registration, as follows:




You might be automatically redirected to Online Registration, but if not then click the link in the banner to take you to it. If you cannot see the banner or you are not directed to Online Registration, please contact your Student Counsellor.

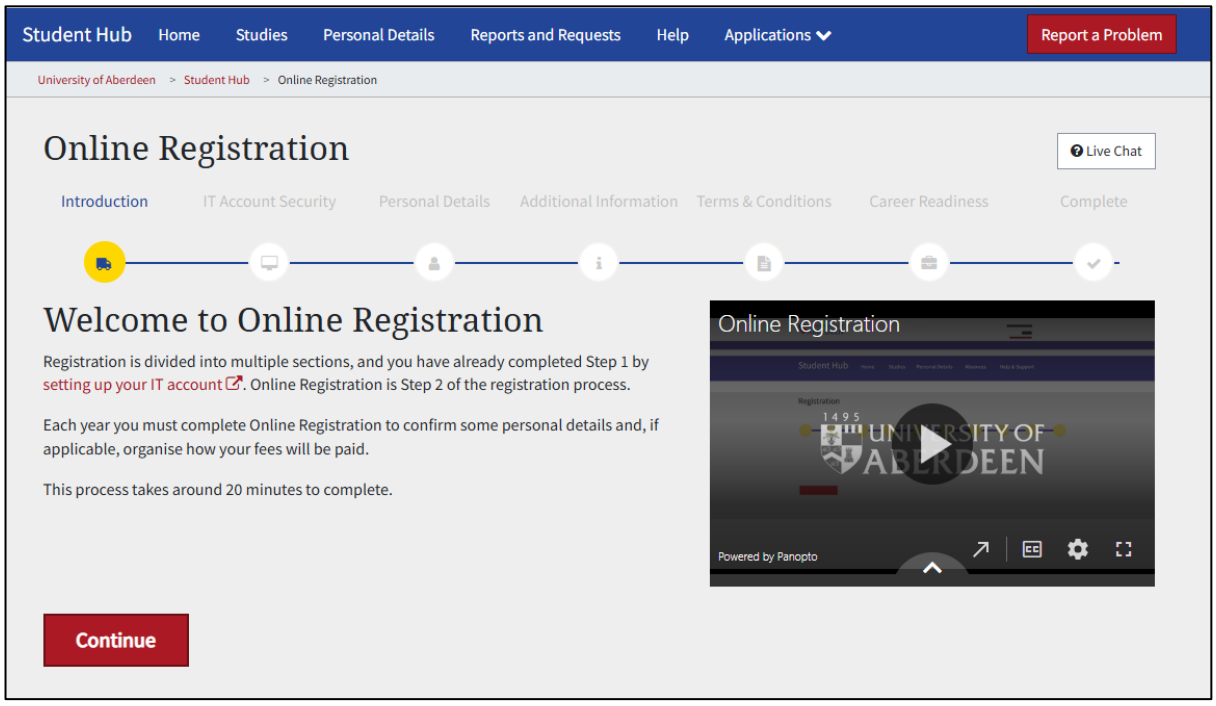
Online Registration comprises seven steps:

1. Introduction
2. IT Account Security
3. Personal Details
4. Additional Information
5. Terms & Conditions
6. Career Readiness
7. Complete

## Online Registration Step 1 – Introduction

This step explains the Online Registration process. A video explainer is available to watch if necessary.

When you have reviewed the information on this page, click 'Continue' to proceed to the next step.



## Online Registration Step 2 – IT Account Security

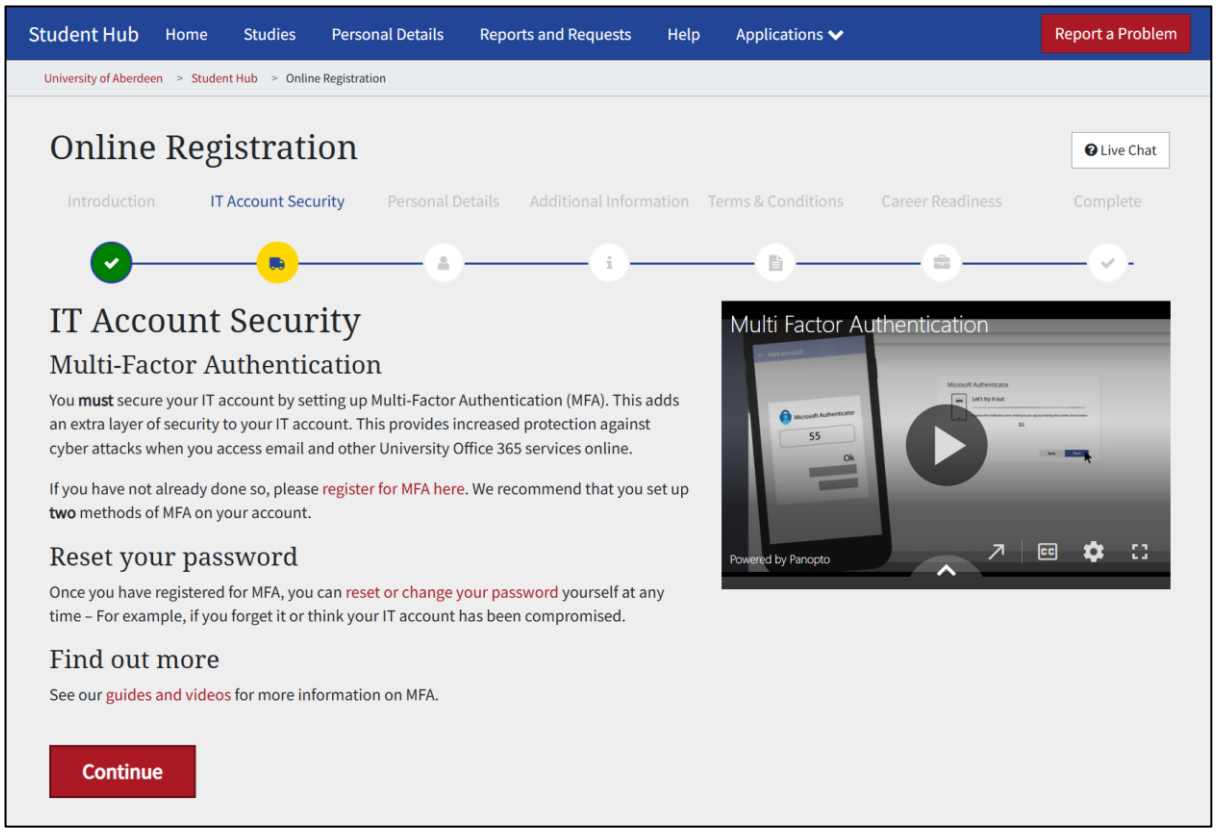
This step explains how to sign up for Multi-Factor Authentication (MFA) and how to reset your password. A video explainer is available to watch if necessary. **If you have already signed up for MFA, you can skip this step and click 'Continue' to proceed to the next step**.

Whilst it is not essential to set up MFA at this stage, we recommend you set up MFA for your account as this will help protect your university account against cyber-attacks.

If you do not set up MFA at this stage, you will be prompted when you log in to your University Microsoft account, e.g. Outlook.

**For students studying in mainland China** – please refer to our English language or Chinese language guide to setting up MFA on your mobile device.

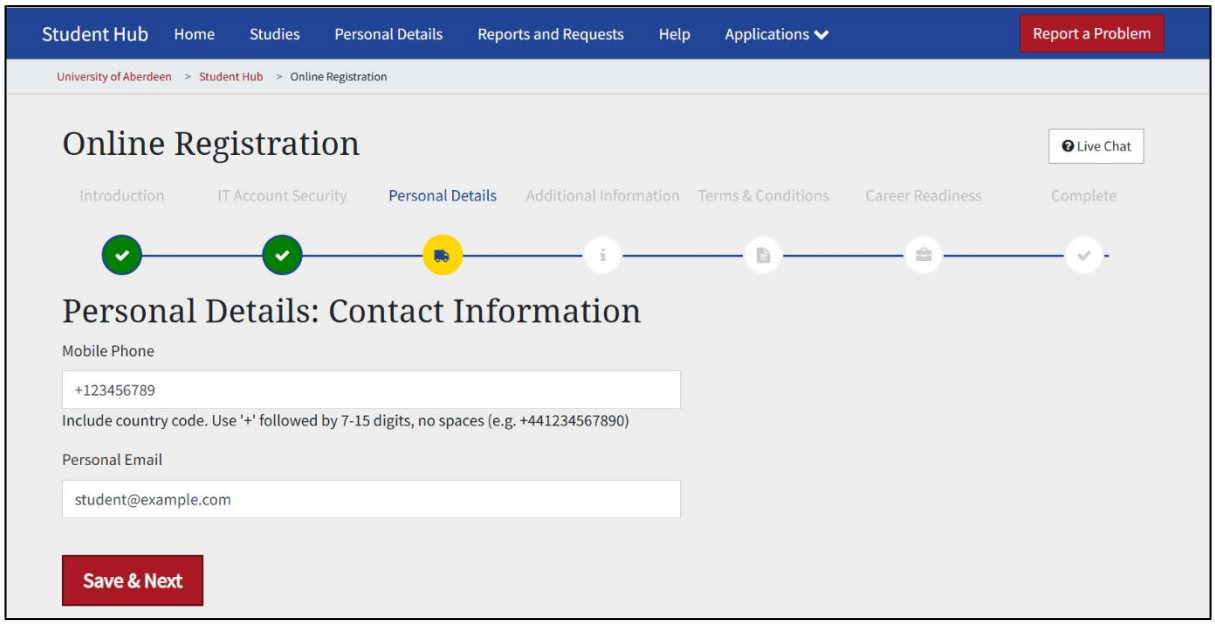
When you have reviewed the information on this page, click 'Continue' to proceed to the next step.



## Online Registration Step 3 – Personal Details

This step asks you to review and update your mobile phone number and personal email address. **It is important to keep your contact details up to date in case the university needs to contact you.**

When you have reviewed and updated the information on this page, click ‘Save & Next’ to proceed to the next step.



# Online Registration Step 4 – Additional Information

This step contains three parts:

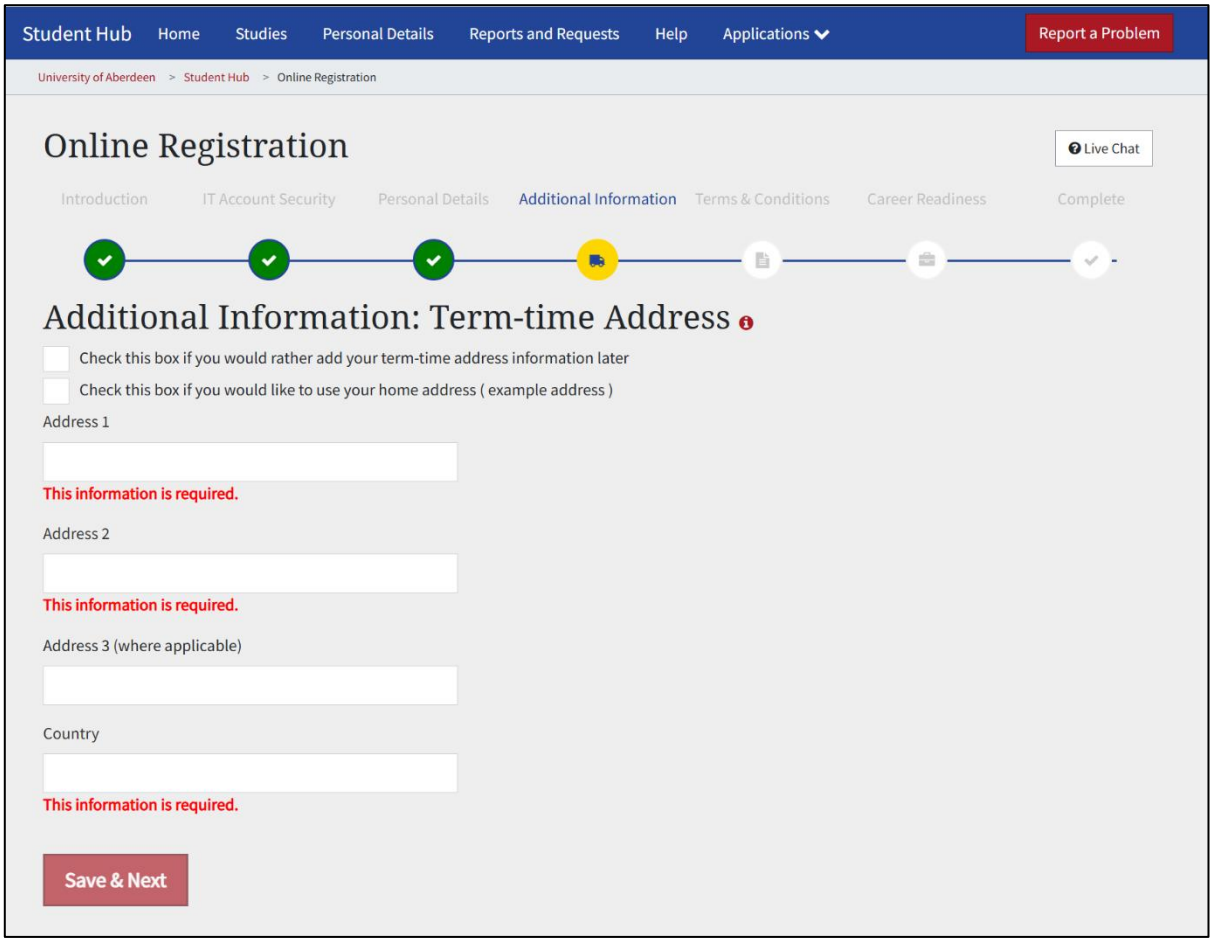
1. Term-time address
2. Emergency or trusted contact name
3. Emergency or trusted contact address

## Term-time Address

This step asks you to review and update your term-time address details. Your term-time address is the address you will be living at during your studies. This information may already be filled in when you reach this step, but it is important you review it to ensure it is up to date.

- If you do not know what your term-time address will be at this stage, check the box titled 'Check this box if you would rather add your term-time address information later'. You can also update this information via the Personal Details section in the Student Hub later.
- If you are living at home during your studies, check the box titled 'Check this box if you would like to use your home address', and your home address will automatically populate the form.

When you have reviewed and updated the information on this page, click 'Save & Next' to proceed to the next step.

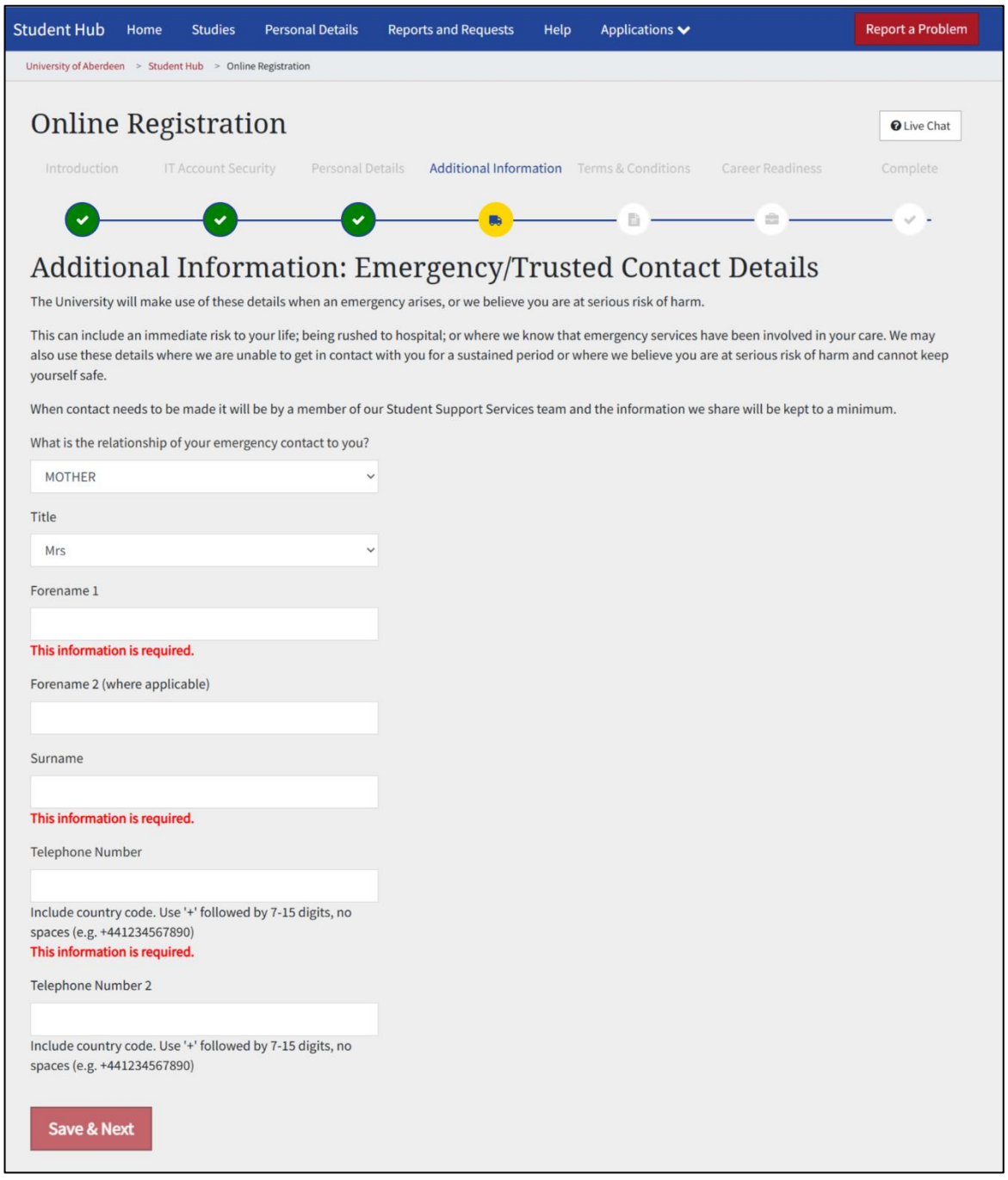



## Emergency or Trusted Contact Name

This step asks you to review and update your emergency or trusted contact's name and contact number**. It is important the university has your emergency or trusted contact's details to use as a point of contact in case of an emergency**. This information may already be filled in when you reach this step, but you must review it to ensure it is up to date.

You can also update this information via the Personal Details section in the Student Hub later.

When you have reviewed and updated the information on this page, click ‘Save & Next’ to proceed to the next step.



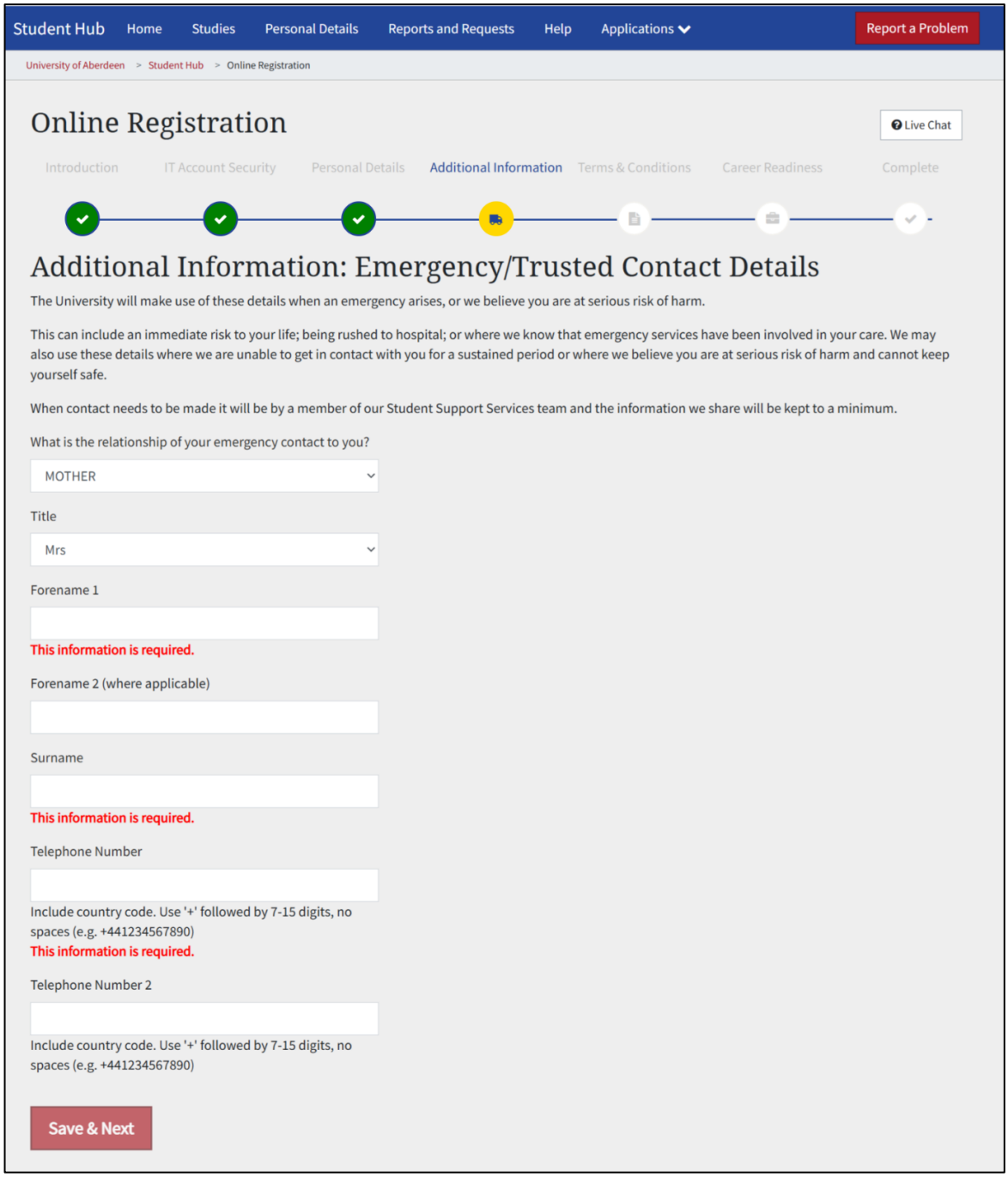
## Emergency or Trusted Contact Address

This step asks you to review and update your emergency or trusted contact's address. **It is important the university has your emergency or trusted contact's address to use as a point of contact in case of an emergency**. This information may already be filled in when you reach this step, but you must review it to ensure it is up to date.

- If you are living at home with your emergency or trusted contact during your studies, you may check the box titled 'Check this box if you would like to use your home address', and your home address will automatically populate the form.
- If you are living at a non-UK address, click the toggle titled 'Non-UK Address'. Unfortunately, the online address lookup service is only available for UK addresses, so you must manually enter your address details.

You can also update this information via the Personal Details section in the Student Hub later.

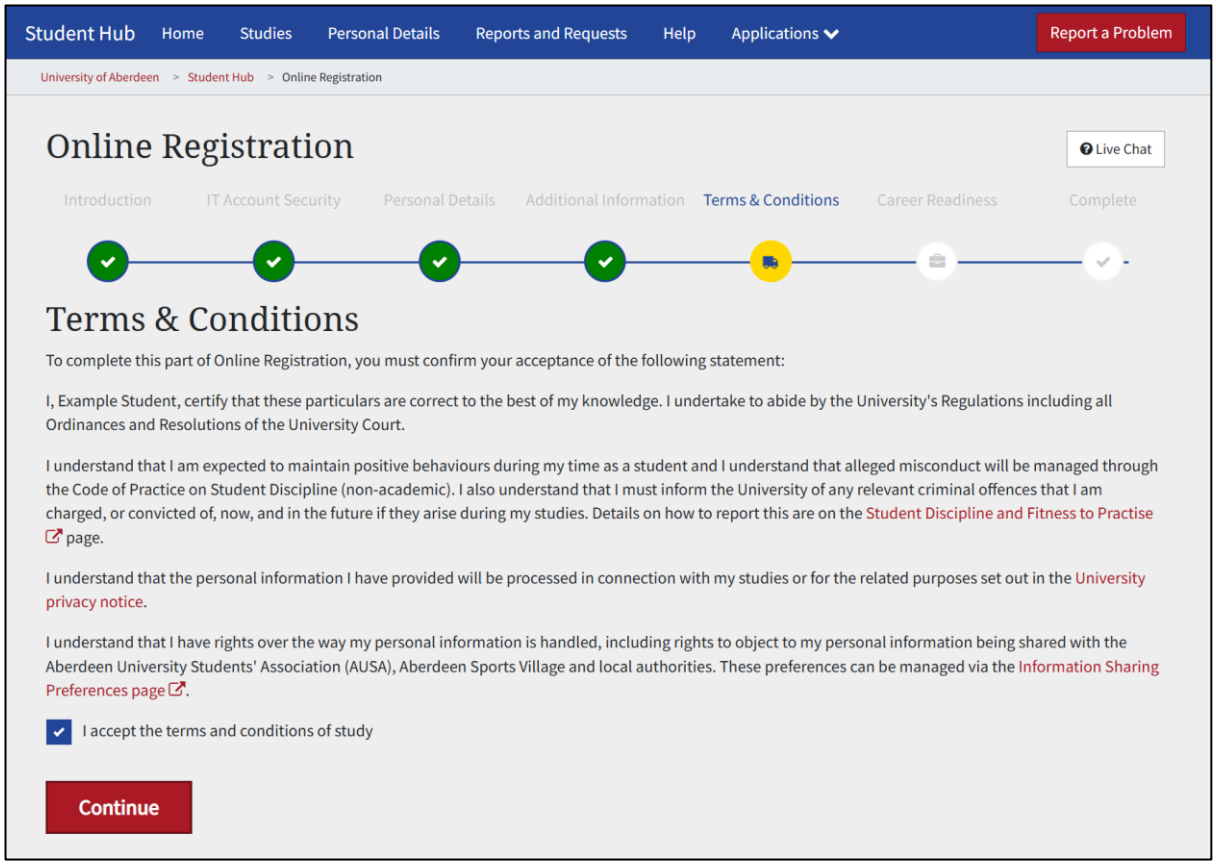
When you have reviewed and updated the information on this page, click 'Save & Next' to proceed to the next step.



## Online Registration Step 5 – Terms & Conditions

This step asks you to review and accept the university's terms and conditions of study. This step is mandatory for all students studying with the University of Aberdeen and its partners.

When you have reviewed the information on this page, check the box titled 'I accept the terms and conditions of study' and click 'Continue'.

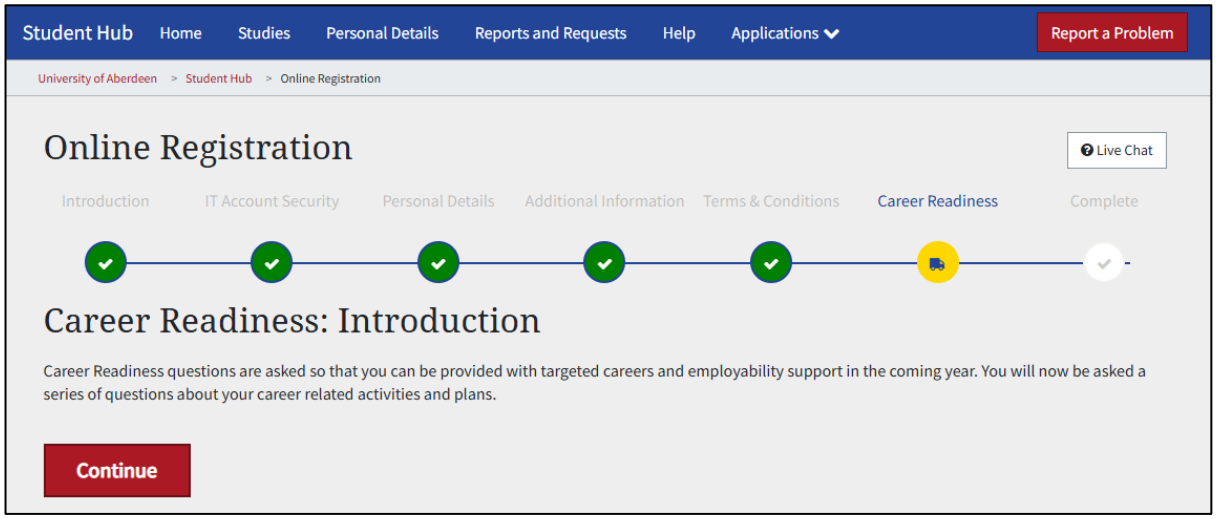


## Online Registration Step 6 – Career Readiness

This step asks you to reflect on your career-related activities and plans. This is so we can provide targeted careers and employability support in the coming year.

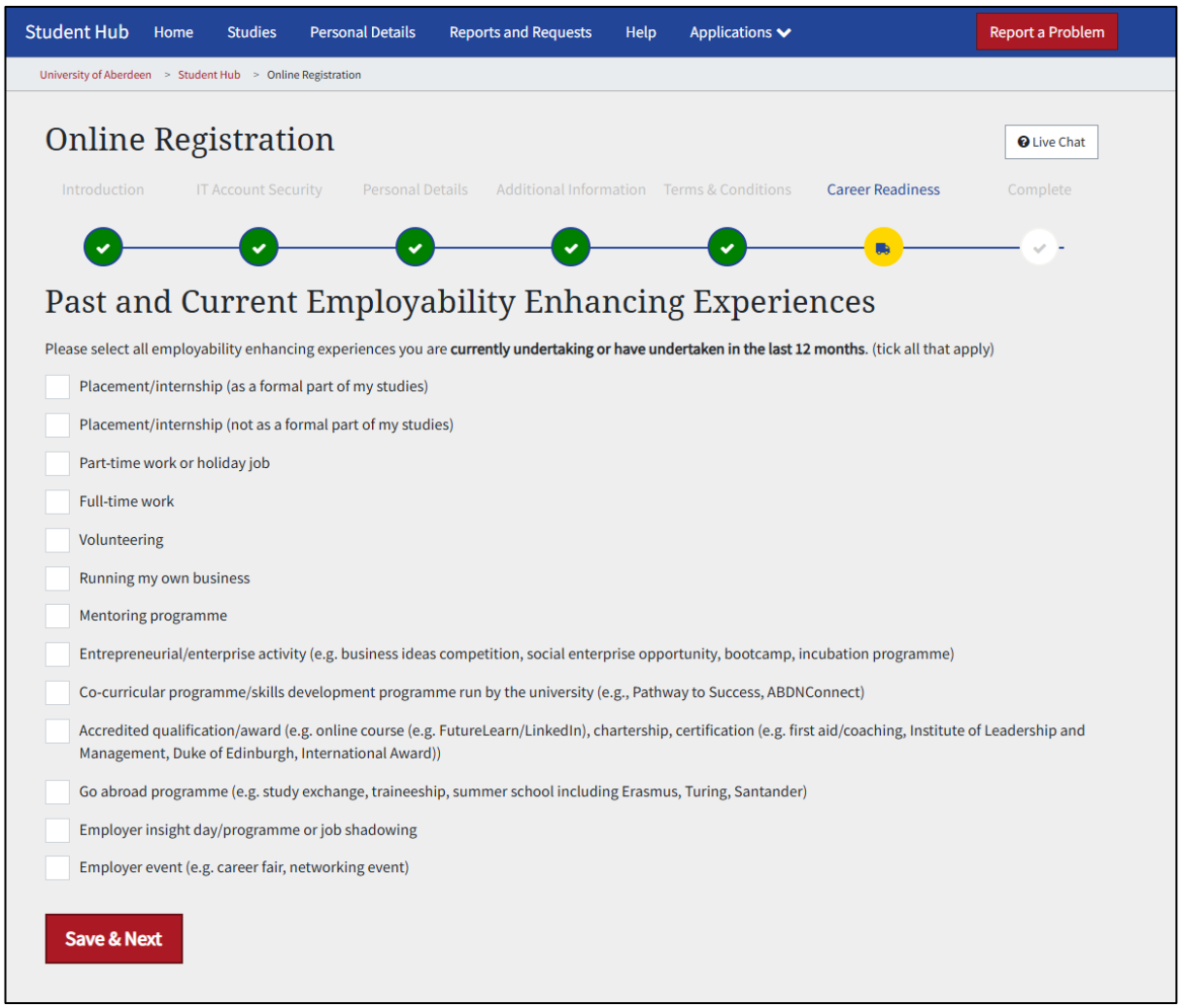
It is split into four sections:

1. Past and current employability enhancing experiences
2. Future employability enhancing experiences
3. Career readiness ratings
4. Careers support



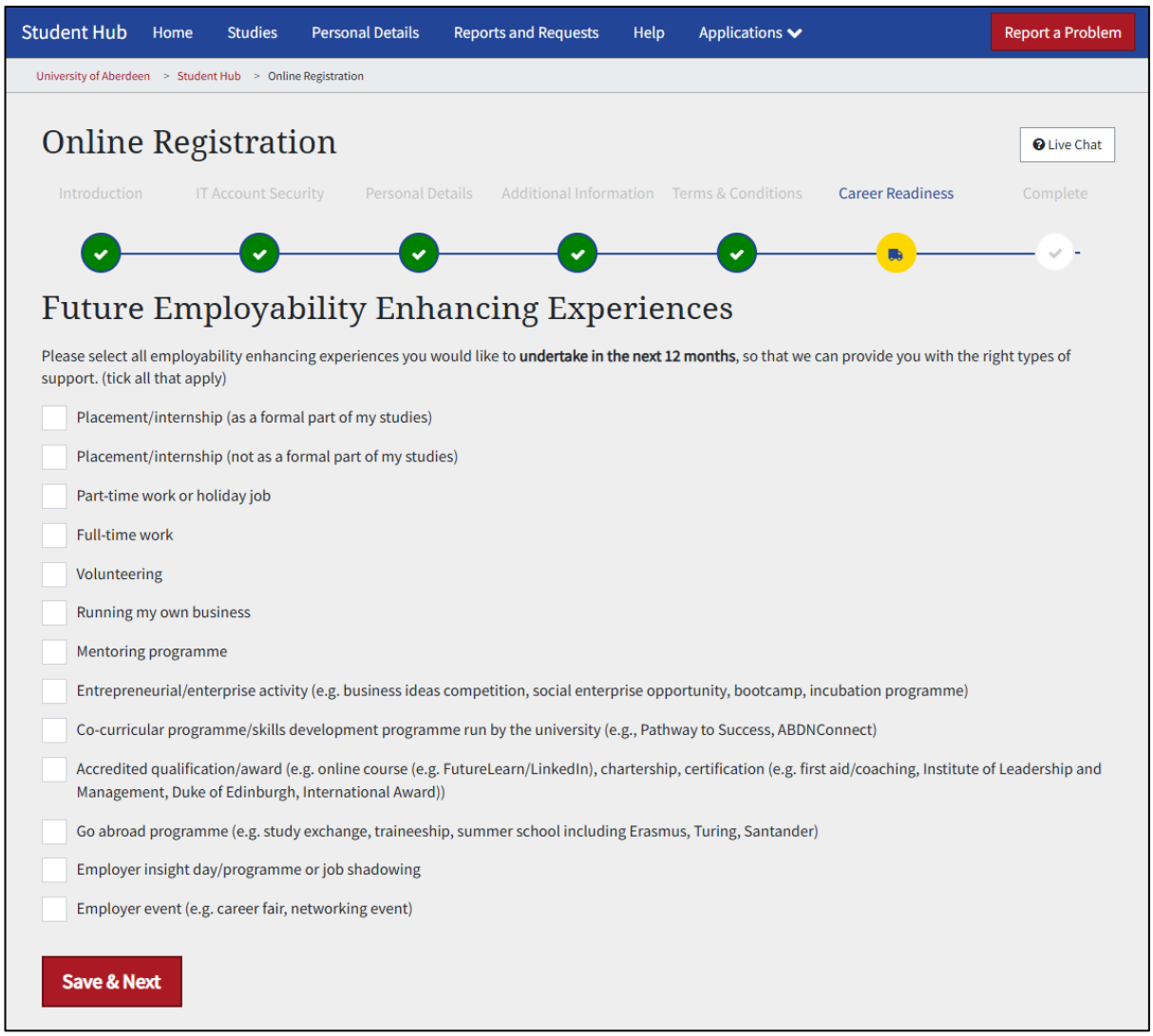
## Past and Current Employability Enhancing Experiences

This section asks you to select employability enhancing experiences you are currently undertaking or have undertaken in the last 12 months.



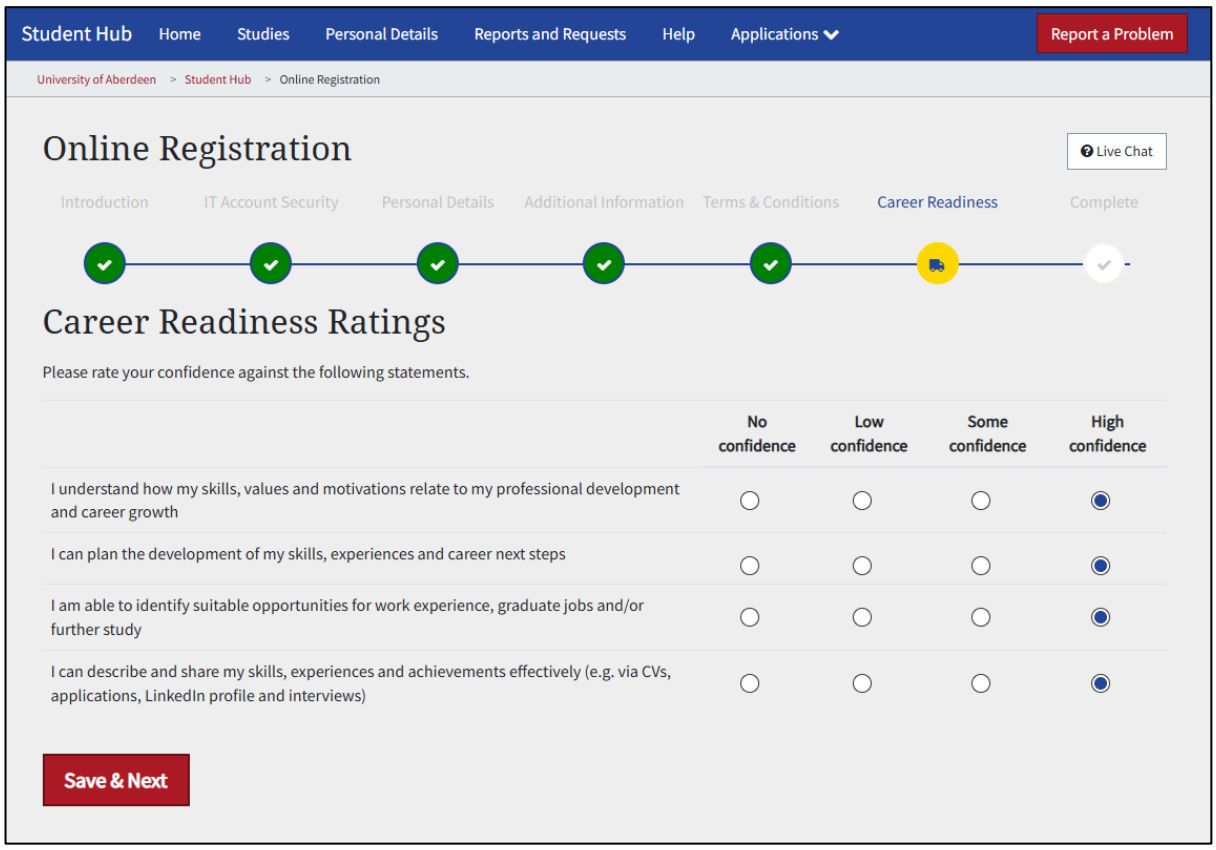
## Future Employability Enhancing Experiences

This step asks you to select employability enhancing experiences you would like to undertake in the next 12 months.



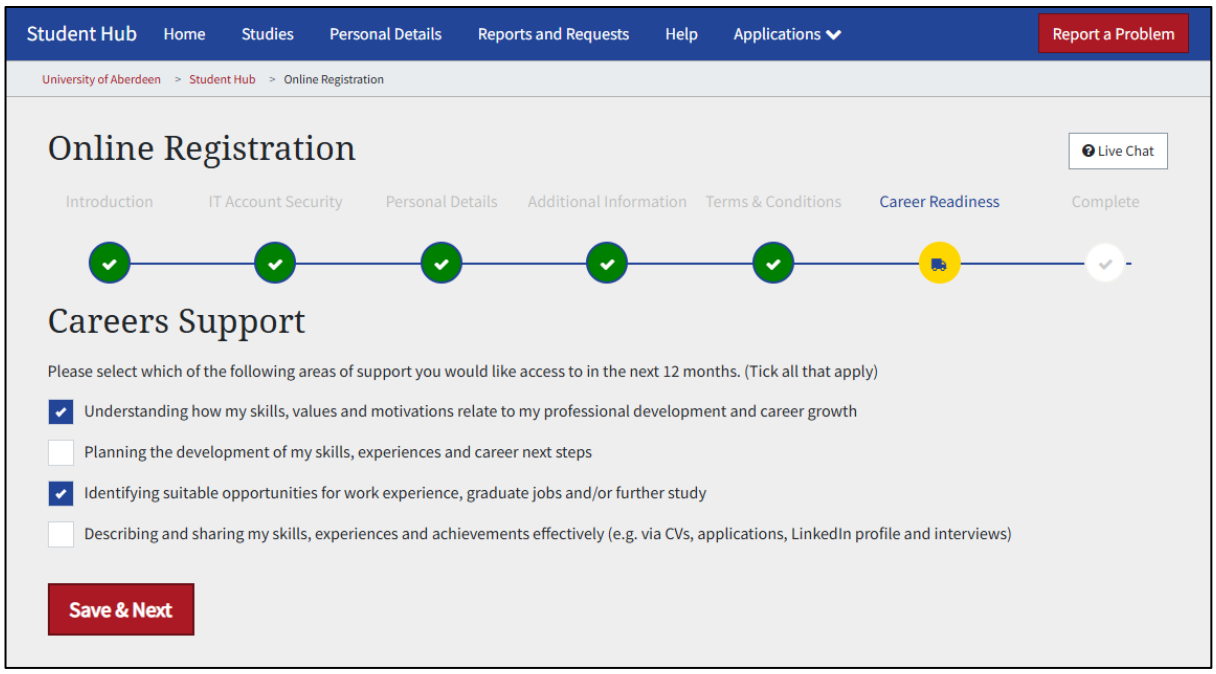
## Career Readiness Ratings

This step asks you to rate your confidence in various aspects of career readiness.



## Careers Support

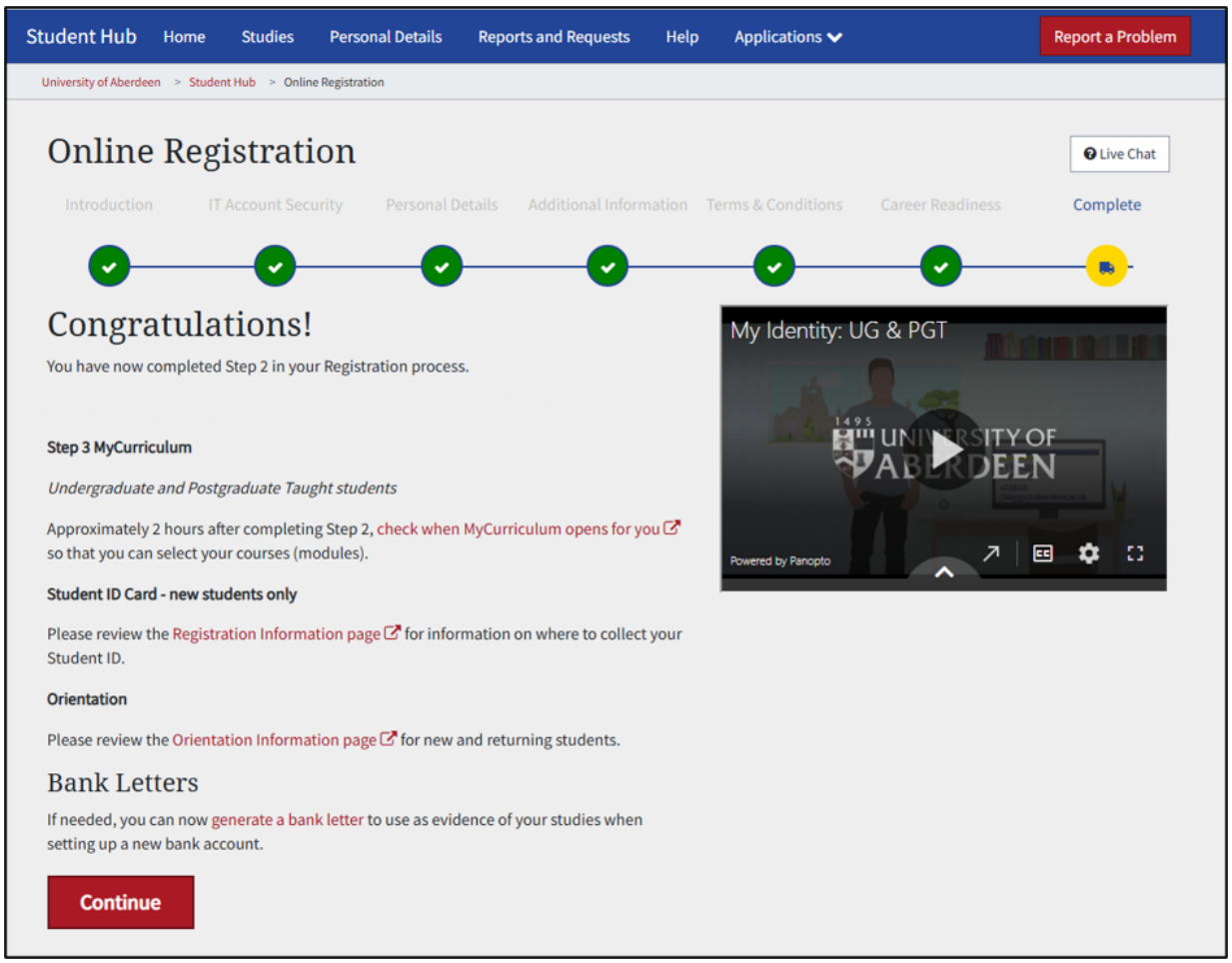
This step asks you to identify areas of support you would like to access in the next 12 months in relation to your career.



## Online Registration Step 7 – Complete

This is the last step in the Online Registration process and provides information about the next steps in your registration journey.

**Students based in China should complete MyCurriculum but are not required to complete the other steps in this section. Click 'Continue' to finish Online Registration.**



# IT Account Activation and MFA (English-Language Guide for students based in China)

There are two stages to creating an IT account for the University of Aberdeen:

1. **Account Creation** - Create your IT account using IT activation to create a username, password, and email address.
2. **Secure using MFA** - Logon and setup multi-factor authentication (MFA)

This guide has been created to assist students based in China with the account creation and MFA stages due to limitations on MFA options within mainland China.

**Multi-Factor Authentication -** If you already know your University of Aberdeen IT username and password, then you can go direct to:

- Step 1 - Download a One-Time Password Application ***then***
- Step 7 - Setup Multi-Factor Authentication (MFA)

**Getting Started** - Before starting registration you will need the following:

- Your 8-digit University of Aberdeen student ID number e.g. 51234567
- Your date of birth
- A One-Time Password (OTP) authentication application installed on your phone

If you do not know your University of Aberdeen student ID number, then please contact your school support or Registry officer for assistance.

## Step 1 – Download a One-Time Password (OTP) Application

Our recommended application for MFA security is **Microsoft Authenticator**; however, we are aware of problems with accessing this application on some mobile devices within China.

There are multiple time-based authentication applications available within China including through the App stores of the following manufactures:

- Apple App Store
- OPPO App Market - 软件商店
- Honor App Market - 荣耀应用市场
- Huawei AppGallery - 华为应用市场
- Xiaomi GetApps - 小米应用商店

Download a security one-time-password security application, such as:

- Microsoft Authenticator
- 2FAS - 2帐户
- FREEOTP
- OTP Auth

You need the application downloaded **before** you can complete multi-factor authentication that is the last step in account security. Ensure you have downloaded the application to your mobile before you start account creation.

**Please Note**: We do not recommend Google Authenticator as this is often not available in mainland China.

## Step 2 – IT Account Creation

Access the IT account activation site - https://www.abdn.ac.uk/it/account-activation

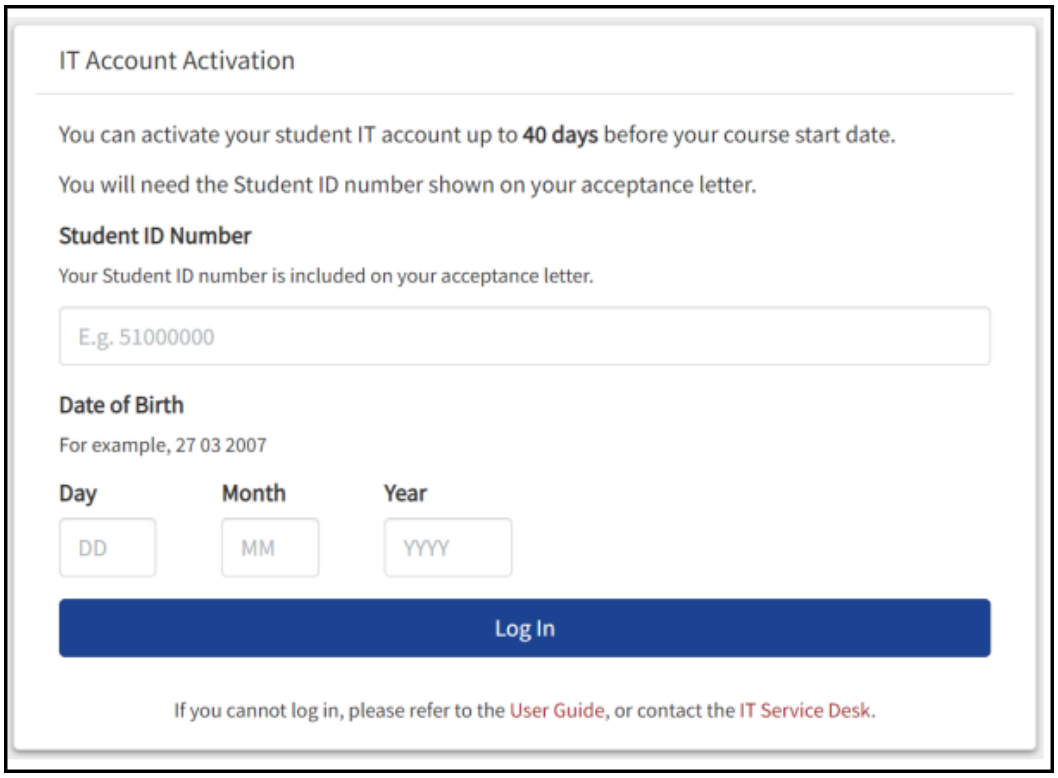
You will need the following details to log in

- Your 8-digit University of Aberdeen student ID number e.g. 51234567
- Your date of birth

If you do not know your University of Aberdeen student ID number, then please contact your school support or Registry officer for assistance.

Note: 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**



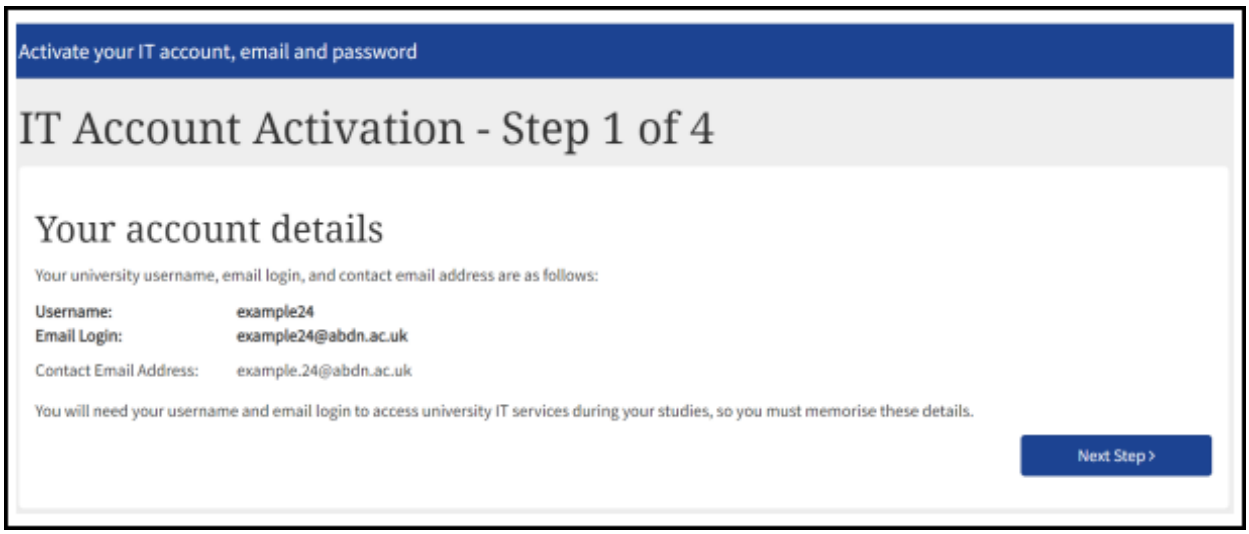
## Step 3 - View your account details

After logging in, you will be presented with a summary of the following:

- Your IT username
- Your email logon name
- Your University of Aberdeen 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.

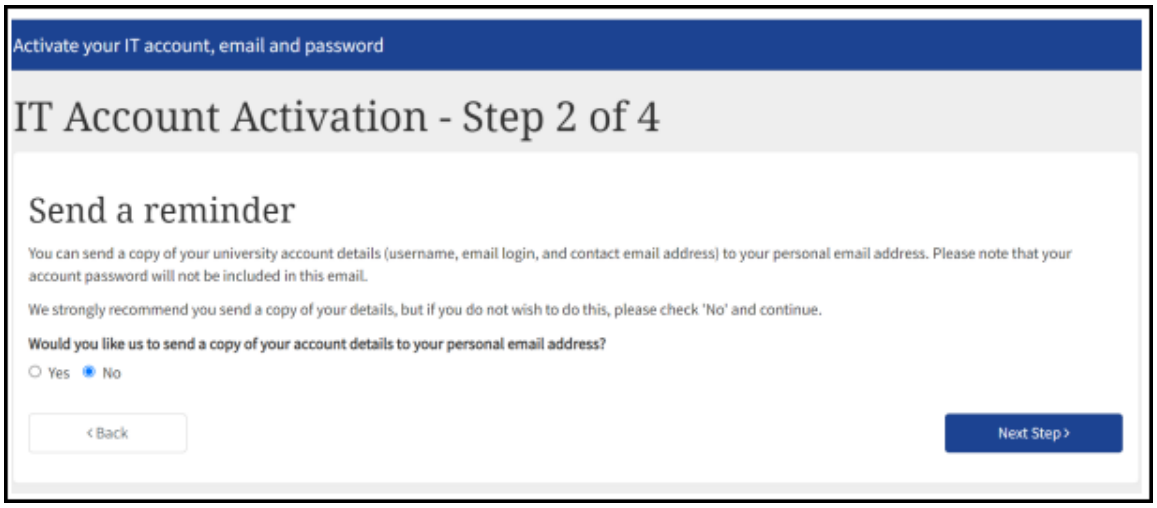
Click the Next Step button to proceed.



## Step 4 - Send a reminder of your details

You have the option to send a copy of your university account details to your own 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.



## Step 5 – Set a password

Next, you must **set a password** to activate your IT account.

Ensure you set a strong password that complies with the guidelines you see on the page:

- At least 8 characters
- Must not contain your IT account username
- Must not contain your first or last name
- Must contain the following:
    - Uppercase English characters e.g. **A – Z**
    - Lowercase English characters e.g. **a – z**
    - Numeric characters e.g**. 0 – 9**
    - Special characters, choose from **! # $ % & ( ) * + , : ; < = > ? @ [ ] { } | -**
    - Does not contain any of these special characters **£ \ “ `**
    - You will need to enter the password twice.

Note: We recommended that you keep a note of the password you entered securely, for example, in a password manager app.




After entering your chosen password, tick **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**.

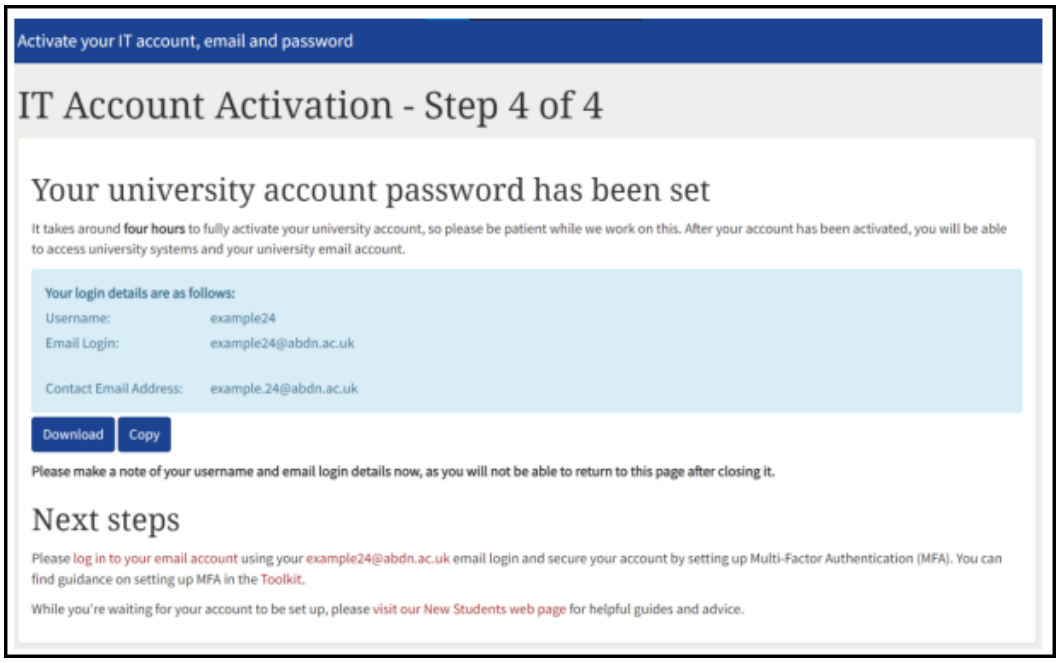
This will set your password and activate your IT account.

## Step 6 – 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**



## Step 7 – Setup Multi-Factor Authentication (MFA)

Now that your IT account is created, we need to secure the account with MFA. For students in Aberdeen, it is possible to use other MFA methods, such as a text message, however, these do not work reliably on all networks in China.

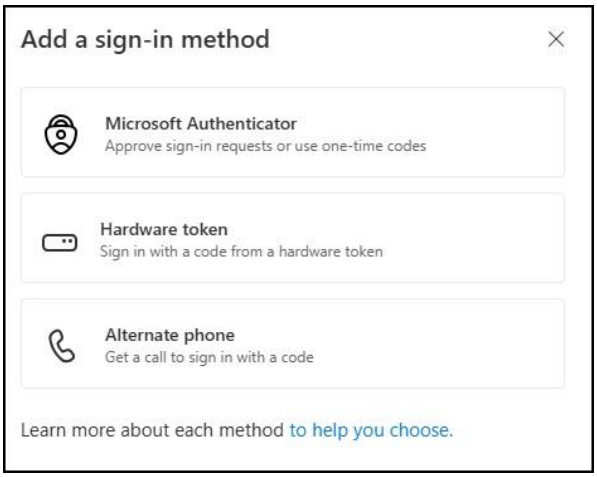
We therefore recommend Time Based One-Time Password (TOTP) as once setup this will work 100% of the time and once setup does not require a network connection.

How to setup a TOTP:

1. **Open MFA website here** – https://aka.ms/setupsecurityinfo
2. **Sign In** - Sign in with your university username@abdn.ac.uk e.g. *u25maf1@abdn.ac.uk*
3. **Password** - Enter your university password at the prompt then click **Sign In**

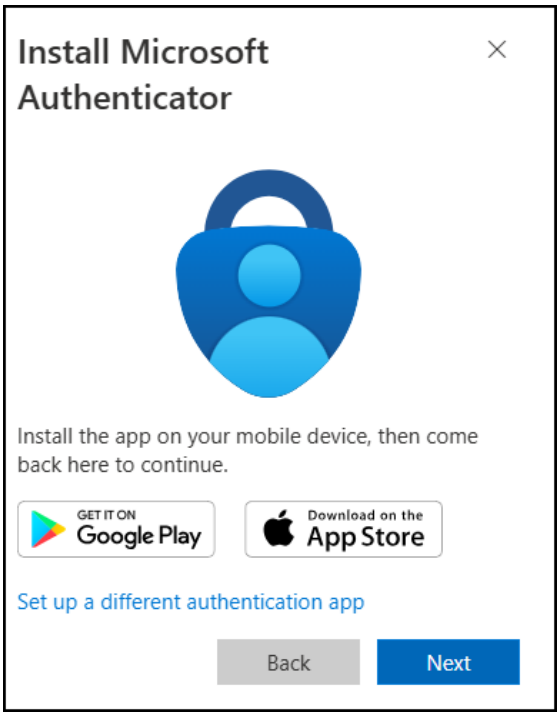



4. **MFA Options –** You will be presented with a list of MFA options. Select the option to **Add Microsoft Authenticator**

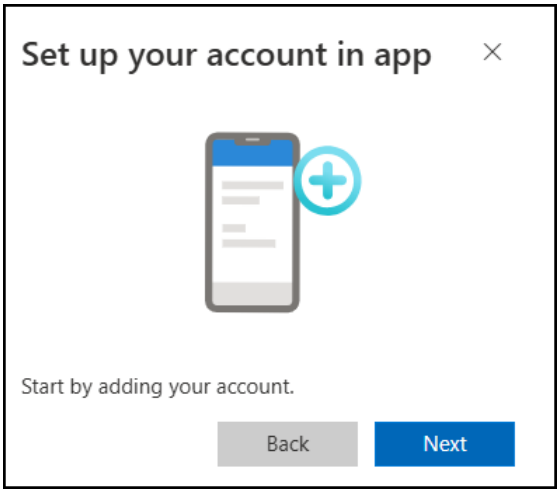



Note: Do not worry that you may be using a different authentication application

5. Click on **setup a different authentication app**:



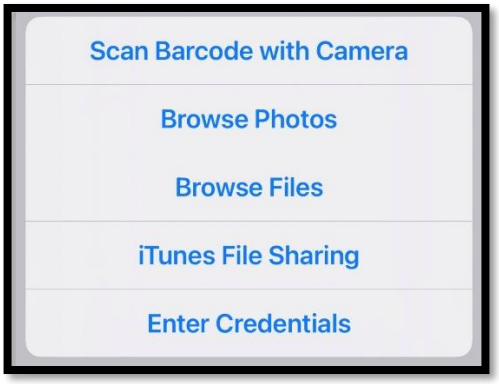

6. **Set up account in App** - Click **Next** when you see a screen like the following:



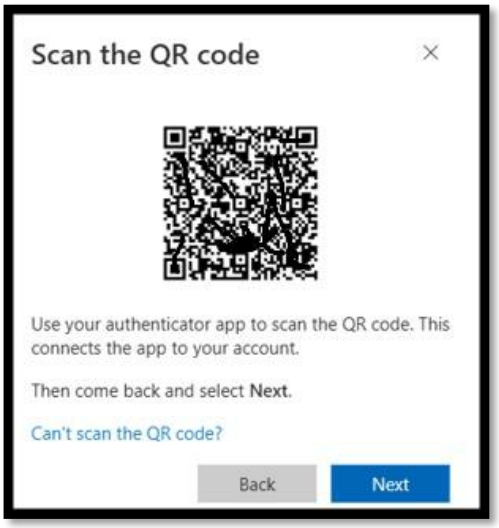

7. **MFA application** –
   - Open the app that you will use for MFA. These screenshots were created using an app called **OTP Auth** but they all have similar options.
   - Click on the **+ Option** (or similar) to add a new MFA method within the App on your mobile device



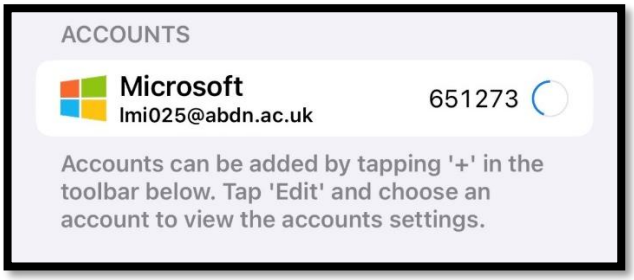
- **Select scan barcode** with Camera (or similar)



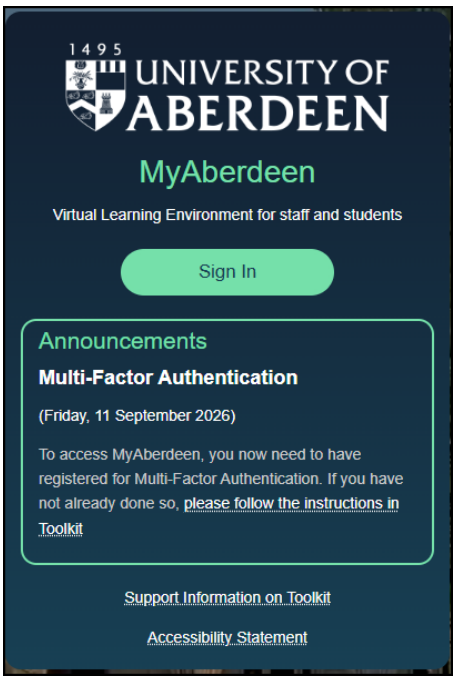

- Scan the QR code that you see on your screen (not the one below in this image)



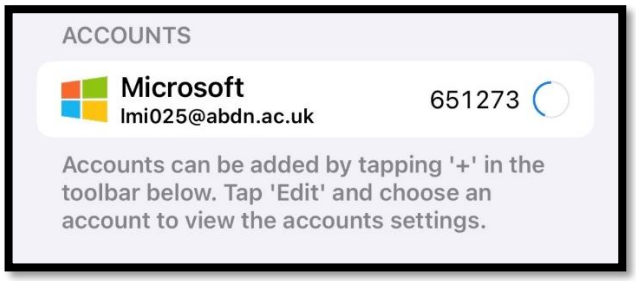

- **Complete** - You should now see that your University of Aberdeen account is now added as an option within your authenticator application




8. **Testing the application**
    - We recommend logging on to some MyAberdeen in order to test the MFA setup on your device
    - Browse to - https://abdn.blackboard.com/ then click on SIGN IN




- Type in your University username and password e.g. *u23sb1@abdn.ac.uk*
- When you see the prompt open your MFA application then type in the 6-digit code within the App that should look similar to this:




You should now have MFA setup for access to the University of Aberdeen IT systems.

Enjoy your studies knowing that your University of Aberdeen IT account is secure.

# IT Account Activation and MFA (Simplified Chinese-language Guide)

## 为中国学生准备的指南

为阿伯丁大学创建IT账户有两个阶段：

3. **账户创建** ——使用 IT 激活创建您的 IT 账户，创建用户名、密码和电子邮件地址。
4. **使用多重身份验证（MFA）安全** - 登录并设置多因素认证（MFA）

本指南旨在帮助驻华学生在账户创建和MFA阶段，因中国大陆MFA选项有限。

**多因素认证——** 如果您已经知道阿伯丁大学IT的用户名和密码，可以直接访问：

- 步骤1 - 下载一次性密码应用
- 步骤7 - 设置多因素认证（MFA）

入门——在开始注册前，您需要准备以下材料：

- 您的8位数阿伯丁大学学生证号码，例如：51234567
- 你的出生日期
- 安装在您手机上的一次性密码（OTP）认证应用

如果您不知道阿伯丁大学的学生证号码，请联系您的学校支持或注册官寻求帮助。

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## 步骤1 – 下载一次性密码（OTP）应用

我们推荐的 MFA 安全应用是 **Microsoft Authenticator**;不过，我们知道在中国境内部分移动设备访问该应用存在问题。

在中国境内，包括以下厂商的应用商店，有多种基于时间的认证应用：

- 苹果应用商店
- OPPO 应用市场 - **软件商店**
- 荣耀应用市场 - **荣耀应用市场**
- 华为应用画廊 - **华为应用市场**
- 小米GetApps - **小米应用商店**

下载一个安全的一次性密码安全应用，例如：

- Microsoft认证器
- 2FAS - 2账户
- 弗里奥特普
- OTP 认证

你需要先下载应用，**才能** 完成多因素认证，这是账户安全的最后一步。在开始创建账户之前，请确保你已经将应用下载到手机上。

**请注意**：我们不推荐使用谷歌认证器，因为这通常在中国大陆无法使用。

# 第二步 – IT账户创建

访问IT账户激活网站 - https://www.abdn.ac.uk/it/account-activation

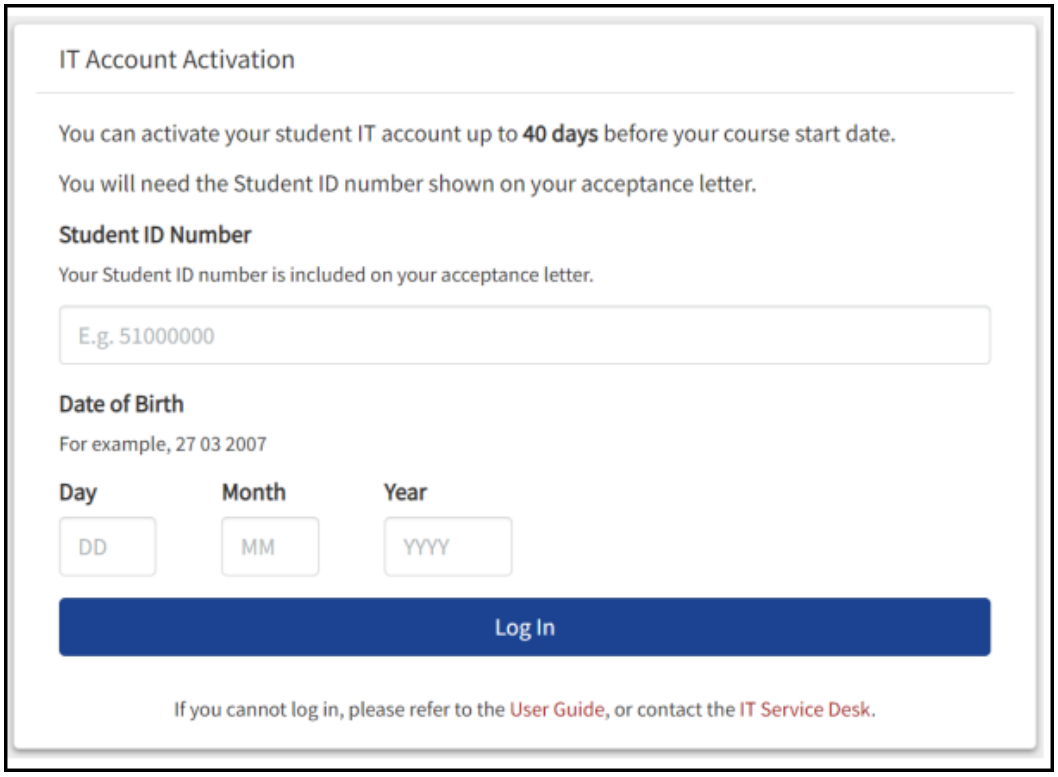
您需要以下信息才能登录

- 您的8位数阿伯丁大学学生证号码，例如：51234567
- 你的出生日期

如果您不知道阿伯丁大学的学生证号码，请联系您的学校支持或注册官寻求帮助。

注意：你的出生日期应分别输入日期、月份和年份。例如，如果你的生日是2003年1月2日，你应填写02作为日期，01作为月份，2003作为年份。

输入学生证号码和出生日期后，点击 **登录按钮**



## 步骤3 - 查看您的账户详情

登录后，您将看到以下内容的摘要：

- 你的IT用户名
- 你的邮箱登录名
- 您的阿伯丁大学电子邮件地址

建议你记录这些细节，因为一旦设置密码，你将无法再次访问此页面。

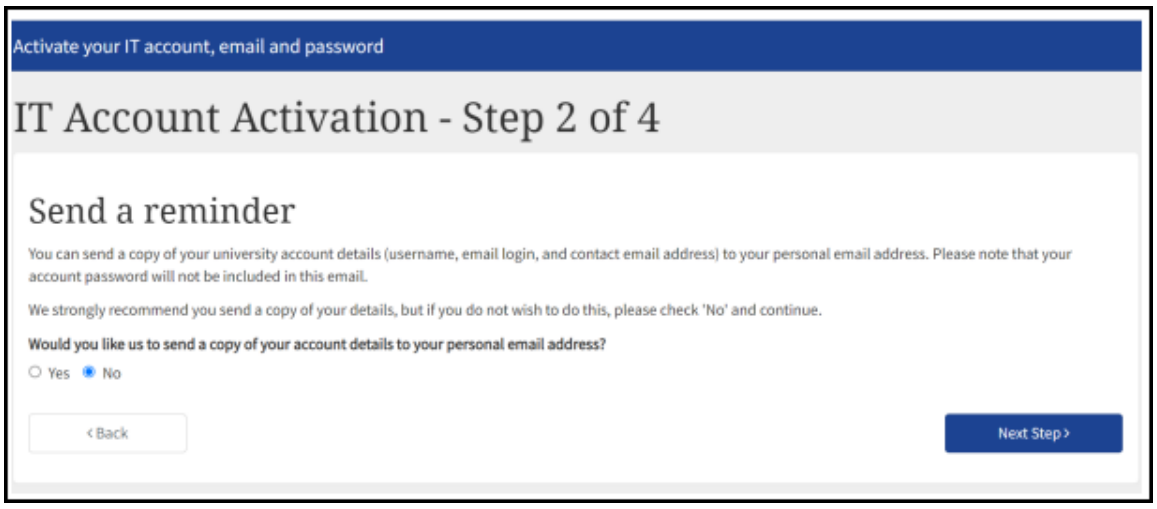
点击下一步按钮继续。



## 步骤4 - 发送提醒你的信息

您可以选择将大学账户详情的副本发送到您的个人邮箱地址。为此，选择**“是”**选项，并在两个电子邮件地址字段中填写您的个人邮箱地址。确保两个电子邮件地址匹配。

点击 **下一步** 按钮继续。



## 步骤5 – 设置密码

接下来，你需要 **设置密码** 来激活你的IT账户。

确保设置一个符合页面指南的强密码：

- 至少8个角色
- 不得包含你的IT账户用户名
- 不能包含你的名字或姓氏
- 必须包含以下内容：
    - 大写英文字符，例如 **A 到 Z**
    - 小写英文字符，例如 **a – z**
    - 数字字符，例如**0 – 9**
    - 特殊字符，任你选择 **! # $ % & ( ) * + , : ;< = > ?@ [ ] { } |-**
    - 不包含这些特殊字符 **£ \ “ '**
    - 你需要输入两次密码。

注意：我们建议你在密码管理器应用中保存你安全输入的密码记录。




输入您所选密码后，勾选 **“我同意** 使用IT设施的条件”框。

您必须阅读使用IT设施的条款，点击链接即可完成。当您对所选密码和使用IT设施的条件满意后，请点击 **“激活IT账户”按钮**。

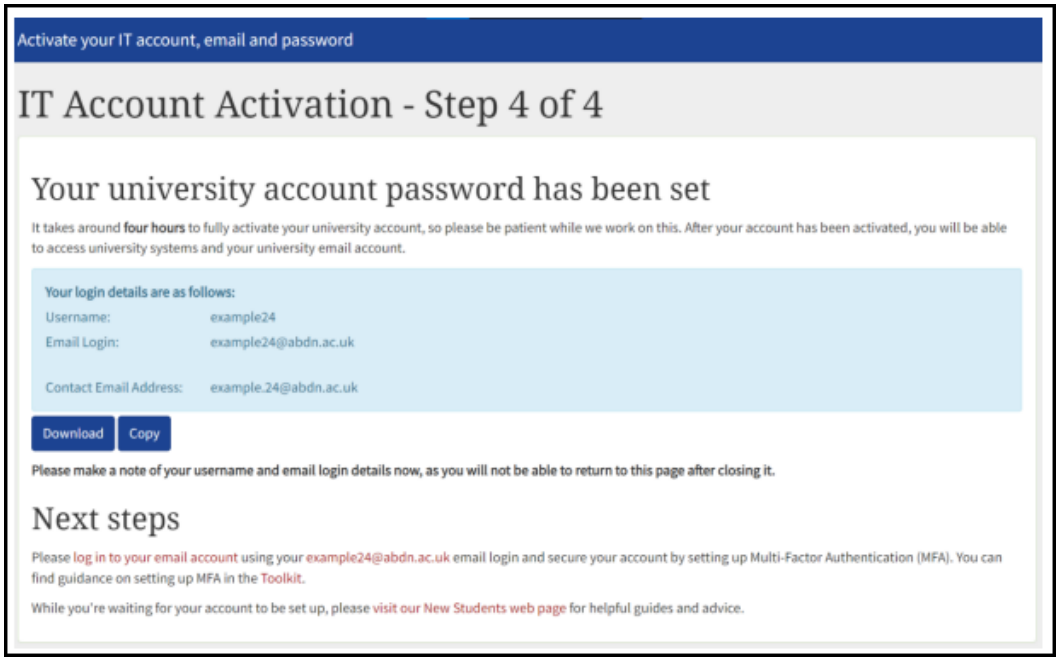
这会帮你设置密码并激活你的IT账户。

## 第6步 – 账户激活确认

设置好账户密码后，会显示一个摘要页面。

如果您还没有记录用户名、邮箱登录和联系邮箱，建议现在就做。

一旦您离开此页面，将无法再次访问该页面。您可以选择点击**“下载”或“复制”按钮来下载或复制您的大学账户信息**



## 步骤7 – 设置多因素认证（MFA）

既然您的IT账户已创建，我们需要用MFA保护账户。对于阿伯丁的学生，可以使用其他MFA方式，如短信，但这些方法在中国所有网络上并不可靠。

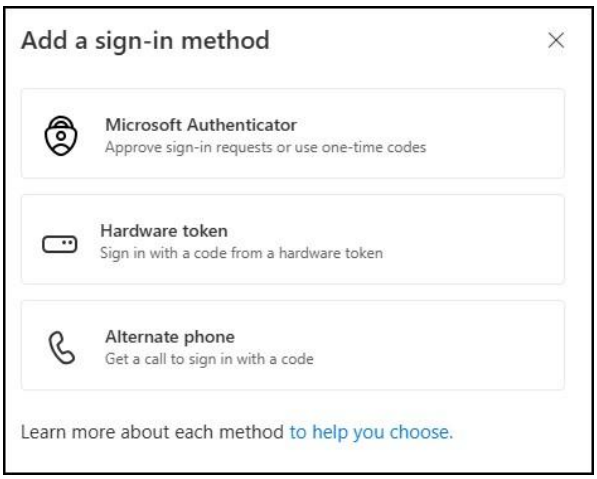
因此，我们推荐基于时间的一次性密码（TOTP），因为一旦设置好，它将100%有效，且设置后无需网络连接。

如何设置TOTP：

9. **在这里打开MFA网站** —— https://aka.ms/setupsecurityinfo
10. **登录** - 使用您的大学 username@abdn.ac.uk 登录，例如 *u25maf1@abdn.ac.uk*
11. **密码** ——在提示下输入你的大学密码，然后点击 **登录**

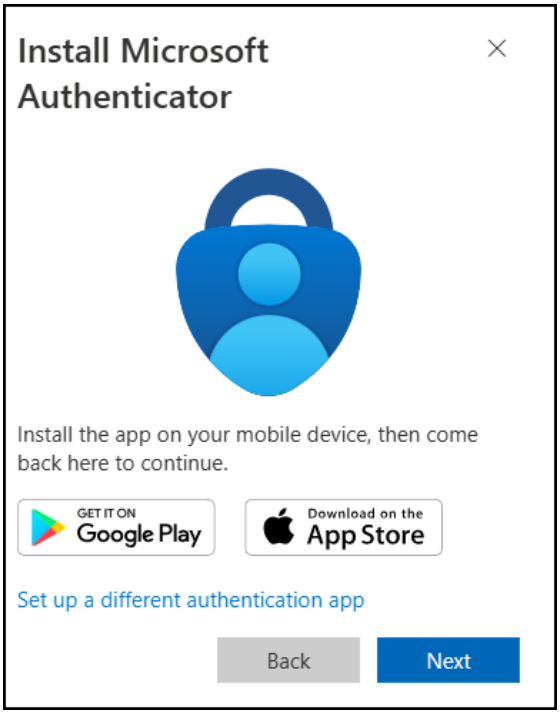



12. **多重身份验证选项——**您将获得一份多重身份验证选项列表。选择添加**Microsoft身份验证器的选项**

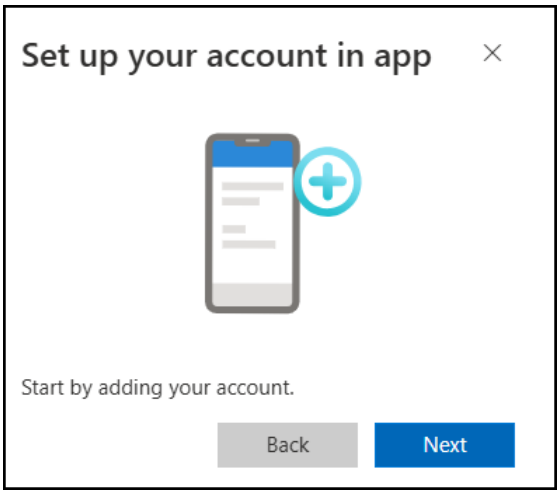



注意：不用担心你可能用的是不同的认证应用

13. 点击设置 **不同的身份验证应用**：




14. **在应用中设置账户——**当你看到类似这样的画面时，**点击**“下一步”：

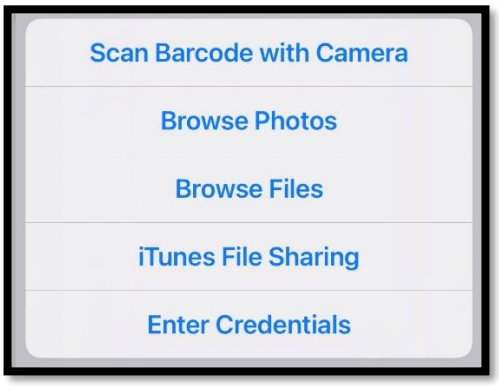



15. **MFA申请——**

- 打开你将要用来进行多重身份验证的应用。这些截图是用一个叫**OTP Auth**的应用制作的，但它们都有类似的选项。
- 点击 **+ 选项**（或类似方式）在移动设备的应用中添加新的多重身份验证方法。



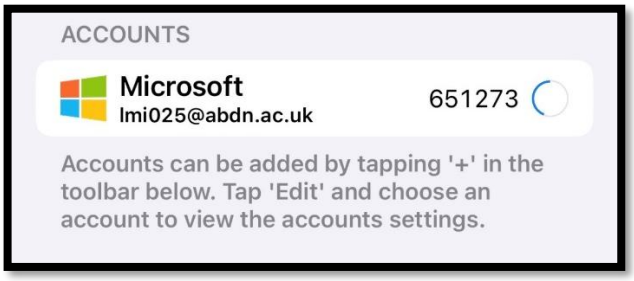
- **选择带摄像头（或类似**工具）扫描条码




- 扫描你屏幕上看到的二维码（不是下面图片中的二维码）



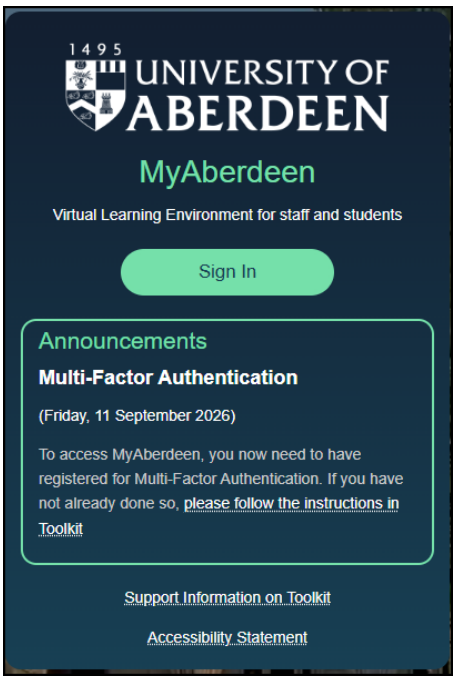

- **完成**——你现在应该会看到你的阿伯丁大学账户作为身份验证器应用中的一个选项



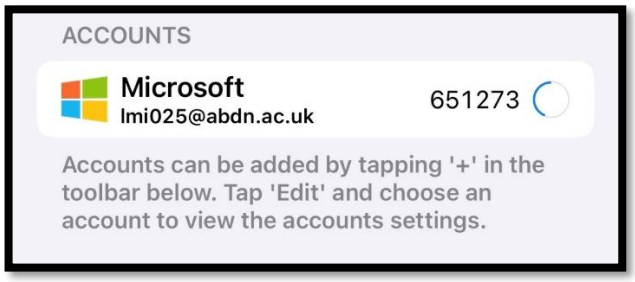

被添加

16. **应用测试**

- 我们建议登录MyAberdeen，测试设备上的MFA设置
- 浏览至 https://abdn.blackboard.com/ 然后点击登录




- 输入你的大学用户名和密码，例如 *u23sb1@abdn.ac.uk*
- 看到提示后，打开你的多因素认证应用，然后在应用内输入6位数代码，应该看起来类似：




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你现在应该已经设置好MFA来访问阿伯丁大学的IT系统。

祝你学业愉快，知道你的阿伯丁大学IT账户是安全的。

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本指南由 IT 问题经理 Martin Fraser 于2026年9月制作