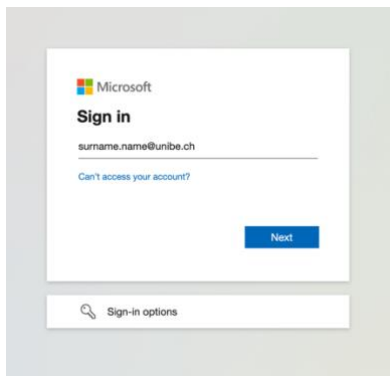# YOUR UNIBE LOGIN – Manual

1. ACTIVATE CAMPUS ACCOUNT (ACCESS TO UNIBE EMAIL ACCOUNT, COMPUTER POOLS, UNIPRINT, ETC.)

1) Go to MyAccount and enter your campus account username and initial password.

2) Once you logged in, you must choose and enter a new password.

   Please note that your new password must meet the following requirements:

   - Is at least 12 characters long;
   - Contains characters from at least three of the following categories:

     - Upper case letters (A-Z)
     - Lower case letters (a-z)
     - Numbers (0-9)
     - Punctuation and other characters ('-!"#$%&()*,./:;?@[]^_`{|}~+<=>)
     - Does not contain characters from other categories such as accented letters (öéäàüèñ etc.)
     - Does not contain well-known words
     - Was not already used in the past

3) Once your account is activated, you will need to log in with your new password (do not reuse the initial password, it is no longer valid).

4) Now that your account is activated, please choose at least two of the following authentication methods:

   - authenticator app
   - private email address
   - mobile phone number (SMS)

2. MULTI-FACTOR AUTHENTICATION (MFA)

MFA uses a combination of two or more sources to verify your identity. It is used at the University of Bern to better protect data and applications, to protect critical areas and to prevent identity theft.

1) Once you changed your password, you should be automatically redirected to MyAccount. If this is not the case, login to MyAccount with your campus account, go to "security info" and click on "+ Add sign-in method".
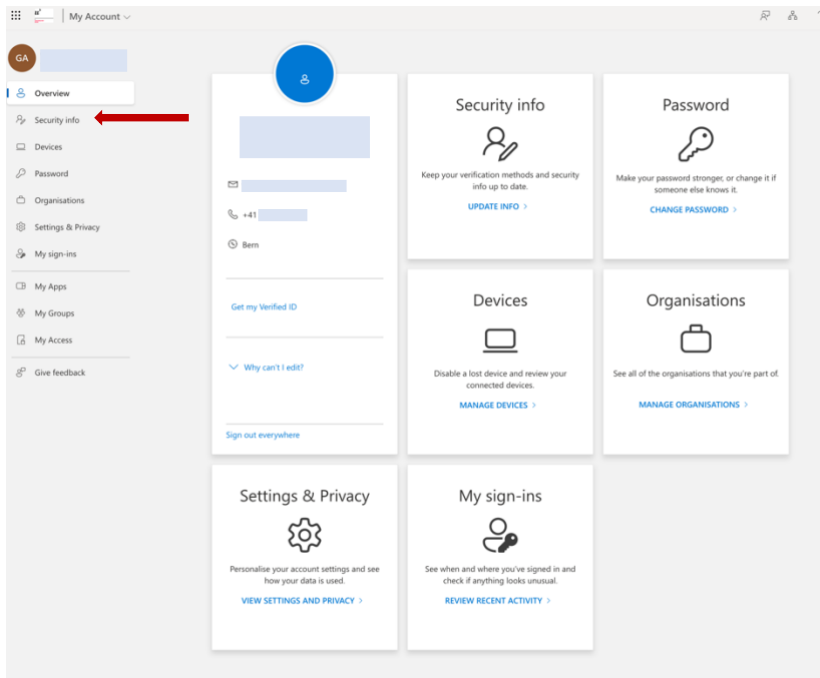

2) In the dropdown menu choose the "Authenticator-App" option and continue using the "Add"-button.
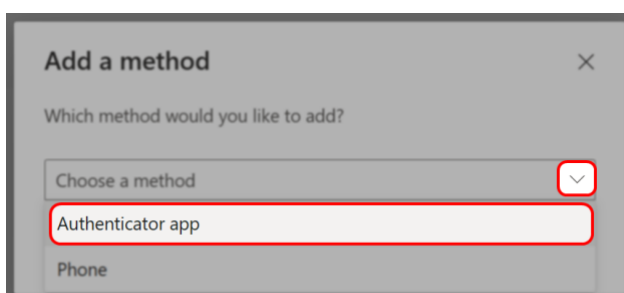
3) On your mobile phone, find or install the "Microsoft Authenticator" by Microsoft within the app or play store or click on the link below.
   Microsoft Authenticator: https://www.microsoft.com/en-us/security/mobile-

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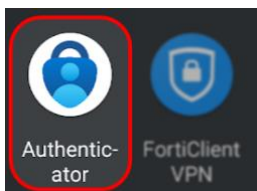BERN

<u>authenticator-app</u>
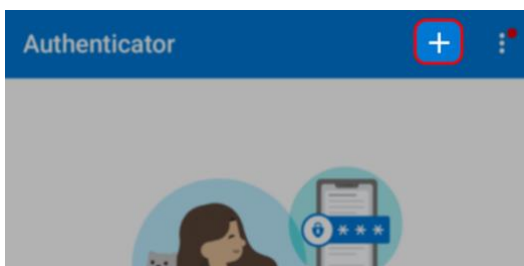Continue in your browser by clicking the "Next"-button.
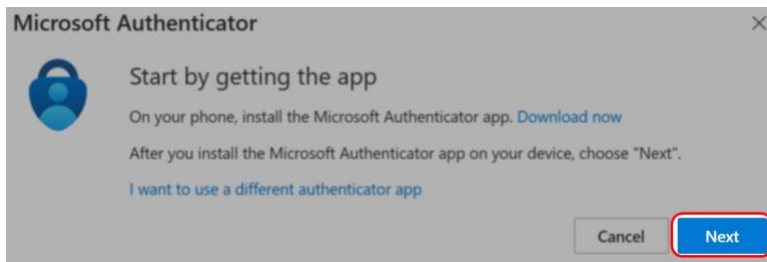
4) Confirm the next screen using the "Next"-button again:
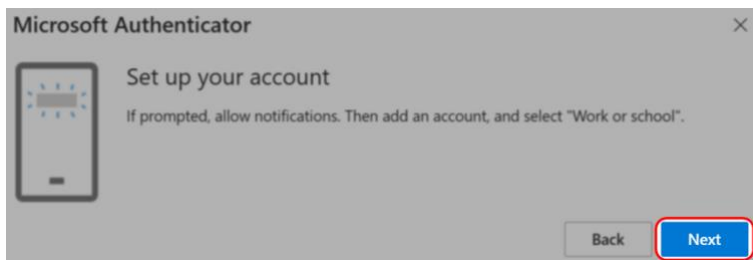
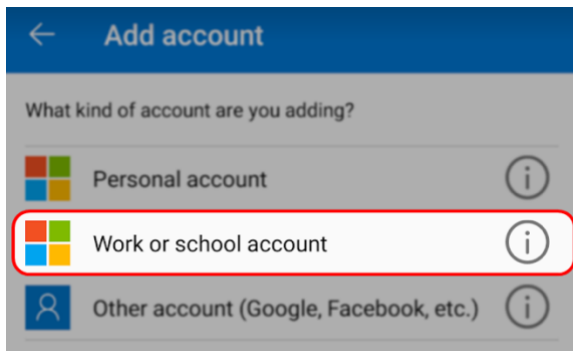5) When being asked to scan the QR code, open the installed "Microsoft Authenticator" app on your smartphone.

6) Click the "+"-sign

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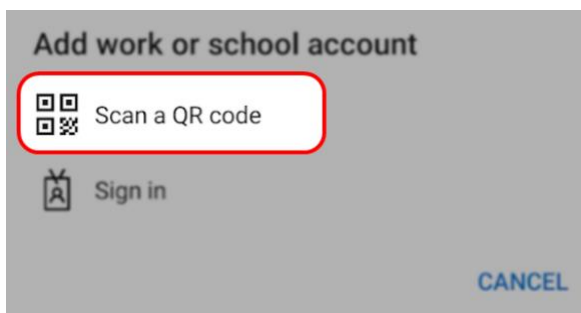BERN

7) Select the option to add a "work or school account",

8) and afterwards the option "scan a QR code".

9) Now scan the QR code shown in your browser and click "Next" to navigate to the final verification step.

10) Approve the shown MFA request on your smartphone, either from within the Microsoft Authenticator app or the system notifications to finish the setup.

If your home university also requires Multi-Factor Authentication (MFA) and you're unable to access both accounts simultaneously, follow these steps:

1. **Clear your browser history** before logging into the other Microsoft account to ensure a smooth login experience.

2. For easier access, **use two different browsers** (e.g., Chrome for one account and Firefox for the other) to keep each account open independently.

Further questions? servicedesk@unibe.ch

3. SET UP YOUR SWITCH EDU-ID (ACCESS TO ILIAS, KSL, UNISPORT, ETC.)

Create your Switch edu-ID

1) Click on the button "Create account".
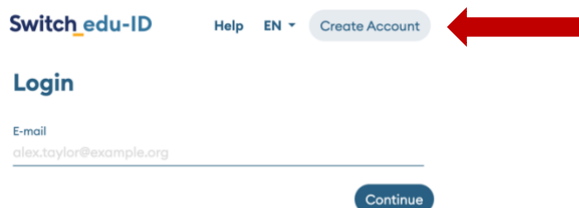
2) Enter your name, email address and choose a password → use your student email address (*firstname.lastname@students.unibe.ch*) to link your Switch edu-ID with your campus account.

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3) You will receive an email to the email address you indicated in step 2. Confirm your email address by clicking on the confirmation link in this email. Should you not receive an email, please check your spam and junk email folder.

4) Tip: Once you set up your Switch edu-ID, also add your personal email address. This way you can still access your Switch edu-ID after leaving the University of Bern.

Link Switch edu-ID with campus account (only necessary if you set up your Switch edu-ID with an email address other than your UniBE student email address)

1) Use the following link to link your Switch edu-ID with the campus account.

2) Log in with your personal Switch edu-ID.

3) Enter the username of your campus account.

4) You will now receive a verification code sent to the email address you entered. Copy the verification code in the email from eduid-support@switch.ch.

5) In your Switch edu-ID user account under organizations you will now see the campus account you have just linked.

4. SET UP YOUR SWISSCOVERY ACCOUNT (ACCESS TO LIBRARY CATALAGOUE)

1) Having activated your campus account and set up your SWITCH edu-ID, please go to https://registration.slsp.ch/?lang=en and **click on 'Start Registration'.** You will be redirected to the Switch edu-ID login page.

2) **Log in with your Switch edu-ID account**
   If you don't have a Switch edu-ID account yet, please create one (see instructions above).

3) **Accept the terms of use and complete the registration**
   Optionally, provide the number of your library card if you have one.

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WHEN TO USE WHICH LOGIN

Service	Link	Login
ILIAS	www.ilias.unibe.ch	SWITCH edu-ID
KSL	www.ksl.unibe.ch	SWITCH edu-ID
Webmail	outlook.office.com	UniBE email address
Unisport	www.sport.unibe.ch	SWITCH edu-ID
Eduroam (wifi)	www.eduroam.unibe.ch	UniBE email address
Swisscovery (library catalogue)	https://ubbern.swisscovery.slsp.ch/	SWITCH edu-ID (plus you will also need your swisscovery account)
VPN	www.vpn.unibe.ch	UniBE email address
Zoom	https://unibe-ch.zoom.us/	UniBE email address

Full overview available at here.