

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.**

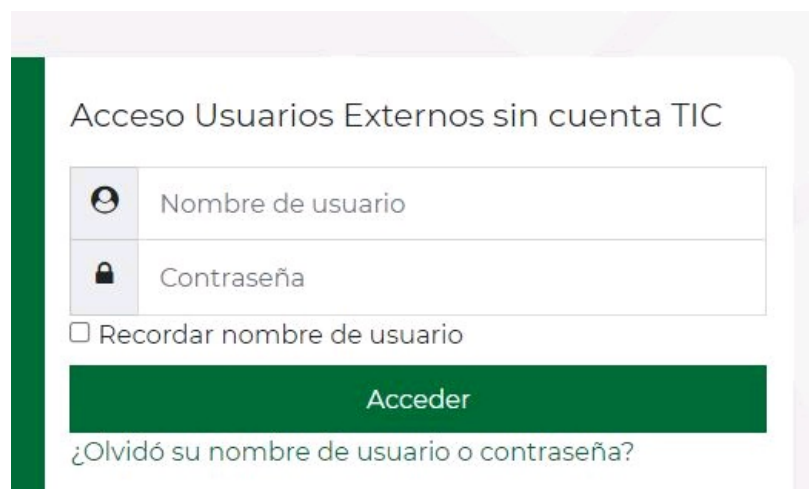
d) **Send** the file to soportedv [arroba] ujaen [punto] es. **This request must be sent by one of the teachers responsible for the PLATEA space.**

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**".



The screenshot shows a login form titled "Acceso Usuarios Externos sin cuenta TIC". It features two input fields: "Nombre de usuario" (Username) with a person icon and "Contraseña" (Password) with a lock icon. Below these fields is a checkbox labeled "Recordar nombre de usuario" (Remember username). A large green button labeled "Acceder" (Access) is positioned below the checkbox. At the bottom of the form, there is a link that says "¿Olvidó su nombre de usuario o contraseña?" (Forgot your username or password?).

Categoría
PLATEA PDI

Related documents

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

Spreadsheet document