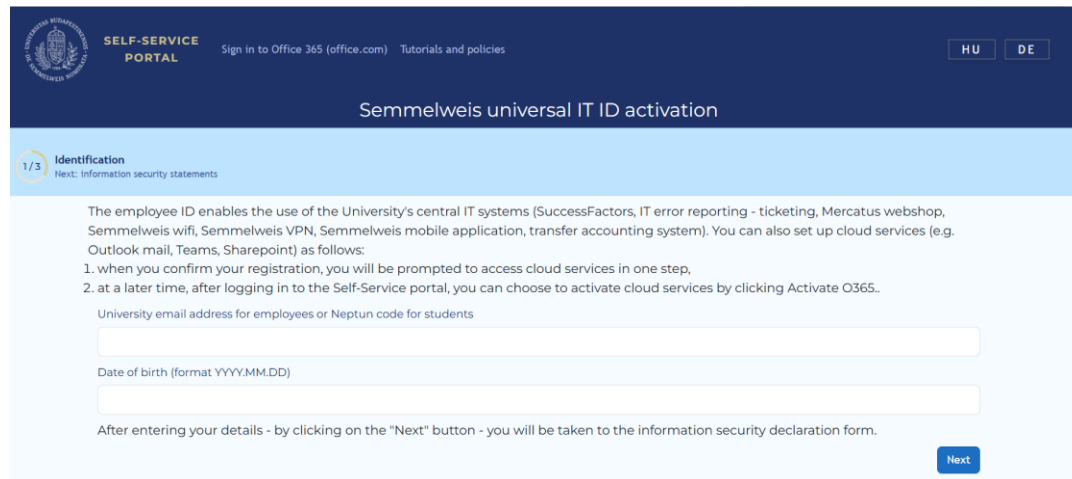


Activation of the official university student email address

Please, follow the instructions below:

1. Open the following page in your browser, and switch to English:

<https://o365portal.semmelweis.hu/Home/ManualUserActivation>



The screenshot shows the 'Simmelweis universal IT ID activation' page. At the top, there is a navigation bar with the Semmelweis logo, 'SELF-SERVICE PORTAL', and links for 'Sign in to Office 365 (office.com)' and 'Tutorials and policies'. There are also language selection buttons for 'HU' and 'DE'. The main heading is 'Simmelweis universal IT ID activation'. Below this, a progress indicator shows '1/3 Identification' with a sub-heading 'Next: Information security statements'. The main content area contains text explaining that the employee ID enables the use of the University's central IT systems (SuccessFactors, IT error reporting - ticketing, Mercatus webshop, Semmelweis wifi, Semmelweis VPN, Semmelweis mobile application, transfer accounting system). It also mentions that users can set up cloud services (e.g. Outlook mail, Teams, Sharepoint) as follows:

1. when you confirm your registration, you will be prompted to access cloud services in one step,
2. at a later time, after logging in to the Self-Service portal, you can choose to activate cloud services by clicking Activate O365.

Below the instructions, there are two input fields: 'University email address for employees or Neptun code for students' and 'Date of birth (format YYYY.MM.DD)'. A 'Next' button is located at the bottom right of the form area. A note at the bottom states: 'After entering your details - by clicking on the "Next" button - you will be taken to the information security declaration form.'

2. Fill in the form with the required information and click on Next:
 - a. Neptun ID
 - b. Date of birth
3. Accept the data protection agreement.
4. Provide a current private email address.
5. Follow the steps in the email sent to your personal email address and set a new password for yourself.

IMPORTANT: This will also be your SeKa password from now on. For example, if you log in to the Moodle page, your username remains your Neptun ID, but your password will be the newly created one.

6. If you forget or want to change your O365/SeKa password, you can set a new one on the following page: <https://o365portal.semmelweis.hu/Home/ForgottenPwd>
The password reset link will be sent to the previously provided private email address.
If it does not arrive, please check the spam folder.

If you have any problems with activation or login, please contact the O365 Helpdesk:

Email: o365helpdesk@semmelweis.hu

Phone: +36 30 016 4702