

**Instructions on how to set up a University computing account**

Now that you have received your Student Number you **must** self-register for a University computing account.

This will give you access to the University network so that you can use the computers in College, in the library and also from your home computer or laptop.

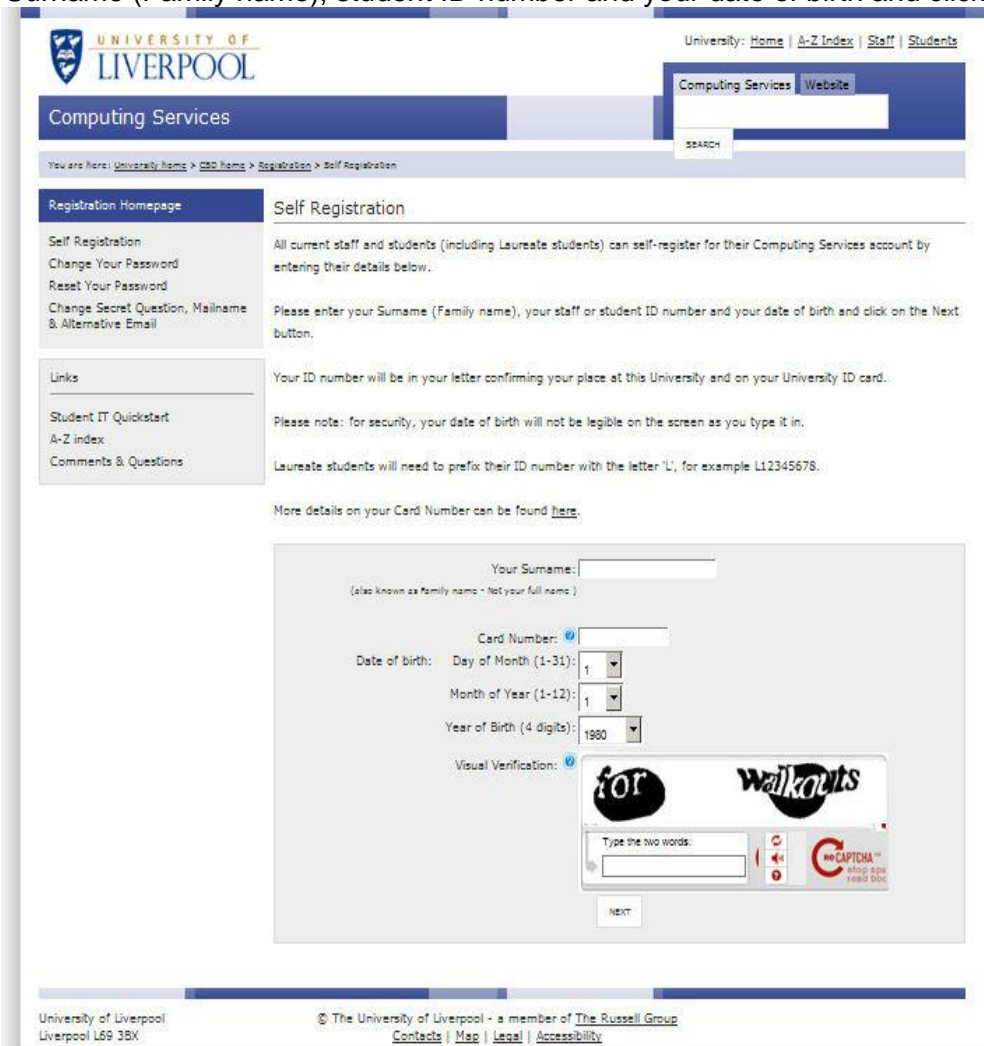
When you self-register you will also be given a University email account.

This is the only email address that we will use to contact you so **it is vital that you check it several times a week**. We will send you important information about lessons, exam timetables, examination results and activities throughout your time at Liverpool International College.

**How to self-register:**

- If you are self-registering on a University computer it will ask you to enter a username and password. Enter "register" in both fields.
- If you are registering on your home computer or laptop you should go to this website: <https://register.liv.ac.uk>

Please enter your Surname (Family name), student ID number and your date of birth and click on the Next



University of Liverpool  
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button.

**Please turn over**



You will now be given your Username and email address. Make a note of these because you will need to remember them.

You will be prompted to make a secret password and security question:

- Your password must not be easy to guess
- It may not be a normal dictionary word (forward or backward).
- It must be at least 8 characters long, but no more than 12 characters long.
- It may not be based on your username, surname or your old password.
- You are encouraged to include numbers and punctuation, and mixed case.
- You cannot use a space or any of these characters: \* : @ | # \ % , ; \$ & " ' £
- Upper case is different from lower case.
- The characters in your password should be mostly different.

### Frequently asked questions:

- **How often should I change my password?**  
You should change your password regularly (at least every couple of months)

You can change your password by going to this website:

<https://register.liv.ac.uk/password/>

Username:	<input type="text"/>
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
<input type="button" value="Change Password"/>	

- **What do I do if I forget my username or password?**
- **What do I do if I have a problem with my computer account or email address?**

If you have any problems with your computing account or email you should contact the University of Liverpool CSD helpdesk:

**Email:** [helpdesk@liv.ac.uk](mailto:helpdesk@liv.ac.uk)

**Tel:** +44 (0) 151 794 4567

**Send them a message from the website:** <http://pcwww.liv.ac.uk/csd/comments/>

**Visit them in person** – they have a desk in both libraries and also in the CSD Building:

- Sydney Jones Library, Building 433, Campus map ref. F3
- Harold Cohen Library, Building 431, Campus map ref. D8
- CSD Building, Brownlow Hill, Building 224, Campus map ref. F7