



UNIVERSITY OF GOTHENBURG

To new students autumn term 2010

May 2010

The Student Portal and Student Account

The University of Gothenburg web services for students are assembled in a Student Portal. The site is personalised and you have access to information that concerns you. You are not required to log in to each separate service.

The site www.utbildning.gu.se/education/ contains useful information for you as a student. If you click on the link "The Student Portal" below in the right-hand menu you are directed to the login.

*This is the login to the Student Portal.
The link leads you directly to information about support (e.g. what to do if you have lost/forgotten or have not received your username or password)*

To be able to log in you need a Student Account

The **first time** you are **admitted** to the University of Gothenburg – up to about one week before the beginning of the term – as admitted you will automatically receive an account and you will not need to be registered. However, if you are not registered by 1 December 2010, your account will be inactivated.

If you are admitted **after that date** (e. g. from the waiting list or to a course that starts later) you must be **registered** in Ladok by your department in order to receive a Student Account.

You have the same Student Account throughout your time of study. Therefore please save your login information! After two terms without registration your account will be inactivated.

To which address do we send the login information?

For new students with Swedish national registration ("folkbokföring" in Swedish). The login information (username and password) will be sent to you by postal service in two separate letters. We use primarily the temporary address in Sweden that you probably registered when applying through Studera.nu. As a second alternative we use your national registration address from the official Swedish register of addresses (SPAR).

For new international students without Swedish registration ("folkbokföring") no addresses are recorded. Turn to your department for information about how to receive your username and password.

If you are already a student at the University of Gothenburg you have a Student Account and no new login information will be sent out. Via the link "Student" in the login to the Student Portal (see above) you can find information about what to do if you have forgotten your username/password.

Please note: Once you have access to the Student Portal, remember to keep your temporary address and telephone number updated (through the service Ladok On Web). Your department as well as other systems and services sometimes must be able to reach you.

Your e-mail address as a student

In one of the letters sent to you with your login information you will find your e-mail address: username@student.gu.se. When the university sends out information this is the address we use. You can automatically forward your student mail to another e-mail address.

If you have difficulty logging in to the Student Portal

The most common trouble is mistyping the password or using a web browser that is set not to accept cookies. Check the following:

- The password assigned by the university is eight characters long.
- Passwords are case-sensitive. There is a difference between UPPER and lower case.
- Ensure that caps-lock is not switched on.
- Capital i (I), and lower-case L (l) and the digit one (1) look very similar.
- Capital o (O) is often confused with zero (0).
- The web browser must be set to allow cookies.

Please note! The first time you login it may take some time for the page to open. At the first login you also must accept the Regulations for use of the University of Gothenburg's IT-facilities.

Additional information and support

www.utbildning.gu.se/education/webservicesforstudents

What can you find in the Student Portal?

You can find more information about the different functions in the Portal

E-mail and Calendar – all students at the University of Gothenburg have a personal mail-account via Google Apps with various functions included (i.e. calendar, address book, document storage, chat).

Ladok on Web – when you are registered or your results are reported to Ladok (the study documentation system) you are able to view and check the information here. You can also make a *temporary* change of address, change of phone number, order an official transcript of records and sign up for an examination (if your department/course uses this service).

GUL– the learning management system (LMS) for the University of Gothenburg. GUL is a web-based tool that facilitates communication, information and cooperation between teachers and students within a course. Your course coordinator decides whether or not to use GUL. If so you can reach your activities/course homepage through your entrance page to GUL in the Student Portal. Please note that as a new student you must be registered by your department to access the entrance page of GUL. GUL also has public pages where you might find some information about your courses. (www.gul.gu.se – see English version)

Applying for Education – you can apply for further education through the official web site Studera.nu and Valwebb (for teacher programmes at the University of Gothenburg) without having to log in again.

Student Software and other IT-resources – via agreements with various software suppliers the University of Gothenburg has access to a variety of applications and related resources intended for students – mostly for free. Here you can also find software for students with disabilities.

More services for students – links to other services for students of the University of Gothenburg, e. g. student support and career counselling, grants and scholarships, student health services

University Library – here you can search the university library catalogues and links to view and renew your loans.

My Bookmarks and Notes –add your personal notes and links

About the Student Portal – here you can change your password to the Student Portal. You can also find information about the Student Account and about support and tutorials for different functions