

## STUDENT REGISTRATION EXERCISE AND RAVEN ACCOUNT INSTRUCTIONS FOR NEW STUDENTS

### 1. CREATING A NEW ACCOUNT

**TIP: Please ensure you have your “Pop-up” Blockers disabled on your PC.**

Before you can complete the Student Registration Exercise all new students need to create an account.

A link to the “Self Service Log in” page where you can create an account will be given in the email.

Clicking on the link will take you to a Log In page:

**Registered Users**  
New users who have created an account can log in below  
Already have your Raven details? [Log in using Raven](#)

Username

Password

[Forgotten password?](#)

**New to the University?**  
You will need to create an account first

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If you are new to ICE you will need to “**Create New Account**” which you can see is on the right-hand side of the screen. Click that link which will then display the following screen:

To create a new account please complete the form and click 'Create New Account'. An account will be created and you will be notified via email.  
If you already have Raven access please use the [Raven login page](#).

Email Address

Last Name

Date of Birth  
Day  Month  Year

Identification Number

I agree to the University of Cambridge [Terms and Conditions](#)

[Return to login page](#)

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Complete the details as follows:

**Email Address:** Please use the email you entered on your application form

**Last name:** Please use the details you entered on the application form

**Date of Birth:** Please use the details you entered on the application form

**Identification Number:** Use the Identification number (USN) emailed to you. (If you have not received the number and it is not in your spam or junk mail, please contact [ice.records@ice.cam.ac.uk](mailto:ice.records@ice.cam.ac.uk) or the following link ([CRM](#)) and they will be able to help you.)

Tick the “I agree to the University of Cambridge Terms and Conditions” box

Click “Create New Account” button

The system will email you a password and link to the **Self Service Log In** screen (see below).

**Registered Users**  
New users who have created an account can log in below  
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Username  ?

Password  ?

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Complete the details as follows:

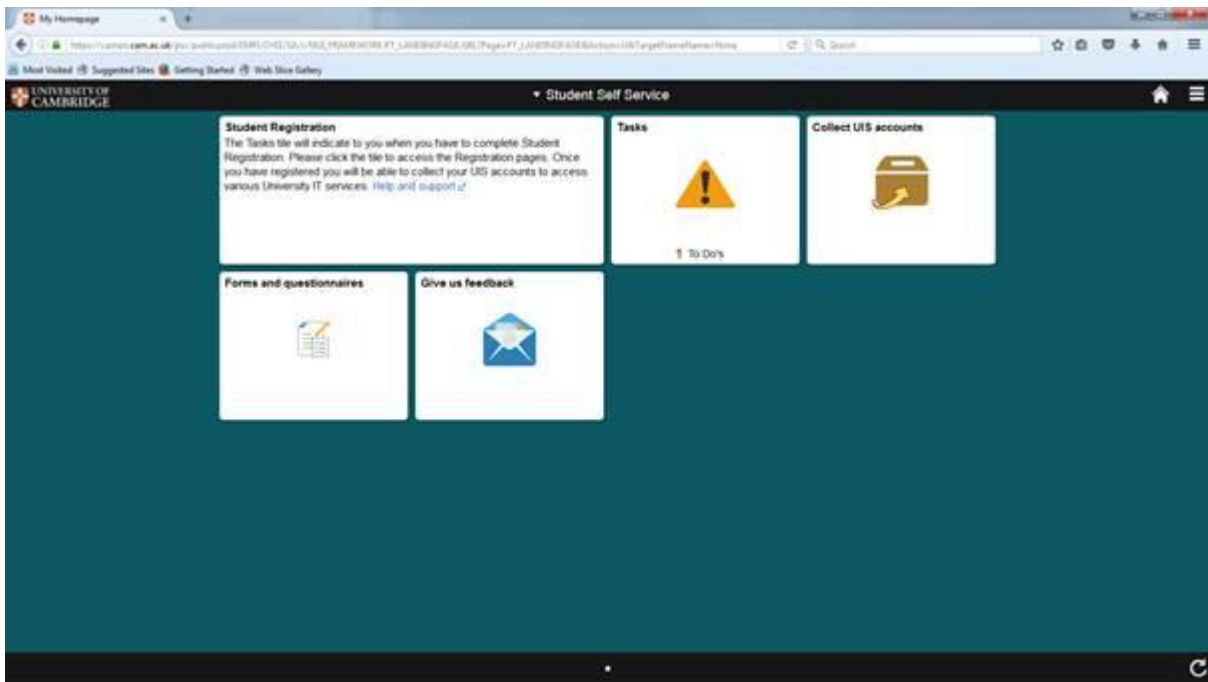
**Username:** enter your email address (as above)

**Password:** enter the password emailed to you. **TIP: It is best to copy and paste the password into the Password box as it is complex.**

Click the “Login” button.

**For security purposes, you will be asked to enter a new password, which is more relevant to you once you have logged in for the first time.**

**The following screen will appear showing several icons:**



You can see the icon “Tasks” with 1 To Do. Click this icon and it will take you to the following screen:

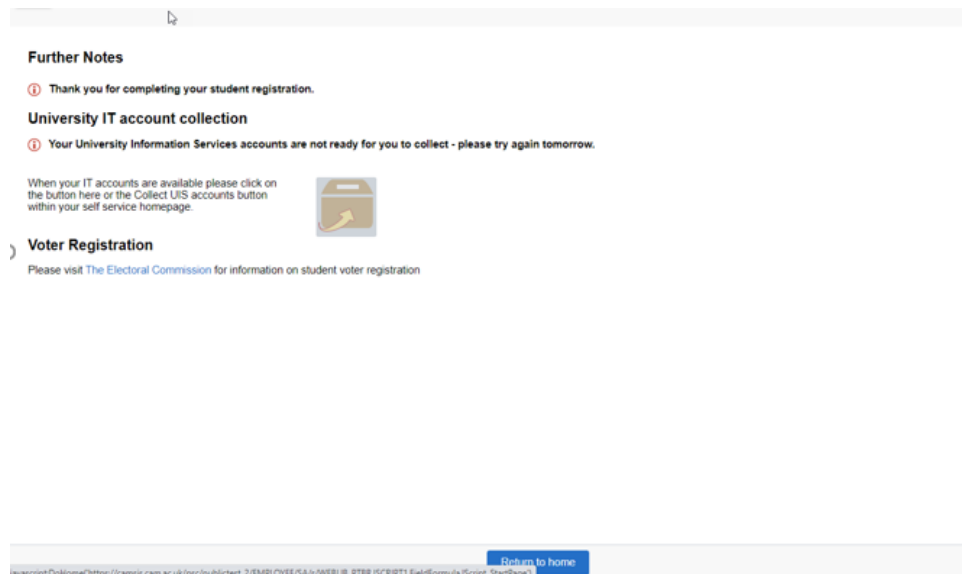


Click the **Continue** button which will take you to the Student Registration Exercise.

## 2. COMPLETING THE STUDENT REGISTRATION EXERCISE

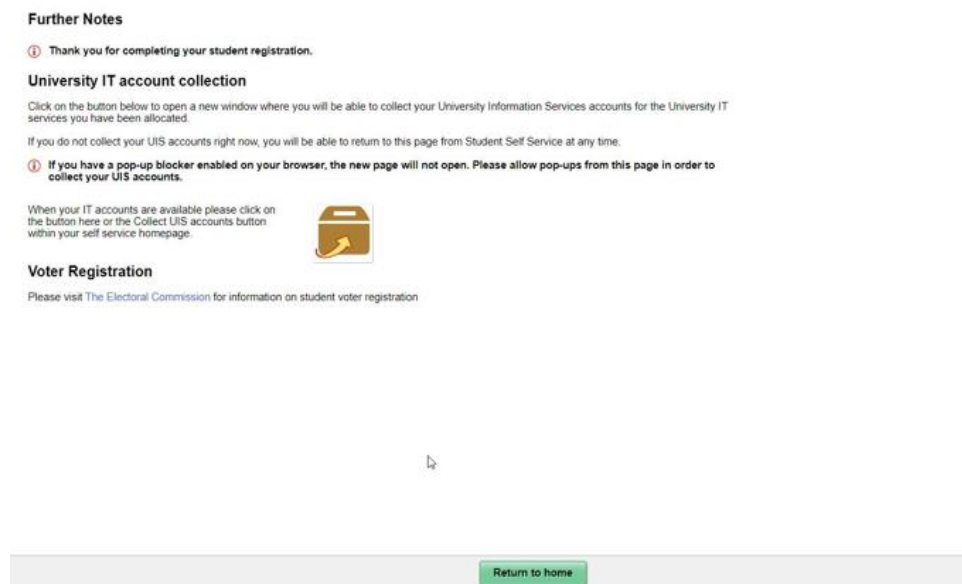
There is guidance throughout the exercise process and a short video [here](#) shows you what to expect. If you do require help please email [ice.records@ice.cam.ac.uk](mailto:ice.records@ice.cam.ac.uk).

Once you have completed the registration exercise you will see the following notice regarding your Raven (IT Account) collection. **TIP: Your Raven access may not always be available straight away but you can log back into Self-Service to collect later and you will see this screen:**



The screenshot shows a web page with a light grey background. At the top, there is a horizontal bar with a mouse cursor. Below this, the text 'Further Notes' is followed by a red information icon and the text 'Thank you for completing your student registration.' The next section is 'University IT account collection', also with a red information icon and the text 'Your University Information Services accounts are not ready for you to collect - please try again tomorrow.' Below this, there is a small paragraph: 'When your IT accounts are available please click on the button here or the Collect UIS accounts button within your self service homepage.' To the right of this text is a small icon of a folder with a yellow arrow pointing to it. The next section is 'Voter Registration', with a red information icon and the text 'Please visit The Electoral Commission for information on student voter registration'. At the bottom of the page, there is a blue button labeled 'Return to home'.

**If your Raven access is available, you will see the following screen:**



The screenshot shows a web page with a light grey background. At the top, there is a horizontal bar with a mouse cursor. Below this, the text 'Further Notes' is followed by a red information icon and the text 'Thank you for completing your student registration.' The next section is 'University IT account collection', with a red information icon and the text 'Click on the button below to open a new window where you will be able to collect your University Information Services accounts for the University IT services you have been allocated. If you do not collect your UIS accounts right now, you will be able to return to this page from Student Self Service at any time.' Below this, there is a red information icon and the text 'If you have a pop-up blocker enabled on your browser, the new page will not open. Please allow pop-ups from this page in order to collect your UIS accounts.' Below this, there is a small paragraph: 'When your IT accounts are available please click on the button here or the Collect UIS accounts button within your self service homepage.' To the right of this text is a small icon of a folder with a yellow arrow pointing to it. The next section is 'Voter Registration', with a red information icon and the text 'Please visit The Electoral Commission for information on student voter registration'. At the bottom of the page, there is a green button labeled 'Return to home'.

### **3. COLLECTING YOUR RAVEN/UNIVERSITY INFORMATION SERVICE ACCOUNT**

Your University Information Services (UIS) account is also referred to as your Raven account. Raven is UIS' central web authentication service. Many of the University's online systems and resources are protected by Raven.

If you are new to the University, you will have the opportunity to collect your UIS/Raven account once you come to the end of the Student Registration Exercise.

Your Raven account comprises of a username which is your Cambridge User ID (CRSid) and a password. Your CRSid and temporary password are supplied on the next screens.

**Your Raven password protects both your personal data and the University's systems. Never reveal your password to anyone! Make sure you use a strong, but memorable, passphrase.**

For help with accessing your Raven account, obtaining your CRSid or setting a new password, please contact the UIS Service Desk [servicedesk@uis.cam.ac.uk](mailto:servicedesk@uis.cam.ac.uk) or [ice.records@ice.cam.ac.uk](mailto:ice.records@ice.cam.ac.uk). Further information is also available here <https://help.uis.cam.ac.uk/new-starters/it-for-students/getting-started>

***TIP: Allow at least 3 hours between setting your Raven password and logging in to your Exchange Online email account or other Microsoft app.***

#### **Data Protection**

All data collected and/or verified during the Registration Exercise process will be used in accordance with the University of Cambridge's data protection statements (click [here](#)) on how we use your personal data and Cambridge's data protection policy.

The data collected during the Registration Exercise process forms the requirements of data submission to the Higher Education Statistics Agency (HESA) – the designated data body for Higher Education. HESA uses this information in its own right, for example to publish aggregated statistics about students in Higher Education. Please see the HESA Student Collection Notice [Data protection guidance for the HESA records | HESA](#).