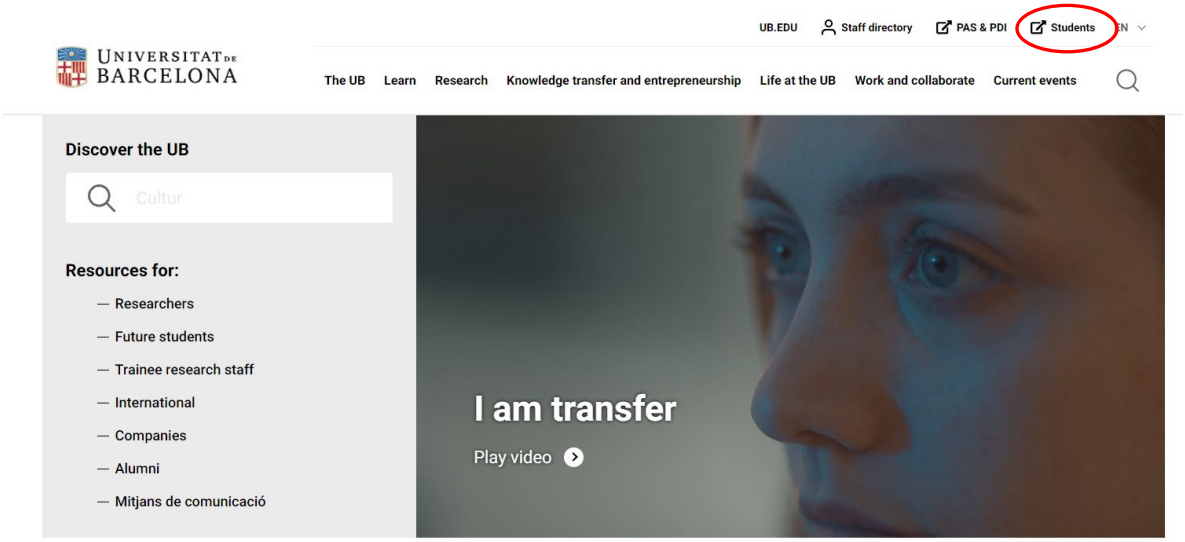
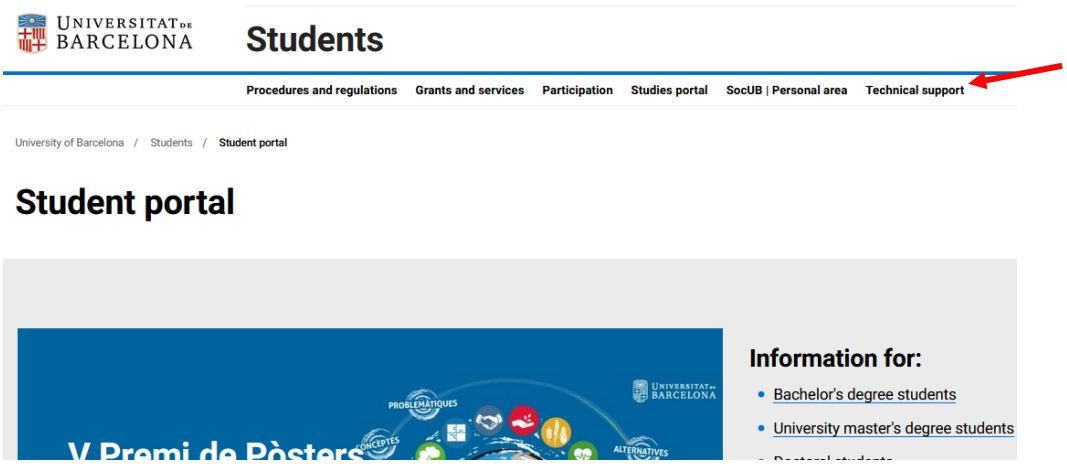
HOW TO SET PASSWORD AND OBTAINING YOUR ID

SoUB | Personal area

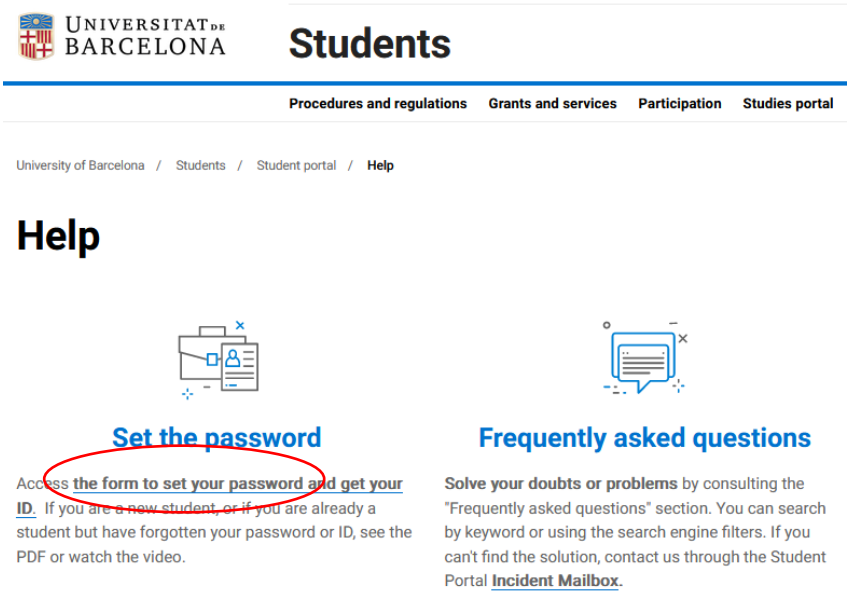
From the website of the University of Barcelona: https://www.ub.edu/web/portal/en/ **click on "Students"** (top right-hand area of the screen).



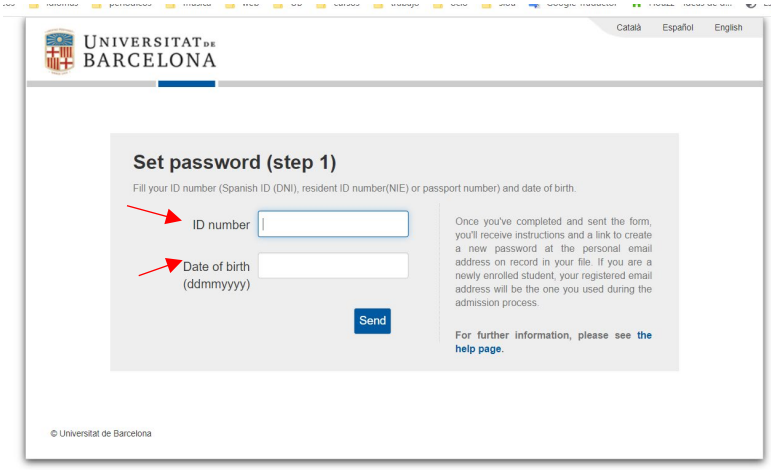
From the Student Portal: https://web.ub.edu/en/web/estudiants/, click on “**Technical support**"



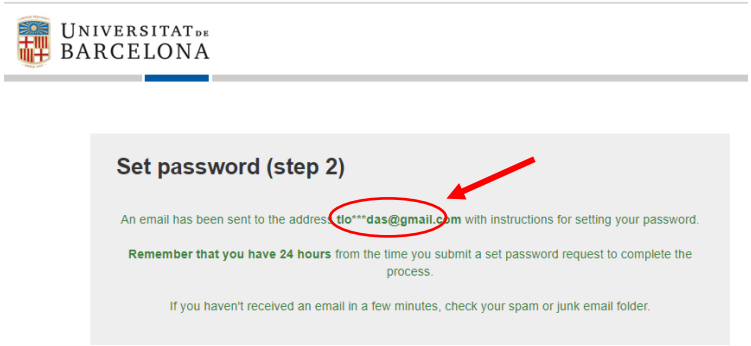
On the help page, https://web.ub.edu/en/web/estudiants/help/, click on "Access to the online form for set your password and obtaining your id"



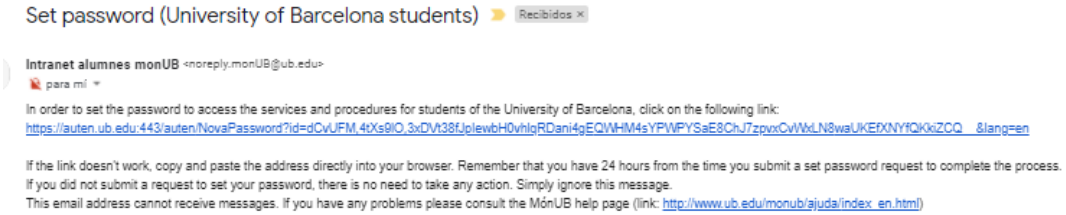
Step 1: Fill your ID number, Spanish ID (DNI), resident ID number(NIE) or passport number, and **date of birth**. ⚠ If you are a new undergraduate student, the DNI must be written without letter.



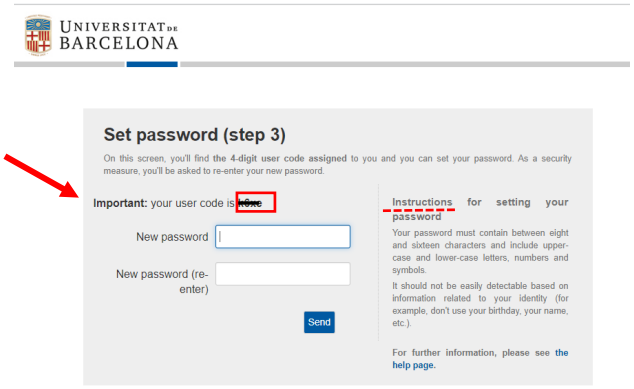
Step 2: Once you've completed and sent the form, you'll receive instructions and a link to create a new password at the personal email address on record in your file. If you are a newly enrolled student, your registered email address will be the one you used during the admission process.



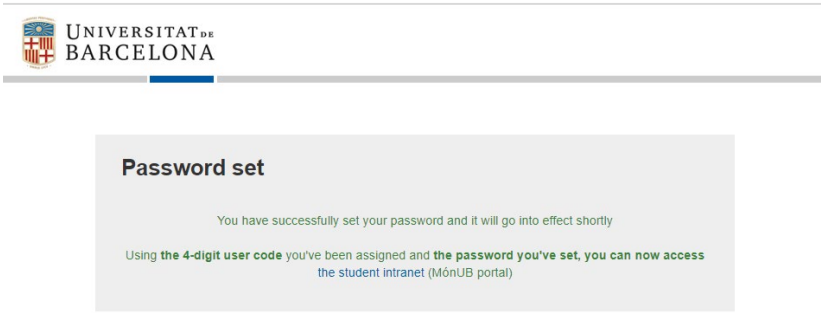
You will receive the following message with the link that will allow you to configure the password. **Attention**: the link is valid for 24 hours



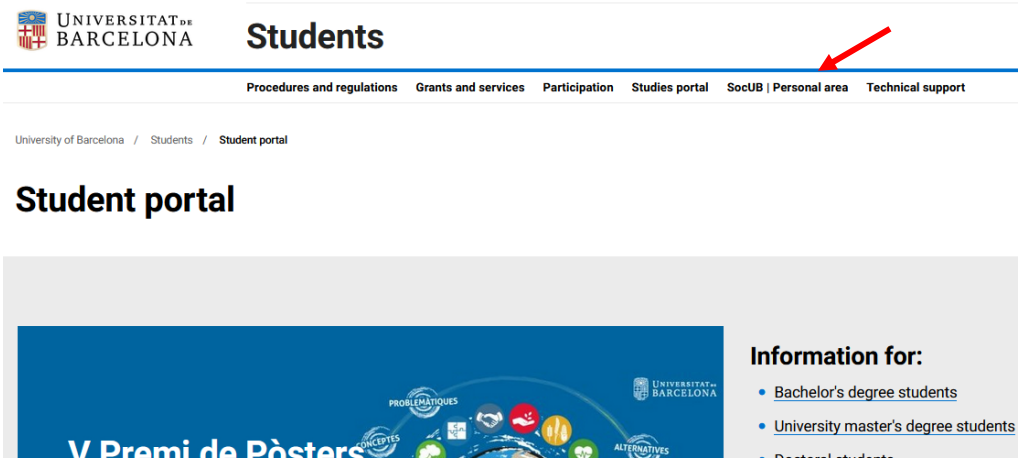
Step 3: Set the password following the instructions and note that the screen also informs you of the assigned 4-character identifier.



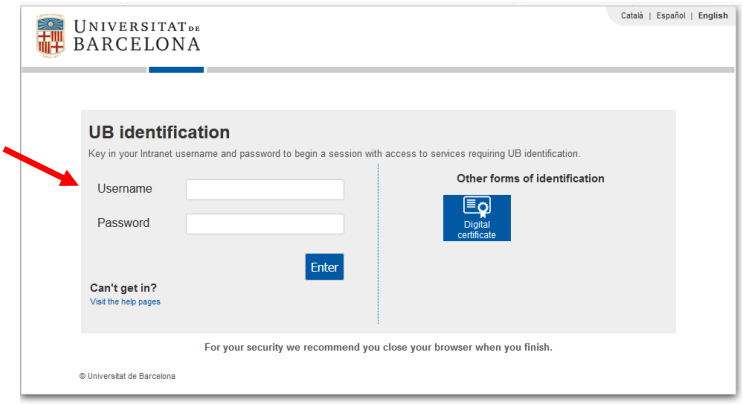
You have already set the password …



And you can access to the SocUB|Personal area, the Student Portal intranet.

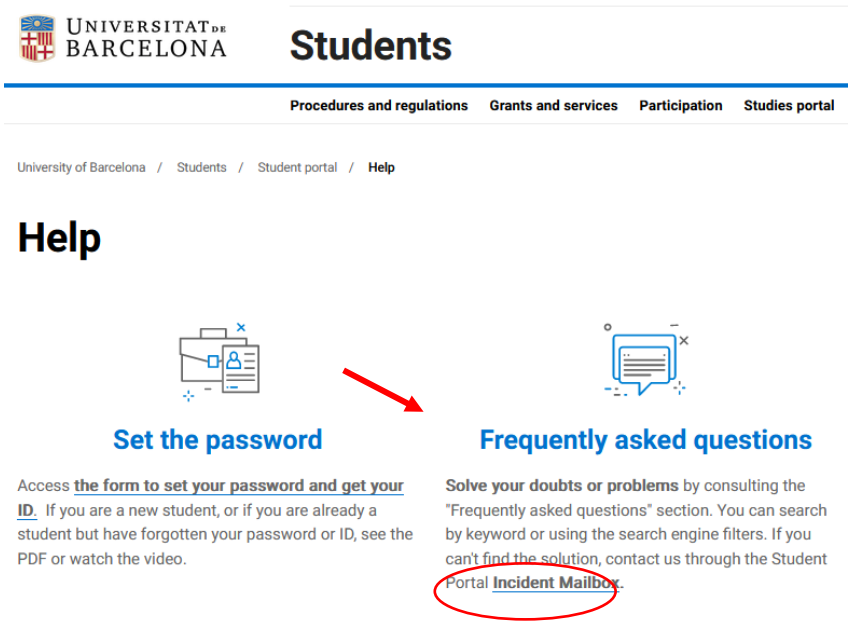


Remember that the screen asks for the assigned username **(4-character identifier)** and the **password** that you have set.



What if I have a problem?

On the help page, https://web.ub.edu/en/web/estudiants/help/, consult the section "Frequently asked questions" or send the issue through the "Incident Mailbox": https://forms.office.com/e/2v2e1RRJrW



We will help you solve it!