

## How to .....

### Access myUniHub

#### You will need.....

- your **IT User ID** (which you can find on the back of your Student ID Card eg: JK123)
- your **Password** (your first password is your student number + the first 3 letters of your month of birth eg: M00123456jun)

#### Login

Go to <http://unihub.mdx.ac.uk>

You can login from the login box or click the myUniHub tab and login from the myUniHub login page.

**TIP** If you enter your password more than 5 times you will lock your account. Should this happen, you can either:

- wait 30 minutes until it unlocks
- contact the Webhelpdesk (see **Get Help** below)

#### Logout

To logout from myUniHub – click the '**Logout from myUniHub**' at the top right of the screen.

**For the security of your information, it is very important that you logout of myUniHub at the end of each session.**

### Login to the Middlesex University computer network

#### You will need.....

- your **IT User ID** and **Password** as above.

### Get a new password

Register to use our online password reset service. Should you miss our reminder emails and your password expires, you would like a new password or you've simply forgotten it; register to be able to change your password whenever you need to. During registration you will be asked to set the answers to a minimum of three and a maximum of ten security questions.

#### To register

Click on '**Register for password reset**' on the myUniHub login page. When logging in, please type **uni\** in front of your IT User ID (e.g. uni\JK123)

#### Change password

Click on '**Forgotten your password?**' on the Login box at <http://unihub.mdx.ac.uk> or on the myUniHub login page. You will be asked one of the security questions that you set up when you registered and will then be able to reset your password. New passwords must include:

- at least 8 characters
- at least one letter in UPPERCASE
- at least one letter in lowercase
- at least one number

### Access my library account

#### You will need.....

- your **Student Number** (which you will find on the front of your Student ID Card eg: M00123456)
- your **PIN number** (your date of birth in the format DDMMYY eg: 25<sup>th</sup> May 1984 = 250584)

#### Login

Login to my UniHub (see Access my UniHub)

- Click on the **My Study** tab, scroll down to My Library and click on the **Library Catalogue** link.
- Click on the **My Account/Renewals** tab and login with your student number and pin as above.

### Get Help

If you need help please go to the Webhelpdesk at: <http://unihub.mdx.ac.uk/webhelpdesk> or phone: +44(0)20 8411 6060, Monday-Friday: 08:00 - 21:00, Saturday-Sunday: 09:00 - 21:00 (UK Time)