

# LABS Registration accounts

## First time account request:

(It is necessary to have formalized the university registration and that the data have been recorded by the labs prior to create the account)

1. Fill out the online form accessed through the link below, "[Solicitar Cuenta](#)".

### Considerations:

In the form field "NIF, NIE o Pasaporte": you must fill in your ID or Passport number that matches with your university **registration**.

The photo must be of a passport type, well visible, that allows the user to be identified and must be in jpg (or jpeg) format, less than 2 Mb in size. Trick: You can take a selfie and send it to yourself to university email. Open it in another web browser tab to download the photo in a temp folder (i.e. c:\hlocal) and then upload to the form.

The email **must be** the corporate university's email.

All the fields are **mandatory** and their completion must match with the information provided in the **registration**

2. Confirm your request by clicking on the link included in the email that you will automatically receive at your university's email address.
3. Go through the technicians room 2 located on the second floor (at one end of the Laboratory corridor next to LAB6 or LAB8), with your ID, Passport or Faculty Card to identify yourself; the password will be automatically sent to your email.

### [Solicitar cuenta](#)

## Procedure for modifying existing LAB account data:

1. Press the link below, "[Modificar Datos de Cuenta](#)" and Login with your current LAB account information.
2. If the modified data is not the email or the photo, the account update is immediate and the process is considered finished.
3. If the email address has been changed or the photo has been added:

Confirm the modification by clicking on the link included in the email that you will receive automatically.

4. Go through the technicians room 2 located on the second floor (at one end of the Laboratory corridor next to LAB6 or LAB8), with your ID, Passport or Faculty Card to identify yourself; the password will be automatically sent to your email.

#### [Modificar datos de cuenta](#)

How to to modify or set up the account password:

1. Press the link below, write the email associated with the lab account and fill in the characters of the "captcha".
2. Follow the steps in the email received

#### [Establecer contraseña de cuenta](#)