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