

## How to accept your offer and confirm attendance

If you have not activated your IT account please see Step 1.

If your IT account has been activated please skip to Step 2.

### STEP 1

- When you receive your offer please go to <https://iam.manchester.ac.uk/activates> and activate your IT account.
- You will be asked to enter your surname (family name), date of birth (dd/mm/yyyy) and your University ID number.



IT Account Manager

#### IT Signup

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.

IT Signup

\* Surname

\* Date of Birth (dd/mm/yyyy)

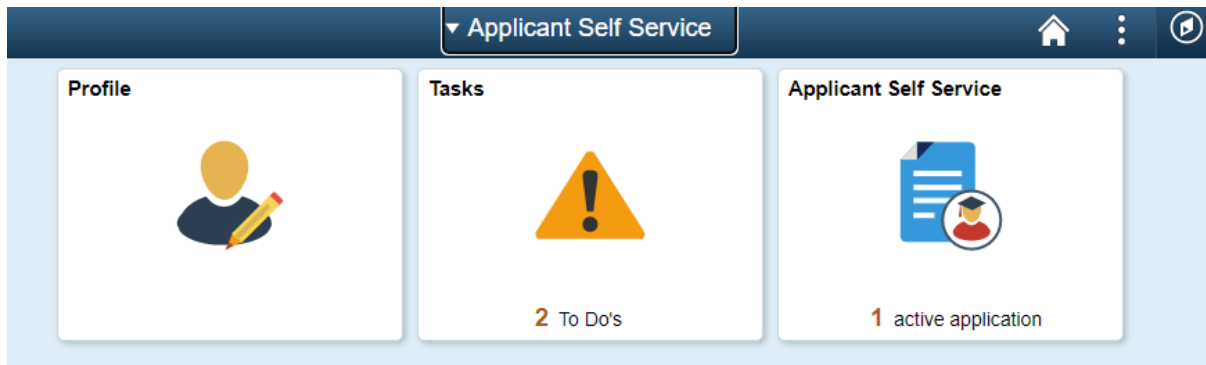
\* University ID

Search

- You will then be asked to confirm that your details are correct.
- On the next page you are required to select a password. This must contain the following
  - 1) At least 1 capital letter.
  - 2) At least 2 numbers.
  - 3) At least 1 symbol.
  - 4) The password must be longer than 10 characters and shorter than 16 characters. Here is an example of an acceptable password University\_14
- IT signup is now complete and you will receive your username. Please keep a note of your username and password as you will need this to accept your offer and receive your CAS statement if applicable.

## STEP 2

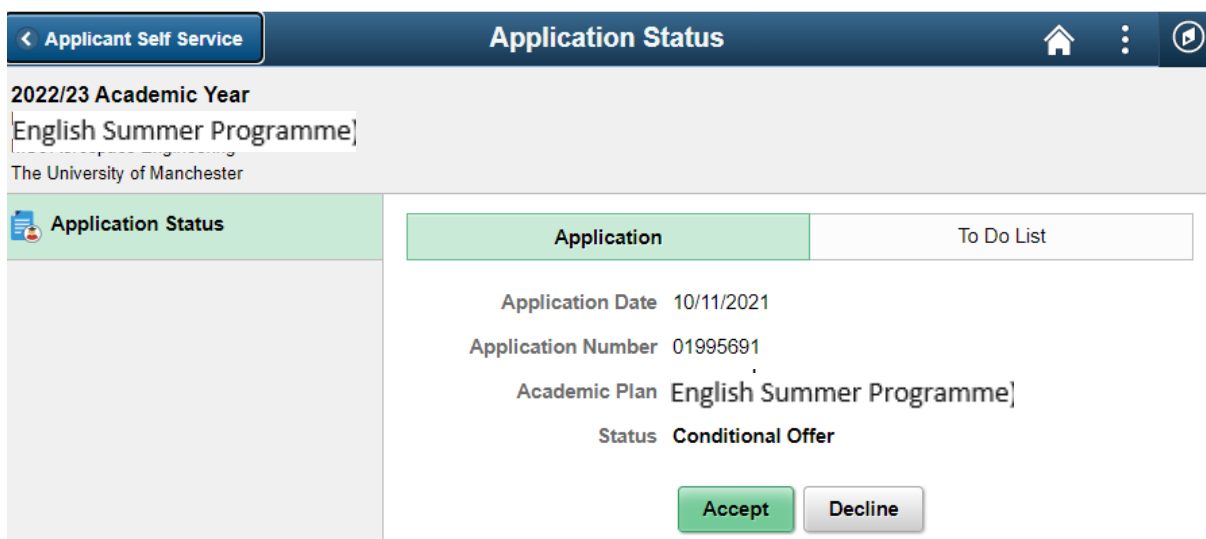
- Log into **My Manchester** [The University of Manchester Login Service](#) with your username, e.g. mfbxiskv, given to you during IT Sign Up, and your personal password.
- When you log in to self-service you will be presented with the following page:



- After you have clicked on active application and you see the below Academic Program (English Summer Programme)

Select a Value			
Term	Academic Career	Academic Program	Academic Plan
2021/22 NSTD Academic Year	Non Standard Career	English for Academic Purposes	EAP Year-Round Pre-sessional

- Select the Application and click 'Accept or Decline'



Thank you, you have now accepted your offer and confirmed your attendance. If you have any further queries please email [ulcgroups@manchester.ac.uk](mailto:ulcgroups@manchester.ac.uk)