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 tasks:

What you will need to complete this task:

- Your Student ID number and password
- A mobile phone
Task 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. In this case, you are not required to complete ‘Task 1: Activate Your UL Student Account’.
- If you have any issues with your existing account, please visit the Password Management page to resolve your issue.

If you applied directly to UL for your course:
- You may have created a password when completing your application.
- You now need to create a separate new password to activate your student account.
- You will use this new password going forward as it is linked to your student account and ID number.

Activate your account using the following steps:

1. Visit the Activation Guide for detailed step-by-step instructions on how to complete this task. You will need a mobile phone to complete this step.

2. Go to https://portal.office.com

3. On the Sign-In screen, enter:
   - Your student email address (this will be your Student ID Number @studentmail.ul.ie – e.g. 20123456@studentmail.ul.ie).
   - Your password as provided in the email you received from UL.

4. Follow the on-screen instructions to:
   - Download the Microsoft Authenticator App.
   - Add your UL student account

5. Finally, change your password from what was initially provided to a secure new password.
   - 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.

You now have access to your UL Student Account including email and MS Teams.
Your student email account:

Your student email address is your StudentIDNumber@studentmail.ul.ie. E.g. 20123456@studentmail.ul.ie.

All official correspondence will now be sent to your UL student email:

It is your responsibility to monitor this email account regularly as it will be used for all official correspondence from the University from this point forward, including emails from your lecturers about your module content and assessment.

How to access your UL student email:

You can access your UL student email by logging in at https://portal.office.com

If you have difficulty Activating your Account or accessing your student email you can contact IT Student Support for help.