

## **1MED ACCOUNT REGISTRATION**

In order to carry out your role in the MBChB programme, you will be working with the 1Med online portal and for this **you will require University of Manchester IT credentials.**

As a 1Med user, you will have a staff profile containing information on your preferred contact methods, professional details and your role(s) in the MBChB programme. We will create a 1Med user account for you but in order to do this we kindly ask you to take a minute or two to complete the 1Med staff data survey online via this link:

<https://www.onemedforms.manchester.ac.uk/s/f/G34EkYWxM8s3G8o9RX5DFRv4oq/>

Your responses will remain confidential and be used only for the purpose of creating your University IT account and updating your 1Med staff profile. The data we collect will enable us to communicate with you effectively and appropriately. Your 1Med staff profile is not public and is only used within the School of Medical Sciences Administration team. When your account is ready in the University system, we will send you instructions on how to activate it – you will only need to do this once.

**N.B. Date of birth is a mandatory field on the survey as it is required by the IT account management system - without it we cannot create an IT account.**

### **Can't remember if you have set up a 1 Med account?**

Please contact Stephen Quinlan: [onemed@manchester.ac.uk](mailto:onemed@manchester.ac.uk) / 0161 275 1335. If you have set up an account he can tell you your user name and ID number.

### **Forgotten your password?**

If you have forgotten the password associated with your 1Med account, please complete the following steps to reset it:

1. Go to <https://iam.manchester.ac.uk/>
2. Click Recover your IT Account
3. Using OPTION 2 enter your surname, date of birth and your University ID number
4. Answer your personal security question
5. Follow the instructions to reset your password

Once you have recovered your account you should then be able to log in to 1Med -

<https://www.onemedlearn.manchester.ac.uk/>

**If you have any other problems registering for, or accessing 1Med, please contact Stephen Quinlan at: [onemed@manchester.ac.uk](mailto:onemed@manchester.ac.uk) / ~~0161 275 1335~~ not currently in use .**