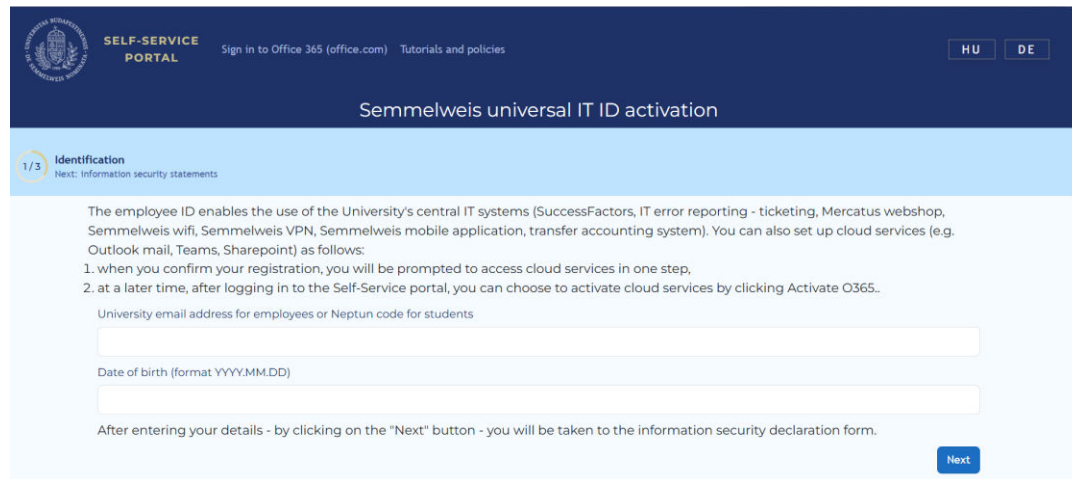


Activation of the official university teacher email address

Please, follow the instructions below:

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

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



SELF-SERVICE PORTAL Sign in to Office 365 (office.com) Tutorials and policies H U D E

Simmelweis universal IT ID activation

1/3 Identification
Next: Information security statements

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). You can also 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.

University email address for employees or Neptun code for students

Date of birth (format YYYY.MM.DD)

After entering your details - by clicking on the "Next" button - you will be taken to the information security declaration form.

Next

2. Fill in the form with the required information and click on Next:
 - a. Official university email address (@semmelweis.hu)
 - 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 is your university email address, and 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