Registration for a library account (SLSP) without SWITCH edu-ID (non-members of Swiss universities/ universities of applied sciences)

To register for a library account, a SWITCH edu-ID is required. The registration instructions below are for the general public without a SWITCH edu-ID.

Follow the instructions to register first for a SWITCH edu-ID account and then for a library account with SLSP.

Registration steps overview

1. Start the registration

2. Register for a SWITCH edu-ID account

3. Enter your personal data

4. Confirm your e-mail address with a code received by e-mail

5. Confirm your mobile phone number with a code received via SMS

6. “Continue to service”: Login with your SWITCH edu-ID login credentials to register for a library account (SLSP)

7. Accept the retrieval of data from your SWITCH edu-ID for use with your library account (SLSP)

8. Finish the registration process

https://registration.slsp.ch/?iz=ube
1. Start the registration

Follow this link to start the registration process: https://registration.slsp.ch/?iz=ube. You may want to change the language settings.

Alternatively go to swiscovery Universität und PH-Bern to start the registration process. You may want to change the language settings in the upper righthand corner. Click on “Sign in” and choose “SWITCH edu-ID.”

2. Register for a SWITCH edu-ID account

Choose the option “Create account.”
3. Enter your personal data

Fill in the “required” information (required = registration is not possible without this data):

− First name
− Last name
− Date of birth
− Preferred language
− Personal e-mail address
− Password

For the “conditionally required” information the following has to be entered:

− one valid postal address (home address or work address)
− one valid phone number (mobile, private or work number)

Accept the terms of use and click on “Create account.”

Phone number: We recommend a mobile phone number.

E-mail address: We recommend using a personal e-mail address that remains valid in the long term. You need to be able to access the e-mail account to finish the registration process.

Password: The password must consist of at least 12 characters, including upper- and lowercase letters, numbers and special characters.

The password has to be entered again at a later stage during the registration process.
<table>
<thead>
<tr>
<th><strong>Home Address</strong></th>
<th><strong>Name</strong> Jane Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street and House Number</strong></td>
<td>Sample Street 1</td>
</tr>
<tr>
<td><strong>ZIP and City</strong></td>
<td>5678 Sample Flap</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>Switzerland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Business Address</strong></th>
<th><strong>Name</strong> Jane Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company</strong></td>
<td>Beispiel AG</td>
</tr>
<tr>
<td><strong>Street and House Number</strong></td>
<td>Musterstrasse 4</td>
</tr>
<tr>
<td><strong>ZIP and City</strong></td>
<td>1111 Example</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Mobile Phone Number** | +41 79 234 85 78 |
| **Home Phone Number** | +41 44 234 56 78 |
| **Business Phone Number** | +41 44 234 56 78 |
| **Personal E-mail Address** | jane.smith@example.org |
| **Password** | 12 characters incl. numbers & special characters |
| **Confirm Password** | .................................. |

- **Required information**: only one address is required, only one phone number is required, required information
4. Confirm your e-mail address with a code received by e-mail

You will now have to confirm your e-mail address. To this end a verification code is sent to the e-mail address you submitted. Copy the code, enter it and click on “Continue.”

Dear Jane Smith,

You receive this e-mail because you registered a SWITCH edu-ID account using the e-mail address jane.smith@example.org. To complete the account activation please enter the verification code:

**e3J47ThE**

or open the link:

https://eduid.ch/web/registration/3/?token=e3J47ThE

The link is valid only for 5 days. If the link is not used within this period, the account activation is not complete and the account will automatically be deleted.

Best Regards
Your SWITCH edu-ID Team

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**E-mail Verification**

- Successful registration. Please verify your email now!
  A verification code has just been sent to jane.smith@example.org.

Please enter the verification code from that message.

**Verification Code**

- **e3J47ThE**

- Continue

- Check your spam folder if you don’t receive the email within a few minutes.
5. Confirm your mobile phone number with a code received via SMS

Your SWITCH edu-ID account is now activated, and you receive a second e-mail from SWITCH edu-ID as confirmation, containing further information about your account.

At the same time you are asked to confirm your mobile phone number. To this end you are sent a verification code via SMS. Copy the code, enter it and click on “Continue.”
6. “Continue to service”: Login with your SWITCH edu-ID login credentials to register for a library account (SLSP)

Once the verification of your mobile phone number has been confirmed, use your SWITCH edu-ID account login credentials to register for a library account (SLSP). You may need to click on “Continue to service” to proceed with the registration.

Login with the e-mail address and password of your SWITCH edu-ID account.
7. Accept the retrieval of data from your SWITCH edu-ID for use with your library account (SLSP)

Agree to the transmission of your personal data from your SWITCH edu-ID account to the library account and click on “Accept.”

8. Finish the registration process

Complete your profile by adding your library card number if you have a valid card.

Valid cards are those that have previously been used at the University Library of Bern and PHBern. If you don’t have a valid library card yet, leave the field empty and ask for a free card at your library after you have finished your registration.

Agree to the SLSP terms of use and click on “Register.”

The registration is now completed, and you can order and borrow media from the University Library Bern and all other SLSP libraries.
Enter library card number if you have a valid card.
9. Sign into your library account

To check if the registration was successful, you can sign into your library account on swisscovery Universität und PH Bern with your SWITCH edu-ID login credentials.

Glossary:

**SLSP**: Swiss Library Service Platform

**SWITCH edu-ID**: Persistent identity providing access to all services in the Swiss university environment, regardless of the institution. It is valid for life.

**SWITCH**: SWITCH is a trusted nonprofit organization, which was founded by the federal government and the university cantons.