



INTERNATIONAL STUDY CENTRE – UNIVERSITY OF STRATHCLYDE

Contents

SECTION 1: How to Activate your Strathclyde IT Account.....	2
SECTION 2a: Completing personal details for online registration.....	3
SECTION 2b: Helpful Tips for Online Registration	4

Use this guide to activate your University of Strathclyde IT Accounts. You will need the following information in order to complete your university registration.

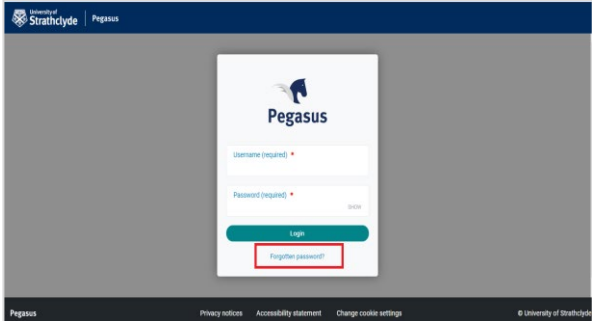
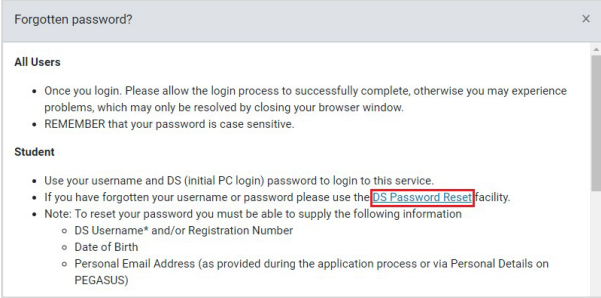
1. Check your personal email address which contained these instructions, for an email called ‘**Pre-registration access**’ from [‘admissions@strath.ac.uk’](mailto:admissions@strath.ac.uk). Make sure you also check your junk and spam folders.
2. If you can’t find the above email, please contact StrathclydeISC.CSS@studygroup.com.

If you have had any problems with the instructions below before start of your induction, please contact our Central Support Team at StrathclydeISC.CSS@studygroup.com.

The International Study Centre Student Advice Office email is isc-studentadvice@strath.ac.uk.

SECTION 1: How to Activate your Strathclyde IT Account

- To activate your University of Strathclyde IT account, you will first need to register your student details on the university's PEGASUS system.
- Follow these step-by-step instructions EXACTLY on how to register for your course and access to the university's online systems.

Instruction	Screenshot	Additional Information
<ol style="list-style-type: none"> 1. Go to https://pegasus.strath.ac.uk/login/ 2. Click Forgot Password 		<ul style="list-style-type: none"> - PEGASUS is the University of Strathclyde's student records system. - You will need to register your student details on this system successfully. - After registration, you will have access to the university's virtual learning environment (MyPlace), your university email account, and PEGASUS. - Your PEGASUS access allows you to download important documents. This will be covered in more detail during Welcome Week.
<ol style="list-style-type: none"> 3. Click DS Password Reset in the 'Students' section. 		

SECTION 1: How to Activate your Strathclyde IT Account

4. Enter your DS username (abc12345 format)
5. Enter your date of birth, please use the format DATE/MONTH/YEAR
6. Enter your personal email address.
7. Click submit

1. The information you enter **MUST** match the information we hold on file for you.
2. Find 'Pre-registration access' email from 'admissions@strath.ac.uk' in your personal email inbox.
3. Once your information is confirmed, you will receive an email.

8. Check your personal email address for a temporary code.
9. Use the code and follow the instructions to create a password.
10. Close the browser and go back to <https://pegasus.strath.ac.uk/login/>. Do not ignore this step of the registration process.
11. Sign in using your username and password.

Your new password will give you access to:

1. The university's virtual learning environment - <https://classes.myplace.strath.ac.uk/>
2. Your university email account
3. Student records system - <https://pegasus.strath.ac.uk/login/>

SECTION 2a: Completing personal details for online registration

1. Enter all your personal details in EVERY section.
2. All sections are marked with a CROSS (X) when you first access the area.
3. Completed sections will have a TICK (✓)
4. Upload your photo. Your photo is needed to create your student card. There's onscreen help available to take you through the process. For more information, go to - <https://www.strath.ac.uk/studywithus/registration/uploadyourphoto/>
5. Once all sections are TICKED ✓ Click, REGISTER NOW.

DO YOU NEED HELP COMPLETING PERSONAL DETAILS? Please see the helpful tips below for help.

SECTION 2b: Helpful Tips for Online Registration

Ensure you have completed all areas within the personal details section. Commonly missed areas include:

- 1. Accommodation Type.** This field is found in the section where you are asked to enter your address and should be completed for both home address (our address in your home country) AND term address (your address in the UK – see example below). Keep in mind this can be changed later upon arrival.
- 2. Emergency contact details**
- 3. Personal Email Address**

Ensure you have filled all boxes with at red asterisk (*) or it will not let you leave the page.

Please enter addresses in standard UK format:

Your FULL name:

House number and street name:

City or town:

(Province, state, area - optional) and postal code:

COUNTRY:

UK Address Example:

Joe Bloggs

50 George St

Glasgow

G1

1QE

UK

If you need to change your personal information later on PEGASUS click on 'Personal', in 'Maintain Personal Details'.