

Talking about Own Teachings. How can I request the creation of PLATEA accounts for teachers/students without a UJA account?

1st.- For students enrolled through UXXI, PLATEA will automatically generate the access credentials (username and password), which the user will receive by email.

2nd.- In case of enrollment through a system other than UXXI and external faculty without an ICT account, the following steps must be followed:

a) To avoid duplicating users, you must make sure that the user does not have a UJA ICT account or another PLATEA account.

b) Download the Excel file at the end of these instructions.

c) Open the file, fill in the data of the users you want to register, **and save it with the user name of the teacher making the request.**

d) Send the file to soportedv [arroba] ujaen [punto] es. **This request must be sent by one of the teachers responsible for the PLATEA space.**

And then what?

Once the users have been created, **the applicant will receive an email confirming their creation.**

The created users will receive an email with their credentials (username and password).

They will have to access through the option **"Access external users without ICT account"**.

imagen acceso usuarios externos

Related documents

- [File for requesting the creation of external users \(without ICT account\) in PLATEA](#)

Spreadsheet document