

Affiliation Registration with the University of Girona

User Manual

Version 1.3

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What is the Affiliation Registration?

The Affiliation Registration is the IT tool used by the University of Girona to register and identify individuals who need to use its services and information systems.

You can access the registration at:

<https://apps.udg.edu/RegistrePersones/>

The application is multilingual (Catalan, Spanish, and English). You can select your preferred language using the language selector in the header.

Why should I register?

Registration is an essential and mandatory step to access the University of Girona's services and information systems.

Once registered, you will obtain credentials (username and password) to identify yourself when accessing these services. In addition to these credentials, you can also identify yourself using external credentials (digital certificates, IdCAT mòbil, Cl@ve...), provided the ID number (DNI, NIE, Passport...) matches the one declared during registration.

Identity Verification

Verifying your identity ensures that the registered data is reliable and correctly identifies you (e.g., your name and surname match your ID document).

The registration tool offers two mechanisms for identity verification: **VÀlid** and **MyAcademicID**. If you do not have either at the time of registration, you may register without verification. If you later need to access a service that requires a verified identity, you can do so through the Digital Identity Management section in **La Meva UdG**.

Starting the registration: Choosing how to verify your identity

Go to <https://apps.udg.edu/registrepersones>. There you will find information regarding the purpose of the registration, the available languages, and the various identification methods available to you.

Universitat de Girona

1 → CA ES EN ?


Register your affiliation with Universitat de Girona

Who can register?
People over 14 years of age who have or wish to have an affiliation with the University of Girona. [Why do I need to register?](#)

How to register?
If you have an idCAT, idCAT Mòbil, digital certificate, DNIE, Cl@ve, EIDAS (European citizens) or any other identification method accepted by the VALID system, we recommend that you register by validating your identity with VALID.
If you belong to another university or research center, you can identify yourself with My AcademicID using the username and password of your institution. Your institution must be part of EduGAIN.
If you identify yourself with VALID, your registration will be accredited and reliable, otherwise you can register without validating your identity. In this case, the registration will not be complete, and depending on the procedure, you will need to reliably accredit your identity.


2

Identifying via



Recommended option

Identifying via



MyAcademicID

I cannot identify myself with either VALID or MyAcademicID.

Basic information on data protection:

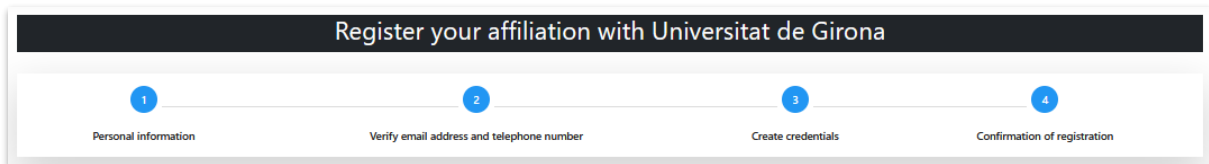
- *Data controller:* University of Girona.
- *Purpose:* To manage the University of Girona's identification system.
- *Legal basis:* Compliance with a legal obligation (art. 6.1.c RGPD), Act 39/2015, of 1 October, on Common Administrative Procedure of Public Administrations.
- *Recipients:* Not foreseen.
- *International transfers:* Not foreseen.
- *Rights of data subjects:* You can exercise your rights of access, rectification, erasure, opposition to processing and limitation of processing by contacting the General Secretary's Office of the University of Girona.

Further and detailed information on data protection can be found at [this link](#).

Registration Process

The affiliation registration process consists of four sections, identified at the top of the registration application:

- 1- [*Personal data*](#). Collection of personal data, communication details, and your preferences.
- 2- [*Verify email address and phone number*](#). Verification of the declared mobile phone and email address using a code that we will send to you.
- 3- [*Create credentials*](#). Creation of your username and password and optional activation of two-factor authentication (2FA).
- 4- [*Registration confirmation*](#). Summary and confirmation of the registered data.



Step 1: Fill in the registration form

Personal Details

In this section, you must enter the details required to create your personal account.

The screenshot shows the registration form for Universitat de Girona. The form is titled "Register your affiliation with Universitat de Girona" and is divided into four steps: 1. Personal information, 2. Verify email address and telephone number, 3. Create credentials, and 4. Confirmation of registration. The form is currently on step 1. The mandatory fields are highlighted with a red border and numbered 1, 2, and 3. Field 1 includes two checkboxes: "I declare that I am over 14 years old." and "I agree that UdG can send me SMS to my mobile phone as a two-factor authentication." Field 2 includes fields for First name, First surname, Second surname, Type of identity document (Spanish ID), Document number, Country of issue of the document (Spain), and Birth date (dd/mm/yyyy). Field 3 includes Email address and Mobile phone number. Optional fields include Gender and Preferred language of communication (English). A "Clear fields" button is located at the bottom left, and a "Next" button is at the bottom right.

- 1- **Statements and consent:** You must confirm that you are over 14 years old and consent to receiving SMS for 2FA management.
- 2- **Identity details:** You must enter your full name, ID document, country of issue and date of birth.
- 3- **Contact details:** Email address: We will only use this to contact you regarding your digital identity and activity at UdG. Mobile phone: Used only to send verification codes via SMS or WhatsApp (if requested).

If you use VÀlid for authentication, the greyed-out fields will be automatically populated.

Both phone number and email address must be unique. Only one person can be registered per email address/phone number. If you receive an alert stating that your phone number or email address are already registered, it is likely that you already have an account. Please do not register again; instead follow the instructions to recover your username and password.

Data entry errors

Format errors or data duplication may occur. Ensure all data is entered correctly.

If using a NIE or DNI/NIF, the country of issue must be **SPAIN**.

Use the date picker to ensure a valid date of birth.

Use only digits for phone numbers. If the number is from outside Spain, include the country code.

Make sure the email address does not include spaces or special characters that might prevent you from receiving the verification code.

IMPORTANT: If the system warns that your email address, phone number or ID number is already registered, do not enter false data to complete the process. This will lead to errors and confusion when accessing IT systems and services. Use the username/password reminder instead.

Warning: Very similar records found


Verify that you do not have a previous registration.

If you are already registered, do not register again. Duplicating your identity can cause you problems.

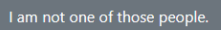
The following people are already registered and their names have many similarities with yours. Check if you are one of them. If you are, click the "it's me" button and we will explain how to recover your identity.

Person	Identifier	Email	
[Redacted]	[Redacted]	[Redacted]	<input type="button" value="It's me"/>
[Redacted]	[Redacted]	[Redacted]	<input type="button" value="It's me"/>

The application attempts to detect duplicate entries during the registration process. If the system detects that someone is already registered with a name identical or very similar to yours and with the same date of birth, it is likely the same person.

The application will display a list of registered individuals who match your details and will ask if you are one of them. If you recognize the identifier or email address of any of the individuals listed, confirm your identity by clicking button  .

If you do not identify with any of the individuals on the list, please press button

 .

Step 2: Verify email address and phone number

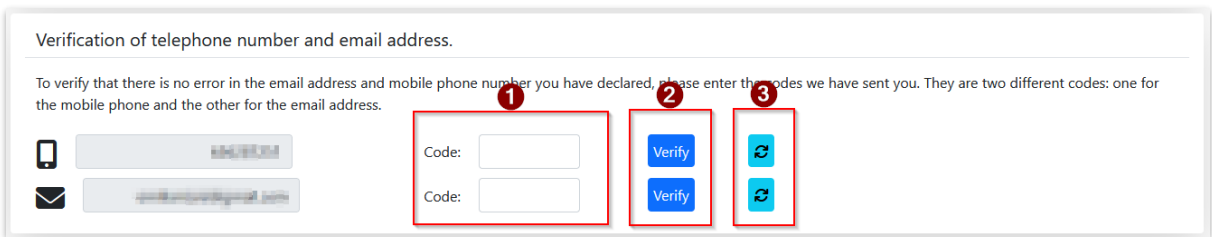
This step ensures that the provided phone and email belong to you. A verification code will be sent via SMS to your mobile phone and another code to the email address provided. You must enter the codes you receive to verify that both the mobile phone and the email address belong to you.

EMAIL SENT: A verification code has just been sent to your email address.
SMS SENT: A verification code has just been sent by SMS to your mobile phone.

Verification of telephone number and email address.

To verify that there is no error in the email address and mobile phone number you have declared, please enter the codes we have sent you. They are two different codes: one for the mobile phone and the other for the email address.

1. Enter the code in the mobile phone field. 2. Click the Verify button. 3. Click the Refresh button.



1. Enter the codes in the corresponding fields (they are not case-sensitive).
2. Verify each of these codes by clicking **Verify**. If you make a mistake when typing the codes, you can edit and reverify them as many times as needed.
3. If you don't receive the codes after a few minutes, you can request them again by clicking **Refresh**. For the mobile phone, you may choose to receive the code via WhatsApp as an alternative.

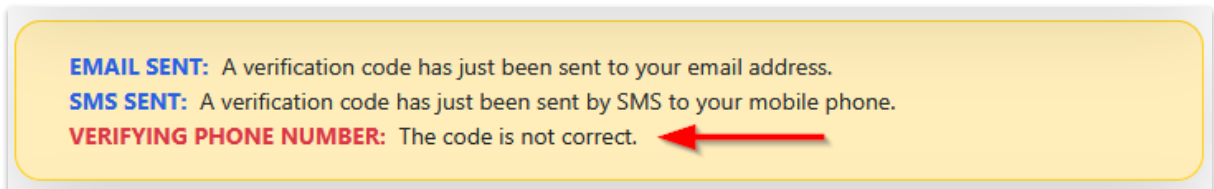
Choose through which channel you want to receive the code on your mobile:

SMS **WhatsApp**

Tancar

Verification errors

If the codes entered are incorrect or could not be sent, the system will display an error message.



If you notice that the mobile phone number or email address is incorrect, you can go back to edit them.

Ensure you are using the most recent verification code requested.

Please wait a few minutes before requesting a new code.

If you do not receive the SMS on your mobile phone, you can request a new code via SMS or WhatsApp.

If you are using a non-Spanish phone number, check that you have correctly entered the country code using the format +CCNNNNNNNNN or 00CCNNNNNNNNN, where CC corresponds to the country code and NNNNNNNNN is your phone number.

Step 3: Create credentials

In this step, you will create your password and optionally **configure** two-factor authentication (2FA).

In this step, your registration is saved and your username is created. If you encounter any issues creating your password or activating 2FA, you do not need to restart the registration process. Instead, use the Username or Password Recovery tool to retrieve your new username."

Create password

For the username (1) created, you must set a password (2) that meets all the specified requirements (3).

Set your user password: u123456789 **1**

Universitat de Girona Password change

Choose which user you want to change the password for

u123456789 v

2 New password

Confirm password

Show password

Change

The password must be at least:

- ✓ Between 8 and 15 characters long
- ✓ An uppercase Letter
- ✓ A lowercase letter
- ✓ A number
- ✓ Include a special character
- ✓ Without disallowed chars
- ✗ That the passwords match **3**

Activate two-factor authentication

What is two-factor authentication (2FA)?

Two-factor authentication (2FA) is a measure that significantly increases your account security. When you authenticate via adAS(*), after entering your username and password, you will also be asked to enter a 6-digit code. This number changes every 30 seconds, and you must obtain it from the Microsoft Authenticator app on your mobile phone.

Even if an attacker manages to guess or steal your password, they will not be able to impersonate you because they would still need the two-factor code, which can only be accessed from your phone.

(* adAS is the user authentication system of the University of Girona."

We strongly recommend activating 2FA as it is required for most UdG IT services and systems.

Two-factor authentication activation

You must install the Microsoft Authenticator app on your phone in order to activate 2FA. Please check 'Requirements to activate two-factor authentication (2FA)' (1).

Enable two-factor authentication for user: [REDACTED]

Universitat de Girona **Gestión del doble factor de autenticación (2FA)**

[Requirements to enable 2FA](#) **1**


We recommend enabling 2FA now. Otherwise, you can do so when the login form asks for your 2FA code. See the requirements for enabling 2FA.

[Activar 2FA](#) [No quiero activar el 2FA ahora](#) **2**

Once the MS Authenticator app is installed on your phone, click “Activar 2FA” (2) and scan the QR code displayed on the screen. For further information, please refer to the instructions for activating 2FA on your phone (4).

If your phone cannot scan the QR code, ensure the camera lens is clean and the area well-lit.

Enable two-factor authentication for user: u[REDACTED]



Two-factor authentication (2FA) management

[Requirements to enable 2FA](#)

Follow the instructions to set up two-factor on your mobile.
Once you have activated it, continue the registration process.

[Continue registration](#) (5)

QR code to activate double factor on mobile (3)

[Instructions to set up two-factor authentication on your mobile phone:](#) (4)

Once the 2FA is configured on your mobile phone, you can proceed to step 4 to confirm your details (5).

Step 4: Registration confirmation

The final screen shows a summary of your registered data and the credentials created (2). This information will also be sent to your registered email address. (1)

The screenshot shows the final step of the registration process, titled "Register your affiliation with Universitat de Girona". A progress bar at the top indicates four steps: 1. Personal information, 2. Verify email address and phone number, 3. Create credentials, and 4. Confirmation of registration. A yellow banner at the top contains an "EMAIL SENT" notification: "An email message has just been sent to the email address: u.girona@udg.edu.es." (1). Below this, the main heading reads "You have successfully registered with the University of Girona." The page is divided into two columns: "Identifying information" and "UdG credentials". The "Identifying information" column lists fields for First name, First surname, Second surname, Spanish ID, Email address, Mobile phone number, and Communication language (English). The "UdG credentials" column shows the User (u.girona) and Password (The one you have set.) (2). A yellow warning box at the bottom left contains a warning icon and the text "Identity NOT verified." (3). To the right of this box, a message states: "You will only be able to carry out procedures that do not require identity verification. Some procedures require you to verify your identity first." At the bottom left, there is a note: "> We have sent an email message with this information to your email address." and a "Go to the UdG website" button.

Unverified identity

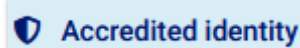
If you did not use VÀlid or MyAcademicID, a notice will appear stating your identity is not verified (3). You may need to verify it later via La Meva UdG > Gestió de la identitat digital to access specific services.



Please note: In the future, **some services** will **strictly require** that your **identity be verified**.

Verified identity



If you authenticated by using VÀLid or MyAcademicID, a message will be displayed confirming that your identity is verified.

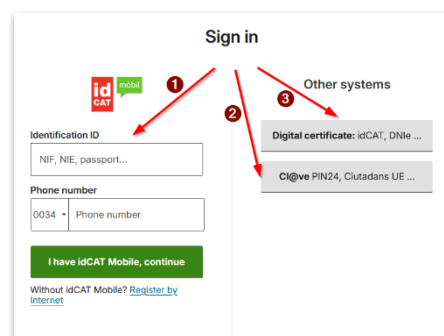


Authentication using VÀLid

If you have any of the digital identifiers provided by the Catalan or Spanish public administrations, you can register securely and reliably via VÀLid, ensuring that the information provided is accurate.

The systems available through VÀLid are:

- 1.-  It allows you to register using SMS authentication sent to your mobile phone.
- 2.-  Authentication systems such as *cl@ve mòbil*, *DNle*, *cl@ve permanent* or *eIDAS(EU citizens)*

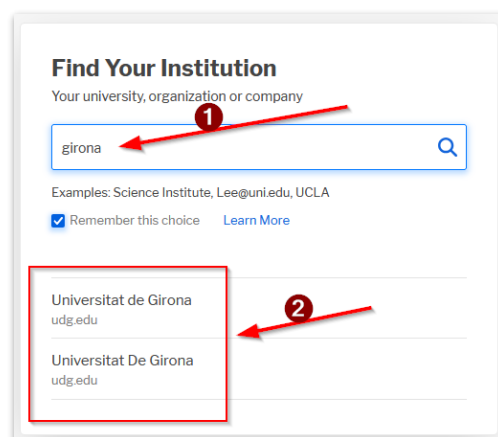


- 3.- **Digital certificate:** You must have a digital certificate, and it must be accessible either because it is installed in the operating system (**idCAT**) or because it resides on a physical smart card and you have a card reader (**DNle**).

Authentication using MyAcademicID

If you are affiliated with an institution that is part of the **EDUGAIN** network, you will be able to authenticate using this system.

- First, you will need to find your institution in the list that appears as soon as you start typing its name.
- Then, authenticate through your institution.



If you are affiliated with a university or research centre that is part of the **eduGAIN** network, the registration process will be seamless. Once registered, you will be able to authenticate using your **institution's username and password**.

Username and Password Recovery

If you receive a message stating that your data is already in the system or that you are already registered, please do not create a new account. Instead, recover your username or reset your password.

Username reminder

If you have forgotten your username, recover it at:

<https://apps.udg.edu/pwdchange/getuser>

Password reset

If you have forgotten your password, or if you were informed during registration that you already have a username but no password set, you can create one at:

https://apps.udg.edu/pwdchange/reset?backURL=&_lang=ca

For further information, see [user support](#)