*Useful information for incoming mobility students*

**HOW TO SET UP A UNIVERSITY OF GRANADA EMAIL ACCOUNT**   
  
1. Go to www.ugr.es and click on the ‘Acceso identificado’ icon.

2. You will need to use your ID number and the 4-figure PIN you were given when you registered for your courses to enter this secure page.

3. Click on the link entitled ‘Solicitud de Cuenta Personal de Correo Electrónico’ and follow the instructions. You can then configure your e-mail username and password.

4. Remember - the username must be unique: you should choose a name others are unlikely to have chosen. The password should have a minimum of six characters, the first three of which should not coincide with your username. Also, you cannot use more than two consecutive letters or numbers!  
  
5. Once you have set up your e-mail account, you will have to wait about 48 hours before it becomes active.

Faculty of Translation and Interpreting

February 2015