

IT Self-Service Advice for MAP Students

Activating your account and accepting your offer

1. Activate your IT Account via <https://iam.manchester.ac.uk/activates> - ensure you note down **your username**. You will need this each time you log in to Blackboard to complete MAP activities. You will also be asked to generate a **password**, which needs to be at least 10 characters, contain at least one capital, one symbol, two numbers and not have any spaces. You will also be asked to create some **security questions** which you may need to use in the future if you need to recover your account. Please also remember these questions and answers.

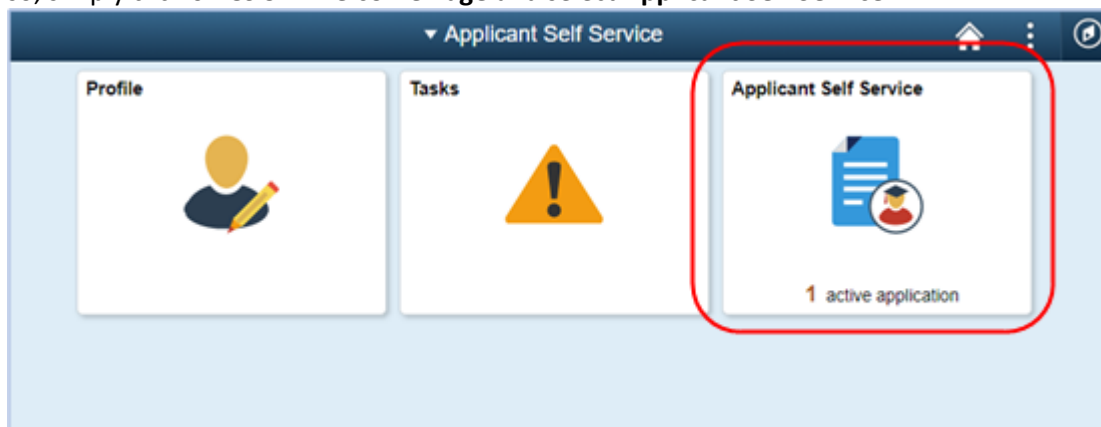
If you have any issues with activating your account please;

- Check the details on your offer letter, including your University of Manchester ID number.
- Ensure that the spelling of your name matches the offer letter.
- Check that you have entered your date of birth correctly.
- If you still cannot complete IT account setup, please email map@manchester.ac.uk with the subject 'IT account activation issue'. Please include your full name, date of birth and University of Manchester ID number.

2. [Log in to Self Service](#) using your new username and password.



You may need to change your view if it does not default to 'Applicant Self Service' as above. To do so, simply click on **CS 9.2 Welcome Page** and select **Applicant Self Service**:



3. Once in this view, click the **Applicant Self-Service** tile:
4. You will see your *Manchester Application Programme* application – click into this to reply to your offer.

Applicant Self Service		Select a Value			
Term	Academic Career	Academic Program	Academic Plan		
2021/22 NSTD Academic Year	Non Standard Career	Manchester Access Programme	Manchester Access Programme		

5. Click **Accept** or **Decline**.

Select a Value

Application Status

2021/22 NSTD Academic Year

Non Standard Career

Manchester Access Programme

The University of Manchester

Application Status

Requests

Application

To Do List

Application Date 28/02/2022

Application Number 02114402

Academic Plan Manchester Access Programme

Status **Unconditional Offer**

Accept

Decline

6. Click **Yes** to confirm your decision (or **No** to change). This will automatically updated your record.

Select a Value

Application Status

2021/22 NSTD Academic Year

Non Standard Career

Manchester Access Programme

The University of Manchester

Application Status

Requests

Accept/Decline Option

Yes

No

To Do List

Next steps

Once you have accepted your offer you will be contacted via email to complete a criminal conviction declaration. This must be completed before you are able to start the programme so it is important that you complete this as soon as possible. Please wait 24 hours for the criminal conviction email to appear.

Once you have completed the criminal conviction declaration, we will send you a link via email to register on the programme and book onto a Start Your Journey Event. Please note that there may be a delay in sending the registration email. This does not affect your place on the programme.

Issues accepting offer

If you cannot accept your offer via the steps above, please email map@manchester.ac.uk with the subject 'Offer acceptance issues'. Please include your full name, date of birth and University of Manchester ID number.