

LEAP LANGUAGE COURSES IT SIGNUP 2015/16

OBTAINING A COMPUTER ACCOUNT – “IT SIGN UP”

Before you start make sure you have to hand your **7-digit ID number** (University ID) to hand, as emailed to you by the LEAP Office following payment.

If you are registering with us for the first time you need to go through a process called IT Sign Up, which will enable you to access the University’s computer network (i.e. you will be able to log into any computer located in the university’s network of computer clusters). Completing this process will also enable you to access **Blackboard**, the online learning system of the University, which will be used during your language course.

For IT Sign Up please go to (or copy into your browser):

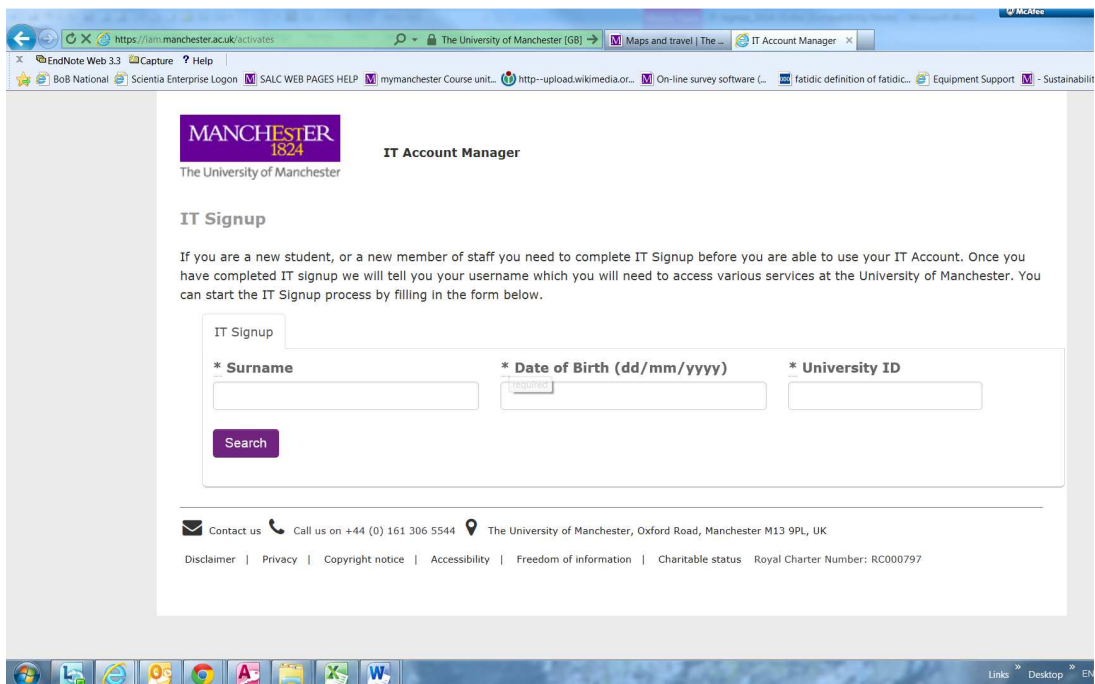
<https://iam.manchester.ac.uk/>

and click on

Activate your IT account

{If you already have an IT account at the University, you can view or amend your profile by selecting **Sign in to IT Account Manager**. If you have forgotten your password or username, you can click on **Recover your IT account**}

You should see the following screen:



The screenshot shows a web browser window displaying the 'IT Account Manager' page for The University of Manchester. The page title is 'IT Account Manager' and the URL is 'https://iam.manchester.ac.uk/activates'. The main heading is 'IT Signup'. Below the heading, there is a paragraph explaining the process: 'If you are a new student, or a new member of staff you need to complete IT Signup before you are able to use your IT Account. Once you have completed IT signup we will tell you your username which you will need to access various services at the University of Manchester. You can start the IT Signup process by filling in the form below.' The form contains three input fields: '* Surname', '* Date of Birth (dd/mm/yyyy)', and '* University ID'. There is a 'Search' button below the fields. At the bottom of the page, there is contact information: 'Contact us', 'Call us on +44 (0) 161 306 5544', and 'The University of Manchester, Oxford Road, Manchester M13 9PL, UK'. There are also links for 'Disclaimer', 'Privacy', 'Copyright notice', 'Accessibility', 'Freedom of information', 'Charitable status', and 'Royal Charter Number: RC000797'.

You will be asked here to enter your surname, date of birth and the 7-digit University ID number you have been allocated in the email sent by the LEAP Office.

On clicking **Search** the system should recognize your details and will take you through a series of steps which include setting a personal security question and creating your own personal password, which you should note down (If you forget this, there is the option to reset it). You will also be given a username, which will be your unique identifier at the University.

IT Helpline

If you have any problems with IT Sign Up or have forgotten your password and cannot reset it, please contact the IT Helpdesk: **+44 (0)161 306 5544**

Online guidance: [IT Help and Support](#)

Once you have completed IT Sign Up you can now complete what the University calls Academic Registration. Please note, you may need to wait a few hours before completing the next stage.