Activation of Student Accounts procedure

Students who are accessing their University of Newcastle (UoN) computer account for the first time are required to complete the following process:

1. From a computer outside of the University, Click on or Copy and paste the following URL into your web browser https://identity.newcastle.edu.au/sa
   The following window will open

   ![User Identification Form]

   - Enter your identifying information below
   - **User Type**: Student
   - **Student Number**: Your unique Tigris student number from the previous screen. Do not include the ‘il’, e.g. 123456789.
   - **Date Of Birth**: DOB - dd/mm/yyyy
   - **Program Code**: P10446

   ![Required Fields]

2. **Required fields**: Student Number, date of birth (dd/mm/yyyy) and Program Code. Program Code information can be found on your UoN offer or via the Program Handbook 2013. http://www.newcastle.edu.au/program/

3. Your Username and Initial Password are generated on screen. You will then be instructed to write this information down before proceeding.

   ![Your Account Details]

   - **Username**: Write your details down.
   - **Initial Password**: Username and Password

   IMPORTANT: Please record these details as they are required for the next steps of the activation process. These are:

   1) Log in to NILAccounts with the username and initial password supplied above
   2) Set a new password for your computer account (this cannot be your initial password supplied above)
   3) Complete answers to your Authentication Questions; this will allow you to use the "forgot password?" function, if required, at a later date
   4) Accept the University of Newcastle’s Computing and Communications Facilities Conditions of Use Policy

   Once this has been completed you will be able to login to the University of Newcastle’s computing network, online applications and services.

   When you have recorded your username and initial password, click on the 'Done' button located below. You will be navigated to the NILAccounts login page where you will be guided through the steps mentioned above.

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4. Log in with username and password provided that you wrote down

5. You must then follow steps to change password

6. You must then answer 5 mandatory security questions. Press SAVE

Answer any 5 of these questions for security
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7. You will now need to accept the ‘University Computing access Terms and Conditions’ http://newcastle.edu.au/policy/000817.html. Once you have read the policy, click the ‘I Accept’ button if you agree to these conditions. PLEASE NOTE: You will NOT be able to login to any computer, online service or system of the University until you have accepted these Terms and Conditions.

8. Once you have agreed to the terms and conditions you would have successfully completed this process and activated your NUaccess account. You will be directed to the ‘NUaccess Home’ page.

You will now be able to log on to University computers throughout the Hubs and Information Commons and use University systems such as Blackboard and the enrolment system MyHub (https://myhub.newcastle.edu.au).

If you are having difficulties with this process you should contact the International Office on international-advisor@newcastle.edu.au if your experiencing IT technical issues you can also contact the University IT support service on 17000@newcastle.edu.au.