

INSTRUCTIONS FOR OBTAINING YOUR CREDENTIALS

As a previous step to applying for admission to Official Master's Degrees, IT IS NECESSARY TO OBTAIN YOUR CREDENTIALS (username and password), for this purpose you must follow the link:

<https://webges.uv.es/uvCredencialesWeb/#/credencialesProvisionales/en>

➤ **STEP 1 OF 4: Authorisation to use contact details**

You authorise the use and storage of your data, click on **I authorise**

Obtaining temporary credentials to access the UV

Step 1 of 4: Authorisation to use contact details

You have accessed this screen to obtain the credentials (username and password) with which you can request admission to a course offered by the University of Valencia.

The credentials you will obtain in this process will allow you to apply for admission and, if you are finally admitted, use them to enrol and access the rest of the services related to your enrolment.

To do so, you must authorise us to use and store the e-mail address you provided in your application for admission.

This data will be used to confirm your identity and will be stored by us so that you can access and manage your password in the future, in case of loss, change or use of the two-factor authentication access to the services.

I authorise the UV to use my email to obtain and manage my credentials.

I authorise

I do not authorise

➤ **STEP 2 OF 4: Identification: fill in the requested data.**

Type of document: Choose your identification document (PASSPORT, NIE, ...)

Name and Surname

Type of admission: select Master Admission

E-mail: MAKE SURE IT IS WRITTEN CORRECTLY.

Captcha Code: Copy the uppercase letters in the image on the left identically and click on **Validate**.

Step 2 of 4: Identification

Enter the following information to start the process:

Document type *	Document (15 characters max) *	Type of admission *
Pasaporte	PROOF1234	Master Admission
Name *	First Surname *	Second Surname
MIGUEL	CERVANTES	SAAVEDRA
E-mail address *		
cervantes_miguel@gmail.com		
		Captcha code *
		ALIWATBY
<p>Validate</p>		

➤ **STEP 3 OF 4: Verification**

You will receive a verification code in the email address you have indicated.

 **noreply@uv.es**
Per a: cervantes_migue@gmail.com >

Obtaining credentials

We inform you that we have received your request for access to the services of the University of Valencia.

To ensure your security and protect your personal information, you are required to validate your identity before you can access our services.

Enter the following code in the corresponding field on the web page where you are prompted: 681163

Welcome to the University of Valencia.

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Universitat de València

CONFIDENTIALITY CLAUSE

<http://links.uv.es/E0GKasq>

If you have received this message and have not applied for admission to UV, please ignore it.

Enter the code received in the code box (If, after a few minutes, you have not received the code you can click on Resend code).

Once you have entered the code, click on **Obtain credentials** (the programme may take a few seconds to complete these steps)

Obtaining temporary credentials to access the UV

Step 3 of 4: Verification

A verification code has been sent by email

Enter verification code:

The code has been sent to E-MAIL: cervantes_migue@gmail.com

Code received:

Obtain credentials

Remaining attempts: 3

Did not receive your verification code? Click on the button to get a new code

Resend code (maximum 3 attempts)

Remaining attempts: 3

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➤ **STEP 4 OF 4: RECOVER CREDENTIAL DATA**

In this step the system has already generated the credentials, you must click on **Retrieve credentials**.

Obtaining temporary credentials to access the UV

Step 4 of 4: Recovery of credentials

The access credentials to the services of the University of Valencia have been generated CORRECTLY. The following elements have been generated

- A user ID and a password (automatic) to access the applications of the University of Valencia.
- i** The first thing to do is to retrieve your credentials and reset your PASSWORD by clicking on the button below.
VERY IMPORTANT: You must not forget your username and password or pass them on to others. These are the data that identify you and will allow you to access the University's applications.

Welcome to the University of Valencia.

Click on the button to be redirected to the credentials recovery page

Retrieve credentials

A new window will open for you to enter your alternative email address to recover your credentials (**do not select the phone number medium**). Once indicated, click on **validate**



Credentials recovery

From this form you can retrieve your credentials at the UV (your user/password) in then even you have forgotten them or you never had them. To do this you had to PROVIDE US BEFORE with your contact details in order to communicate with you (SMS, alternative e-mail,...).

Please, choose the recovery media to access the password change form.

Medium:

Alternative e-mail:

I did not enter my alternative contact details

Next, you will receive the RECOVERY CODE in the indicated e-mail.

 **UV account manager**
Per a: Cervantes_M

Request

Dear user Miguel Cervantes,

You Just asked for a credentials recovery using the corresponding form from the account manager of the Universitat de València.

This e-mail address miguelito@hotmail.com corresponds to the one you have registered to do so, so your request has been accepted.

The following link will take you to a form on which you can define a new password:

<https://cuentas.uv.es/cgi-bin/p/ActivaCuenta?recuperacontra:en:doi:YgWaN8yH:KKK47U3FG:EMAIL:todas:>

Alternatively, you can provide the following code to the recovery form:

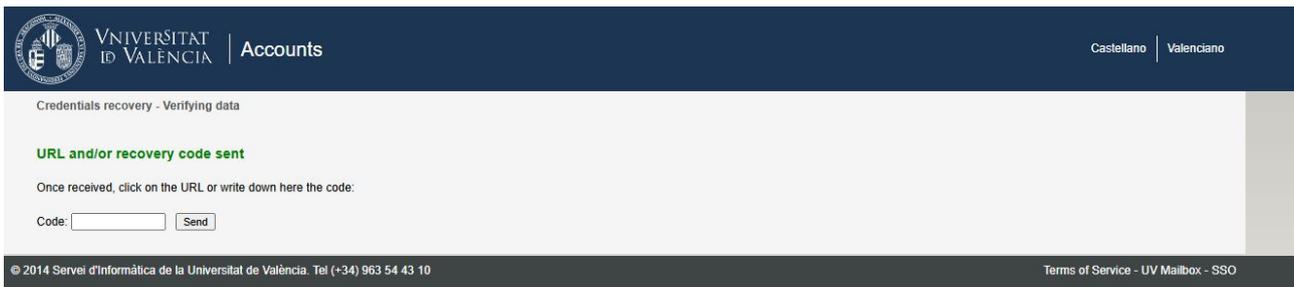
KKK47U3FG

These codes are valid for 60 minutes and can only be used once. After this time you will need to re-issue the recovery request.

Sincerely yours,

IT Service of the University of Valencia

and you will have to write it in the Code box and click on: Send.



The screenshot shows the 'Accounts' section of the University of Valencia website. The page title is 'Credentials recovery - Verifying data'. A green message states 'URL and/or recovery code sent'. Below this, it instructs the user to click on the URL or write down the code. There is a text input field labeled 'Code:' and a 'Send' button. The footer contains the copyright information: '© 2014 Servei d'Informàtica de la Universitat de València. Tel (+34) 963 54 43 10' and 'Terms of Service - UV Mailbox - SSO'.

Finally, you can see the USER ID provided to you by the University of Valencia and you can proceed to create a password by writing it in New password and in Repeat New Password (**the password must have at least 8 characters, of which at least 5 different characters**; the password cannot be a word from the dictionary and it cannot be the user of the university)



The screenshot shows the 'Accounts' section of the University of Valencia website. The page title is 'Changing Password for "Miguel de Cervantes Saavedra"'. Below the title, there is a note: 'Using this form you can change your account password; given that there is too much time that it was not changed, that you don't like it, or that somebody has accidentally found out.' The form includes a 'Your username is:' field with the value 'cervantes'. Below it are two password fields: 'New password:' and 'Repeat New password:', both containing masked characters. To the right of the password fields are icons for a close button (X) and a help button (question mark). At the bottom of the form, there is a checkbox that is checked, with the text: 'I know and accept the Security Policy of the University of Valencia, which I have received, know and accept the obligations involved in holding these credentials, particularly the duty of diligent custody, the protection of their confidentiality and the duty of immediate notification in case of loss. [art.10. Regulations on the use of ICT resources]'. A 'Change my password!' button is located at the bottom left of the form.

Please check the box *I know and accept the [Security Policy of the University of Valencia](#)* and finally, click on **Change my password.**

Then, with this username and password you have created, you will be able to apply for admission to Master's Degrees.

If you have any technical problems when sending your application, please contact through [tiquetingUV-Pre-enrolment problems](#)