



## Signing into the Portal for the first time

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### 1. Signing in

Sign in using your User ID (Username) and Password, which you will have been emailed in two separate emails.

Both your username and password are case sensitive and must therefore be typed in exactly as they were sent to you. Ensure that there are no spaces before or after the username and password.

If you have any problems signing in please view the Frequently Asked Question for further help.

**Welcome to the Portal**

Welcome to the University of London International Programmes Portal. Logging in for the first time? We strongly recommend that you read the following [userguide](#) thoroughly before you attempt to log in.

**Sign In**

Username

Password

**Sign In**

[Forgotten your password? Click here to reset your password.](#)

[Need help accessing the Portal? Please read the Frequently Asked Questions or Contact us](#)

## 2. Terms and Conditions

Once you have signed in you will be presented with the University of London Terms and Conditions. Please read these thoroughly and if you agree please accept by selecting the 'I agree' box.

### Terms and Conditions for the use of the University of London Information Systems

#### Introduction

All users of the University of London's information systems must accept the conditions set out below in order to use these systems.

Services and information supplied through the University of London's information systems are for users' personal use only. You agree to use the information systems only for your own purposes in connection with courses studied through the University of London and not to use them for any other purpose, including commercial purposes.

In using the University's information systems you agree to comply with the terms of the Joint Academic Network (JANET) Acceptable Use Policy (<http://www.ja.net/company/policies/aup.html>) and the University of London Computer Centre (ULCC) Acceptable Use Policy (<http://www.ulcc.ac.uk/terms.html>)

If you breach any of these terms and conditions, the University may regard this as misconduct. In appropriate cases the University will deal with such breaches under the University's Code of Student Discipline set out in Ordinance 26.

#### Security

You are responsible for the security and use of your username and password. You are not allowed to use the account, username or password of any other user. You must not disclose your username or password to anyone else.

#### Content and Copyright

Copyright of all content of the University's information systems is owned or controlled by the University of London or its constituent Colleges or by third parties who have agreed to its inclusion within these systems. By contributing content to any of the University's information systems you are granting a licence to the University of London and your College to reproduce this content, and you are also granting a licence to other users to download or copy the content in accordance with these conditions.

You agree not to contribute any material which would be a breach of someone else's copyright or would otherwise breach any of the conditions set out in the Acceptable Use Policies referred to in the Introduction to these Terms and Conditions.

The University of London reserves the right to remove, vary or amend any of the content which appears on its information systems at any time and without prior notice.

#### Data Protection

By accepting these conditions you agree that the University may collect certain information about you and your use of its information systems. We will use this information to help improve our services and to keep records of academic activity.

The University of London will deal with your personal data in accordance with the principles set out in the Data Protection Act. Any personal information which you provide to the University of London will only be used within the University of London and its Colleges and by its service providers for the purposes described above and will not be

#### Disclaimer

Whilst the University of London will endeavour to ensure that its information systems are normally available 24 hours a day, the University will not be liable if for any reason any of the systems is unavailable at any time or for any period. Access to the University's systems may be suspended temporarily and without notice if the University has to carry out maintenance or repair work, or in the event of system failure, or for reasons beyond the control of the University of London.

The University of London information systems may contain links to other information sources outside the University's control. The University of London is not responsible for the content of these sources and accepts no liability for the consequences of any use made of these sources. The University gives no guarantee that these links will work all of the time and it exercises no control over the availability of the linked information sources. Likewise, references and links to any such sources must not be taken as an endorsement by the University of opinions expressed or services provided at those sources. The University takes no responsibility for the privacy policies of any linked information sources.

#### Student Network

The Student Network facilitates communications between students (and staff) via online networks. The Student Network operates on an 'opt-out' basis i.e. all students are automatically members of the Student Network unless they choose to 'opt-out'. By choosing not to 'opt-out' any personal information that you choose to make available (e.g. an email address) might be available to other students (and staff).

It should be noted, however, that staff at the University of London International Programmes do not generally monitor such services, and consequently, the University of London International Programmes does not accept responsibility for any information or other material transmitted using this service. Similarly, the views expressed by students using the Student Network do not reflect the views of the University of London International Programmes.

I Agree    I Disagree

Documents	Study	Examinations	Moving on	Useful links
<a href="#">Student Charter</a>	<a href="#">Handbooks</a>	<a href="#">Examinations</a>	<a href="#">Graduation</a>	<a href="#">UoL Merchandise</a>
<a href="#">Terms and Conditions</a>	<a href="#">Regulations</a>	<a href="#">Complaints</a>	<a href="#">Alumni</a>	<a href="#">UoL Colleges</a>
	<a href="#">Get involved</a>	<a href="#">Procedure</a>	<a href="#">Employers</a>	<a href="#">Adobe Reader</a>



### 3. Changing your password

Next you will be asked to change your password.

Please make sure you enter a new password that follows the password policy:

- Uses Alphanumeric characters only (Symbols or special characters are not valid)
- Is between 8 and 16 characters in length
- Contains at least one numeric character and at least one alpha character
- Has no more than 2 sequential characters
- Does not contain your name or username

PLEASE NOTE: You **will not** be sent an email notification the **first time** you change your password. However for any subsequent requests to change your password you will receive an email notification informing you that your password has been updated.

Student / My Homepage

#### New Password

Please set a new password.

**The password you choose must conform to the following rules:**  
Alphanumeric characters only. Symbols or special characters are not valid  
Be between 8 and 16 characters in length  
Contain at least one numeric character and at least one alpha character  
No more than 2 sequential characters  
Not contain your name or username

Password (Required)

Enter Again (Required)

[Save](#)

Documents	Study	Examinations	Moving on	Useful links
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	<a href="#">Get involved</a>	<a href="#">Procedure</a>	<a href="#">Employers</a>	<a href="#">Adobe Reader</a>

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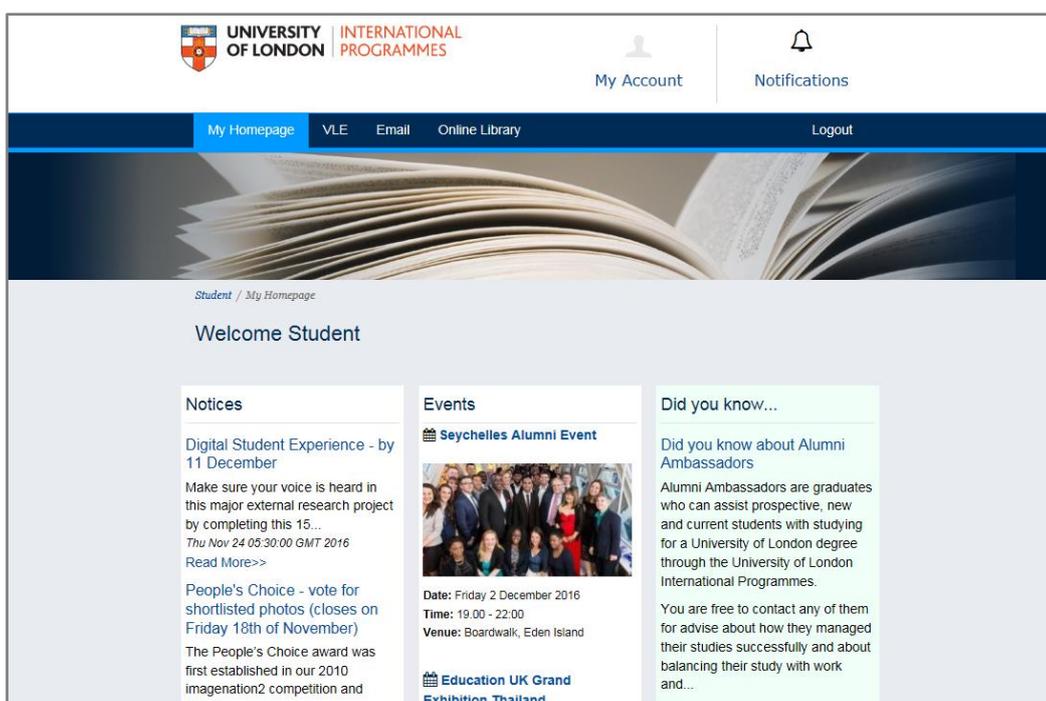
## 4. Password Reminder Question

Next you will be asked to select a password reminder question. If you prefer to write your own please select 'Write my own question' from the drop down menu. You will need to remember this answer as you will be asked for it if you ever need to reset your password.

The screenshot shows the 'Password Reminder' form on the University of London International Programmes website. The header includes the university logo and navigation links: 'My Account' and 'Notifications'. A dark blue navigation bar contains links for 'Home', 'Programmes', 'Marketing', 'Network Information', 'Contacts', and 'Logout'. Below the navigation bar is a banner image of a building. The main content area has a breadcrumb trail 'Institutions / Home' and the title 'Password Reminder'. A light blue box contains the text 'Please choose a reminder query.' Below this, the form is titled 'Password Reminder'. It features a 'Question' section with a dropdown menu currently showing 'What is your father's middle name?'. A red arrow points to this dropdown. Below the question is an 'Answer' section with a text input field, also indicated by a red arrow. At the bottom left of the form is a dark blue 'Save' button.

## 5. Password Reminder Question

As soon as you have set your password reminder question you will be taken to your Portal homepage.



If you have any problems accessing your Portal please use the Frequently Asked Question on the Portal log in page.

If you require further help once you are logged into the Portal please use the 'Ask a question' link or the 'My Enquires' button both are found on your home page.