

# LOGIN & REGISTER

## 1. LOGIN

You can login easily on <https://ufora.ugent.be> with your email address and password.

## 2. REGISTER

### 2.1 Users with a Ghent University account

Students and members of staff have access to Ufora and do not need to register separately.

### 2.2. Users without a Ghent University account

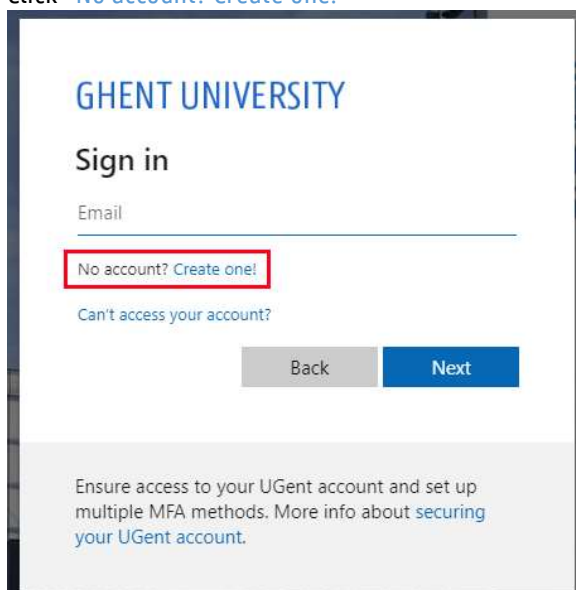
External users (i.e., persons who do not yet have a Ghent University account) must register in advance to use Ufora. *However, they cannot be added as a student or as an employee to the courses of course units that are included in the OASIS database.*

#### STEP-BY-STEP

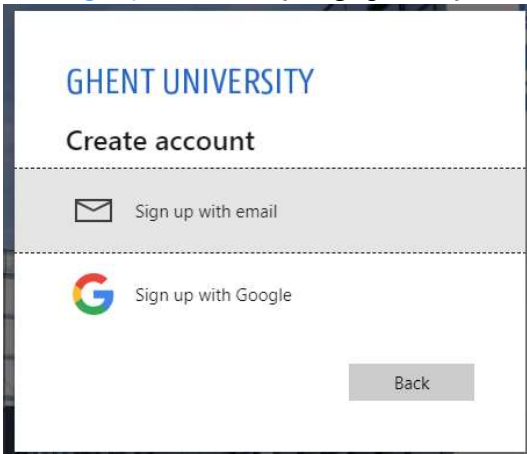
1. Navigate to <https://ufora.ugent.be>
2. Click on 'Ufora Login'



3. Click 'No account? Create one!'

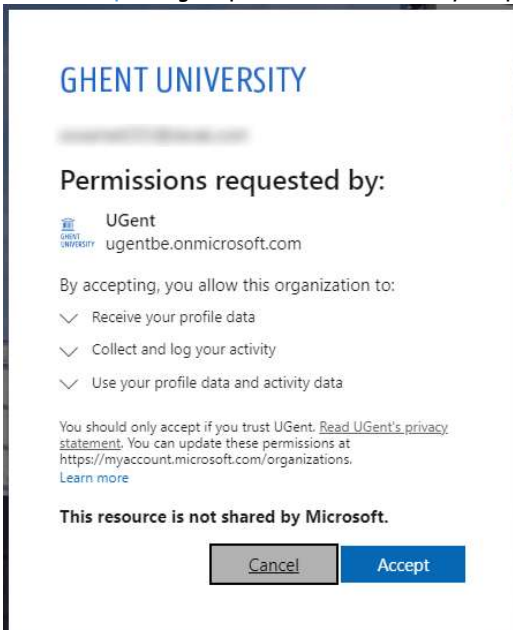


4. Click 'Sign up with email' (not @ugent.be!) or click 'Sign up with Google' (when using a Gmail address).



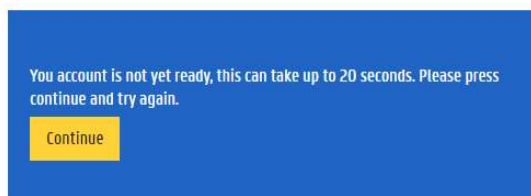
The screenshot shows the 'Create account' page for Ghent University. At the top is the 'GHENT UNIVERSITY' logo. Below it is the heading 'Create account'. There are two main options: 'Sign up with email' (indicated by an envelope icon) and 'Sign up with Google' (indicated by the Google 'G' logo). A 'Back' button is located at the bottom right.

5. Click 'Accept' to give permission to share your profile data with Ghent University.



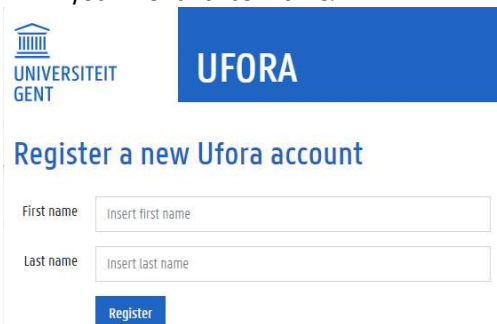
The screenshot shows a 'Permissions requested by:' dialog box from UGent. It lists the permissions being requested: 'Receive your profile data', 'Collect and log your activity', and 'Use your profile data and activity data'. Below the list, there is a note: 'You should only accept if you trust UGent. Read UGent's privacy statement. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more'. At the bottom, there are 'Cancel' and 'Accept' buttons. A message at the bottom states 'This resource is not shared by Microsoft.'

6. If necessary, wait until the account is created.



The screenshot shows a blue screen with white text that reads: 'Your account is not yet ready, this can take up to 20 seconds. Please press continue and try again.' Below the text is a yellow 'Continue' button.

7. Fill in your first and last name.



The screenshot shows the 'Ufora' registration page. At the top left is the 'UNIVERSITEIT GENT' logo. To its right is a blue box with the word 'UFORA' in white. Below the logo is the heading 'Register a new Ufora account'. There are two input fields: 'First name' and 'Last name', each with a placeholder text 'Insert first name' and 'Insert last name' respectively. A blue 'Register' button is at the bottom.

### 3. PROBLEMS WITH LOGGING IN

Check if your browser meets the minimum requirements.

- Make sure your browser is updated to the most recent version.
- Make sure that your browser accepts cookies.
- Try to log in with a different browser.

Check whether this problem also occurs with other UGent applications, such as OASIS or Webmail::

*If multiple applications encounter the same problem, you may have a problem with your UGent account.*

- Try to [reset](#) your password..
- Please contact DICT Helpdesk via <https://helpdesk.ugent.be/helpme> or via 09/264.47.47 for urgent matters.

*If problems only occur on Ufora, you have a problem with the login process of Ufora*

- Please keep in mind that it can take up to **24 hours** before an activated UGent account has access to all UGent platforms.
- Please contact Ufora Helpdesk via [ufora@ugent.be](mailto:ufora@ugent.be) or via 09/264.92.92.