



Universitätsbibliothek Bern

# 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

## 1. Start the registration

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

swisscovery Registration		- 回業影
To login to swisscovery and access library content, you need a SWITCH edu-ID account with which you can register with SLSP.	Manage library cards and settings (such as different invoice address)	53755 19877 19877

**Alternatively** go to <u>swisscovery Universität und PH-Bern</u> 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."

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	swisscovery Universität un PH Bern Research portal of the University and PH Bern for books, journals, e-books, e-journ databases, videos, sheet muzic, hotorical printe and maps Access to e-media in the network of the University of Bern additionality on the search po- manacolitections	Contact	Chat.
	Login usi SWITCH edu-ID (2) Help Without SWITCH edu- For institutions		

## 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<br/>long term. You need to be able to access the e-mail account to finish the<br/>registration process.Password:The password must consist of at least 12 characters, including upper- and<br/>lowercase letters, numbers and special characters.The password has to be entered again at a later stage during the<br/>registration process.

		Help	EN ~
	Create an account		
nput requirements: 🖲 = F	equired 🔹 = Conditionally required		
First Name	Jane		
Last Name	Smith		
Date of birth	▶ 1. ✔ January ✔ 1961 ✔		۲
Preferred d Language	English	~	

Home Address	Name lane Smith	
	Additional Address Information	
	Street and House Number	
	Sample Street 1	
	7IP and City	
	5678 Sample Place	
	Country	
	Switzenand	
Business Address	Name	only one address is required
	Jane Smith	
	Company	
	Beispiel AG	
	<ul> <li>Additional Address Information</li> </ul>	
	Street and House Number	
	Musterstrasse 4	
	ZIP and City	
	1111 Example	
	Country	
		~
Mobile Phone	+41 79 234 56 78	
Number		
Home Phone	+41 44 234 56 78	
Number		
Business Phone	+41 44 234 56 78	
Number		
Personal E-mail	● jane.smith@example.org	
Address		
Password	12characters-incl.numbers&specialcharacters	4>
	The password is strong	
	Choose a strong password! The password must consist of at least 12	
	characters. A strong password typically contains:	required information
	Upper- and lowercase letters	
	Numbers     Special characters	
	· Example: WigSE Swi-crA*	
	Example: WISE.SWICH	
Confirm	•	
Password		
	0	
	I accept the SWITCH edu-ID Terms of Use.	
	Create account	
		SWITCH
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## 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."

### SWITCH edu-ID 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 SWITCH edu-ID is a service of SWITCH SWITCH, Werdstrasse 2, P.O. Box, 8021 Zurich, Switzerland https://eduid.ch eduid-support@switch.ch Help EN ~ E-mail Verification A verification code has just been sent to jane.smith@example.org. Please enter the verification code from that message. e3J47ThE Verification Code Continue

**SWITCH** 

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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.

### SWITCH edu-ID

Dear Jane Smith
Congratulations, your persistent SWITCH edu-ID account just has been activated. When asked to log in, please use the e-mail address <u>jane.smith@example.org</u> . you set during registration as login name.
In case you:
<ul> <li>Forgot your password</li> <li>Want to change your password or update or add an e-mail address</li> <li>Want to change the personal data for this user account</li> <li>Need assistance or help</li> </ul>
Please consult the help page below for further instructions: <u>https://eduid.ch/web/help/</u>
Find below the web page with the Terms of Use (ToU) that you accepted when you created your SWITCH edu-ID account: <u>https://eduid.ch/web/tou/</u>
Best Regards Your SWITCH edu-ID Team

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."

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く 🔹 SWITCHsms 🔟	Activation				
dimanche 29 octobre	• Your e-mail address jane.smith@example.org was successfully verified and your SWITCH edu-ID account is now active. You should soon receive an e-mail message with further details.				
edu-ID mobile number verification: Please enter the code 56859538 or open the link https://eduid.ch/token /56859538	To confirm the Mobile Phone Number you provided, a message was sent to +41792345678 Please enter the verification code from that message. Verification Code				
	If you don't receive the message within the next few minutes, please continue to the service.				
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# 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."

SLSP Swiss Library Service Platform		Help	EN ∽
Information	Release Consent		
	swisscovery registration requires access to your user data		
Tł	ne service will be allowed to:		
> /	Additional information about the service Reject Accept		
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## 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.

swisscovery Registration



### swisscovery Registration

Registration with SLSP was successful!

Search library content via library network 'Universität und PH Bern'

### Hint

By creating a bookmark in your web browser you can directly access the SLSP service via: https://ube.swisscovery.slsp.ch/  $\,$ 

#### Help

Have a look at our help page to learn how to best use swisscovery.

#### **Settings and Library Card Management**

Do you want to add or remove a library card number or change other settings?

#### Logout

If you are at a shared or public computer, please don't forget to logout on swisscovery after using it. Alternatively, you can also logout from this registration page.

## 9. Sign into your library account

To check if the registration was successful, you can sign into your library account on <u>swisscovery Universität und PH Bern</u> 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.