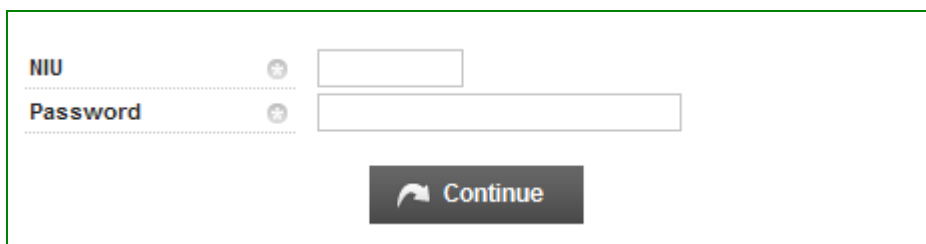


If you already have a NIU, there is no need to sign up again. You can access the registration service directly. You only need to validate your NIU and password in the box at the right-hand side of the screen:



A login form with two input fields. The first field is labeled 'NIU' and the second is labeled 'Password'. Both fields have a small asterisk icon to their right. Below the fields is a dark button with a white arrow and the text 'Continue'.

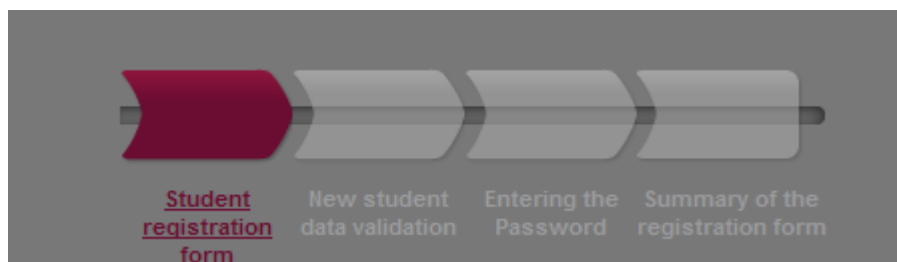
If you don't yet have a NIU and password, you can obtain them by following these instructions:

Instructions for generating your NIU and password

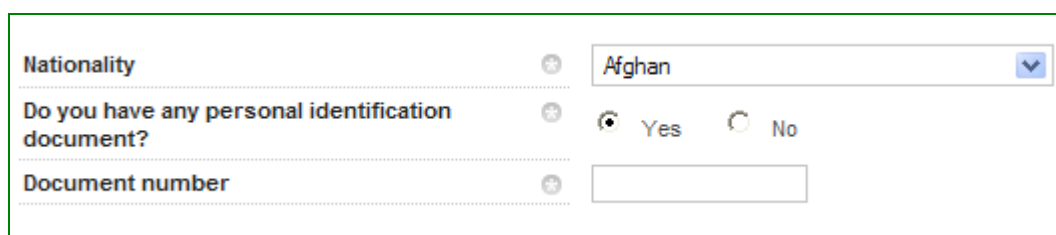
There are four steps to signing up:

1. Student registration form
2. Validation of personal details
3. Entering a password
4. Summary of registration

1. Student Registration Form



Personal and contact details are to be completed on the first screen. Fields with an asterisk * are obligatory.



A snippet of the registration form. It includes three fields: 'Nationality' with a dropdown menu showing 'Afghan', 'Do you have any personal identification document?' with radio buttons for 'Yes' and 'No', and 'Document number' with an empty text input field. Each field has an asterisk icon to its right.

- **Nationality:** choose this from the drop-down menu.
- **Personal ID Document and Document Number:**

Choose YES – if you have a Spanish DNI, a NIE or a passport.


You must indicate your document number in the screen below:

- If your nationality is Spanish, indicate your NIF, which is your DNI plus letter.
- If you have another nationality, indicate your NIE or passport number.
- If you have dual nationality (Spanish + another), you must indicate your Spanish NIF. If you do not yet have this NIF, you must do the following:
 1. Select your second nationality from the drop-down menu.
 2. For “Document number”, put the number of any other document that you may have (Spanish passport, international passport or ID document from another country).
 3. Later, when registering, you will have to present your NIF (Spanish DNI) in order that the corresponding per-credit cost can be applied.

Choose NO – if at the moment of carrying out registration you do not have an ID document, the system will provide you with a provisional ID. It is essential that you keep a record of this provisional ID number. In order to do so, print out the “Summary of the registration form” that you will see in the final screen once the whole process has been completed. (4. Summary of Registration).

You must present your official ID document when you formalise your registration.

Continue with the personal-data form:

First name and Middle name	<input type="text"/>
Family name	<input type="text"/>
Other Family name	<input type="text"/>
Date of Birth	<input type="text"/>  (dd/mm/yyyy)
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female

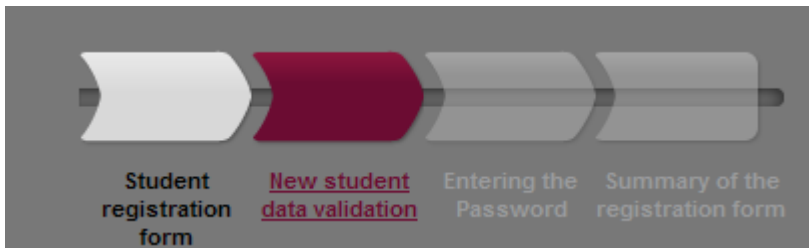
All fields are obligatory in this section, except the second surname (“Other family name”) for international students.

Personal e-mail	<input type="text"/>
Confirm your personal e-mail	<input type="text"/>
Contact Telephone Number	<input type="text"/>

All fields are obligatory.

The “Contact Telephone Number” field “should preferably indicate your mobile phone number.

2. Validation of Personal Details



i Please, verify that your personal data are correct.

This screen allows you to review all the details that you have entered before going ahead with registration. If they are not correct, you can go back:

 Back

If the details are correct, please read the “UAB Privacy and Legal Information” link.

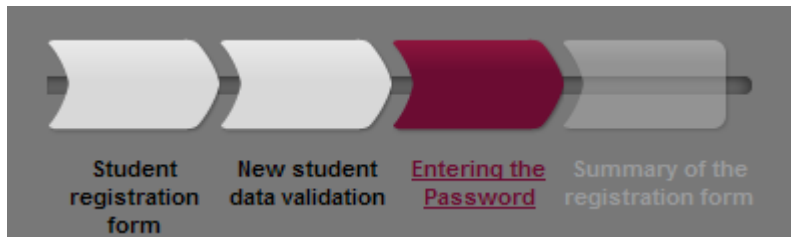
I verify that my personal data are correct

I understand and accept the legal conditions established in the section Privacy and Legal Information

Click on both check-boxes and continue:

 Next

3. Entering a Password



Two distinct messages may appear on this screen:

Message 1:

i Your university ID number (NIU) is: [REDACTED]
Don't forget your university ID number (NIU) and password, as these are needed for the remaining academic and administrative formalities during the pre-registration, and later, as a UAB student.

If this appears, go directly to section 3.1

Message 2:

i You already have an active user on the system. We need to validate your username and password

DATA ENTRY

i Your university ID number (NIU) is: [REDACTED]
Don't forget your university ID number (NIU) and password, as these are needed for the remaining academic and administrative formalities during the pre-registration, and later, as a UAB student.

If this appears, go directly to section 3.2

Section 3.1. (Message 1)

The system generates your NIU

i Your university ID number (NIU) is: **XXXXXXXXXX**
Don't forget your university ID number (NIU) and password, as these are needed for the remaining academic and administrative formalities during the pre-registration, and later, as a UAB student.

NIU

Password

Password verification

PASSWORD RESTRICTIONS

- ✗ Must have a length between 8 and 32 characters.
- ✓ Cannot contain more than 2 repeated characters.
- ✓ Cannot have more than 2 consecutive characters (abc, 123, qwe ...)
- ✓ Cannot coincide with your personal data.

You now have your NIU.

Now you have to establish a password, in accordance with the instructions in the red text box. If everything is correct, this text box will change to green:

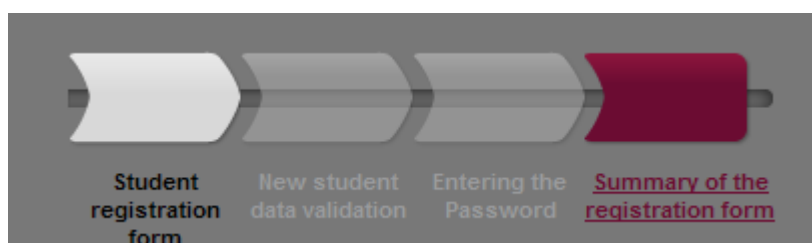
PASSWORD RESTRICTIONS

- ✓ Must have a length between 8 and 32 characters.
- ✓ Cannot contain more than 2 repeated characters.
- ✓ Cannot have more than 2 consecutive characters (abc, 123, qwe ...)
- ✓ Cannot coincide with your personal data.

Keep a record of your NIU and password: they will be required for the remaining academic and administrative formalities throughout registration, and you will also need them as a UAB student. You will need both the NIU and password until completing your studies.

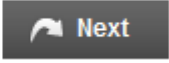
Now all you need to do is click on "Accept" to access the final screen

4. Summary of Registration.



This screen allows you to see and print out all the details that you have entered:

Name and surnames	Nationality
Document Asignat	Gender
Date of Birth	Contact Telephone Number
Personal e-mail	



Click on "Next" to access registration.

Section 3.2. (Message 2)

If this message appears, it means that the system has detected that you have previously registered yourself, and that you have therefore been issued with a NIU. The system will recover the NIU that you already have.

i You already have an active user on the system. We need to validate your username and password

DATA ENTRY

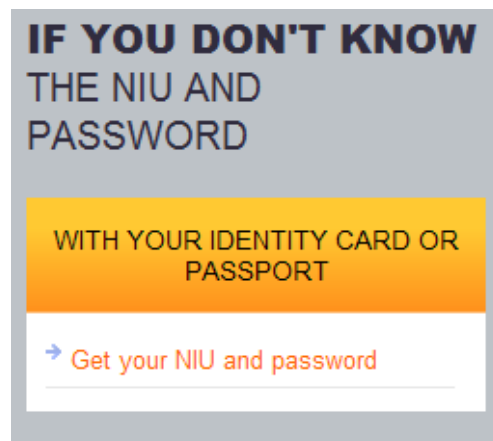
i Your university ID number (NIU) is: ██████████
Don't forget your university ID number (NIU) and password, as these are needed for the remaining academic and administrative formalities during the pre-registration, and later, as a UAB student.

NIU

Password

[I forgot my password](#) [✓ Accept](#)

- If you know your password, fill in the required fields and click on “Accept” to continue with registration.
- If you can't remember your password, you can generate a new one by clicking on “I have forgotten my password”. A new window opens, requiring your response:



You will need the following details to generate your new password:

Nif/Passaport:

Data de naixement: / /


[Netejar](#) [✓ Acceptar](#) [Tornar](#)


Fill this in and click on “Accept”. You can then introduce your new password, in accordance with the instructions in the red text box:

Paraula de pas:
Verificació de la paraula de pas:

RESTRICCIONS A LA PARAULA DE PAS

- ✗ Ha de tenir una longitud entre 8 i 32 caràcters.
- ✓ No pot contenir més de 2 caràcters repetits.
- ✓ No pot contenir més de 2 caràcters consecutius (abc, 123, qwe...)
- ✓ No pot coincidir amb dades personals.

 Netejar

 Acceptar

 Tornar

If everything is correct, this text box will change to green:

RESTRICCIONS A LA PARAULA DE PAS

- ✓ Ha de tenir una longitud entre 8 i 32 caràcters.
- ✓ No pot contenir més de 2 caràcters repetits.
- ✓ No pot contenir més de 2 caràcters consecutius (abc, 123, qwe...)
- ✓ No pot coincidir amb dades personals.

Keep a record of your NIU and password: they will be required for the remaining academic and administrative formalities throughout registration, and you will also need them as a UAB student. You will need both the NIU and password until completing your studies.

Please remember:

If you have any problems or queries about self-register, please contact the FUAB formació

School support: formacio.continuada.fuab@uab.cat / 93 592 97 10