# Getting Started

## To help you prepare for arrival on campus, you will need to:

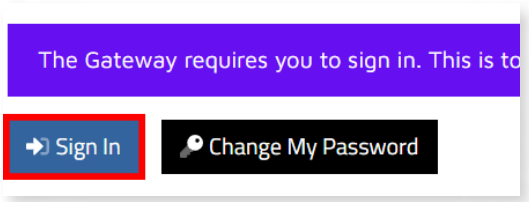
- Set up your personal password & authentication
- Complete your registration tasks
- Access your Getting Started site on Blackboard

## Step 1: Set Your Password & Authentication

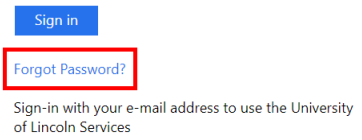
To begin your registration tasks, you first need to set up a password for your University account by logging in for the first time and accessing the student system. We *strongly recommend* using a PC or Laptop (**NOT a mobile device**) to complete your enrolment process. Please follow these steps:

1. Go to **Gateway** (gateway.lincoln.ac.uk).

2. Click on "**Sign In**", which takes you to a University sign-in screen.

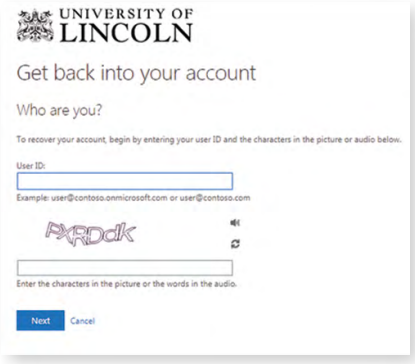



3. Select "**Forgot Password**". When the "**Get Back Into Your Account**" page appears, enter your student email address in the User ID box as displayed: **AccountID@students.lincoln.ac.uk**.




4. Next, enter the characters in the picture displayed on the screen or the words in the audio.

5. Click "**Next**".




6. If you have a personal email address registered with us, you will then receive a verification code and instructions on creating a new University password in your **personal email inbox**. Please remember to check any spam folders.

   *If you **do not** have a personal email address registered with us, please contact ICT Services on 01522 88 6500, or via email at ict@lincoln.ac.uk.*

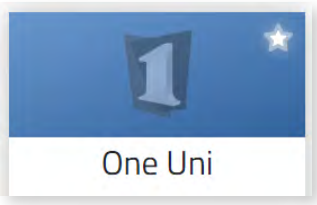
7. Follow the instructions in your email and **enter a new password**. *If you require assistance with changing your password, please contact ICT Services on 01522 88 6500 (24/7) or email ict@lincoln.ac.uk (office hours Monday-Friday 8:00am - 5:00pm).*

8. Click **"Submit**", then go back to gateway.lincoln.ac.uk and log in with your new password. *We recommend saving a shortcut to the Gateway on your desktop, web browser or mobile device, so you can use it to easily access University services.*

9. Next, make sure you visit sspr.lincoln.ac.uk and set security questions, register your phone number and personal email address to help you easily reset your password in the future, without having to contact the ICT Service Desk.

**IMPORTANT!** Next, you will also need to authenticate using Multi-Factor Authentication. The best way to do this is via the **Microsoft Authenticator App**. For a complete guide on how to set this up for the first time, visit lncn.ac/mfaguide.

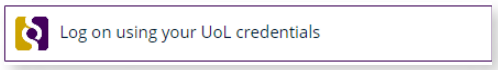
## Step 2: Complete Your Registration Tasks




1. On gateway.lincoln.ac.uk, select "**One Uni**" (see opposite).

2. Select the "**Log on using your UoL credentials**" button (which may ask for your new credentials and MFA).

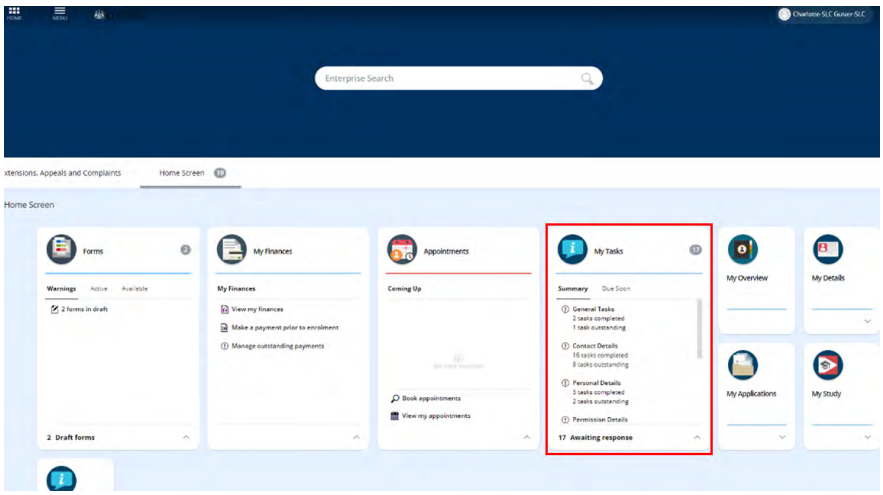
3. From the Home Screen tab select "**My Tasks**" and work through the enrolment tasks.




**My Tasks** allows you to review and update the personal details we hold for you. It's important that you check your details carefully and amend them if necessary.

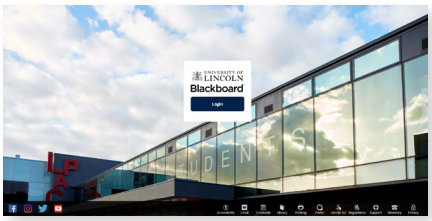
You will also need to read the privacy notice and submit your details.

The final task will be to submit your photo for approval. There are instructions within the task on how to crop and upload a photo that meets the requirements for your Student ID.

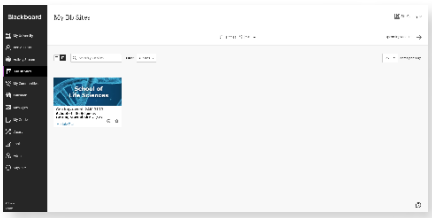



## Step 3: Access your Getting Started site on Blackboard

Head to blackboard.lincoln.ac.uk and click **"Login"**. You will be redirected to the University login page where you can sign in with your student ID and password.




You will then need to click **"My Bb Sites"** on the left navigation bar to access your list of sites. Until term starts, you will only have access to one site: **"Getting Started"**. This is a site set up by your school which provides lots of useful information for new students.



While you are on Blackboard, you can also access the **"My University"** page and **"Assist"** which both contain lots of useful information and links to support resources for students across the University.