

Instructions for New Entrants to the School of Advanced Study For a new entrant (first time registering)

You should use your email address and password used when applying for your programme of study.

To log in, please use the secure link provided in your invitation email for registration.

Username: email used when applying

Password: password used when applying

What to do if you have forgotten your password

If your login is unsuccessful (Do not keep trying as you may get locked out) then you can reset your admissions password using the following instructions:

1. Reset your password by clicking on the following link:
https://sits.london.ac.uk/urd/sits.urd/run/siw_pqs.forgot_ipp?process=det
2. Obtain a new password via email
3. Log in using the secure link provided in your invitation email for registration

If your account has been locked, the lock on your account will be removed when your password is reset. **Detailed instructions are below:**

1. Go to https://sits.london.ac.uk/urd/sits.urd/run/siw_pqs.forgot_ipp?process=det



Forgotten Password

Email

Surname

Date of birth

2. To reset your password to **register for the first time**, enter the email you supplied during the application process (the email address you received your registration invitation at) in the
3. *Username* field **enter your email address**
4. Enter your *surname*: **enter your surname/family name**
5. Enter your date of birth **DD MM YYYY**
6. Select 'Go'

Note: if you enter all details correctly then you will be sent a new password to the email address supplied. If you enter your details correctly you will see the screen below:



Password reset successful

Please check your email to receive your new password. Remember to check your junk/spam folder if you do not receive an email in your inbox.

Go to your email and you should see an email like the one below:



Dear <Your Name>,

Thank you for your interest in the University of London.

Your account details are as follows:

Username: <registered email>

Your password has been reset as requested.

New temporary password: UVFLkyNEMt2DhENEEyO

Please note that this password will expire when you first login and you will have to set a new one.

You can access any existing application via this link: https://sits.london.ac.uk/urd/sits.urd/run/siw_ipp_lgn_login?process=det

Yours sincerely,

University of London

GO TO the secure link supplied in your invitation email for registration

If you continue to encounter login issues, please contact the IT Support Team: its.support@london.ac.uk with your name, student number and a description of the error you are encountering (preferably with the aid of a screenshot)