Welcome to UL!

Congratulations on accepting your place in UL. To get you set up and ready for the classroom, we need you to complete the following steps:

1	2	3	3a	4
ACTIVATE STUDENT ACCOUNT	**COMPLETE FINANCE TASK**	**ENROL FOR YOUR COURSE**	**ARTS / BBS COURSE SELECTION**	**COMPLETE MODULE REGISTRATION**
Change your password Register for password reset Log into the Student Portal	Confirm your fee details and (if applicable) pay your fees	Confirm your details are correct in our system	Select a specific course. This step is for Arts (LM002) & Business (LM050) students only	Confirm the modules you will take this semester

What you will need to complete these Steps:

- Your Student ID number and password
- Credit/debit card (if paying fees at this point)
- PPS number (Irish residents only)
- Eircode (Irish residents only)

Step 1: Activate your UL Student Account

> Please note: If you studied in UL in the last year you may still have an active student computer account. If that is the case you should use your old password if you remember it, otherwise please visit the Student Computing Services & Information website and click on the Forgotten Password tile.

To activate your account, you will need to do the following:

i. Change your password:
   a. Go to our password reset page.
   b. Enter your Student ID and password as above.
   c. Follow the instructions to enter a new password. Click 'Update'.
   d. You will then be automatically directed to the Self-Service Password Reset and will be asked to log in using your Student ID and new password.

   Please note:

   - Your UL student email account will be created within 24 hours of activation.

   - Please take note of your new password as you will need it to complete the rest of your enrolment and to access computer resources on campus.

ii. Register for the Self-Service Password Reset

   You will need to reset your student account password at least every 360 days. The Self-Service Password Reset allows you to reset your password using a security code sent to your phone via SMS.

   - Follow the on-screen instructions to register.
   - If you have difficulty registering, you can proceed to Step 2: Complete Finance Task. You can revisit the Self-Service Password Reset once you have completed all of the Steps, logging in using your Student ID number and the password you have created above.

If you have difficulty Activating your Account you can contact IT Student Support for help.