PHBern
Pädagogische Hochschule

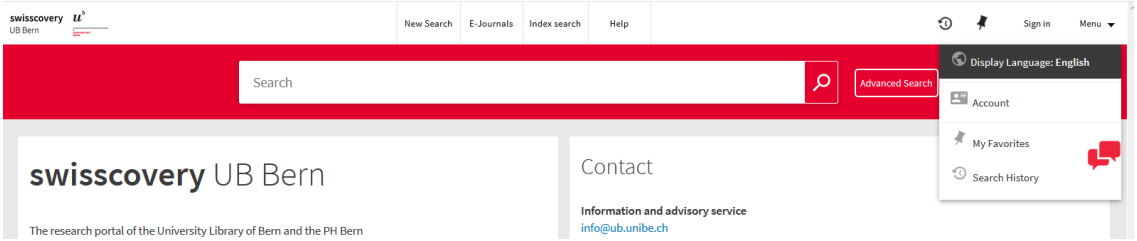
UNIVERSITÄT BERN
Universitätsbibliothek Bern

# Registration SLSP with SWITCHaai

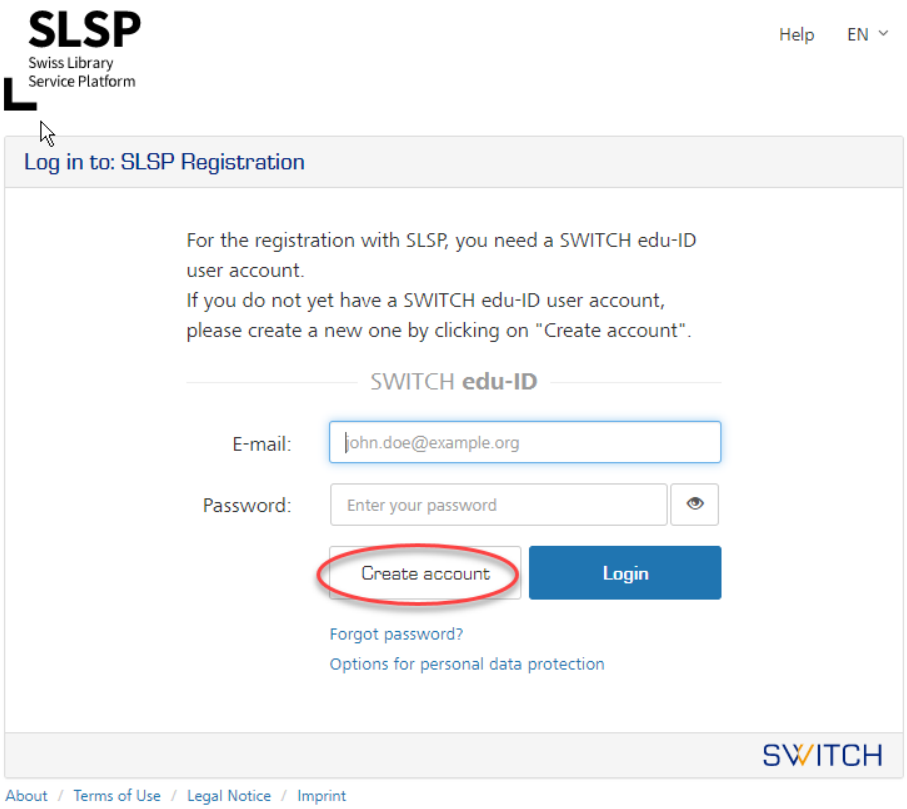
As an employee of a Swiss university/university of applied sciences or a student at a Swiss university or university of applied sciences, you can register with SLSP using a simplified procedure. Students and staff of the University Bern may refer to the instruction "registration SLSP for students & staff of University Bern".

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

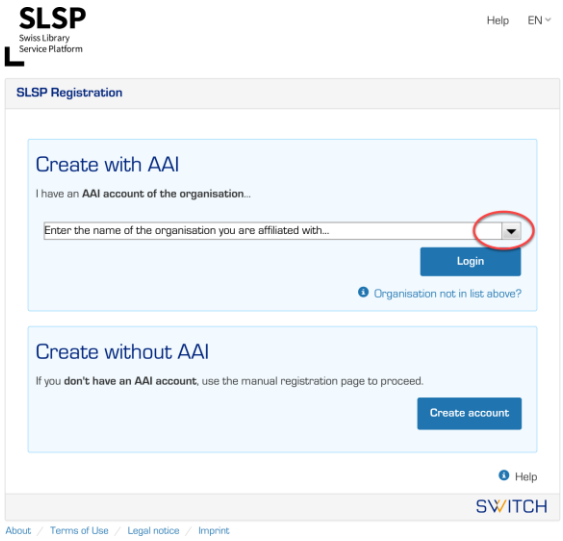
**From Dec. 7** you can **alternatively** go to *swisscovery University and PH Bern*. You may want to change the language settings by opening the drop-down menu in the upper right hand corner.
Click «sign in», and chose «SWITCH edu-ID».

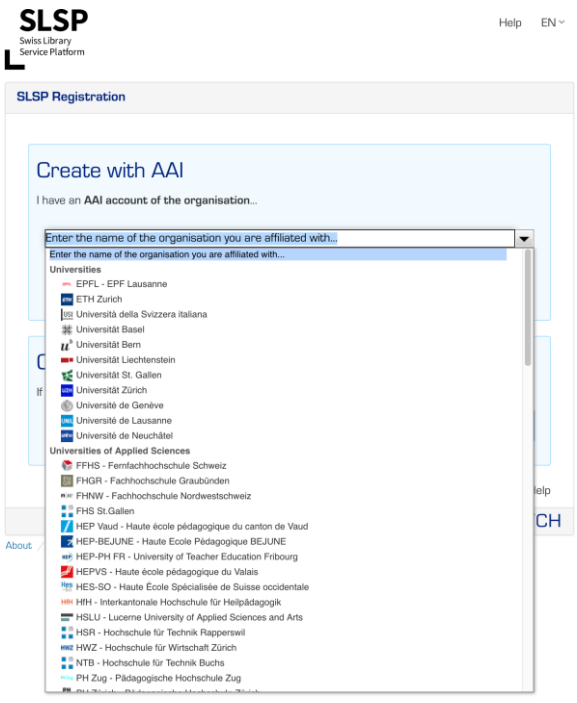


## 2. Begin the registration by creating an account.




## 3. Select the name of your organisation with the option “Create with AAI”

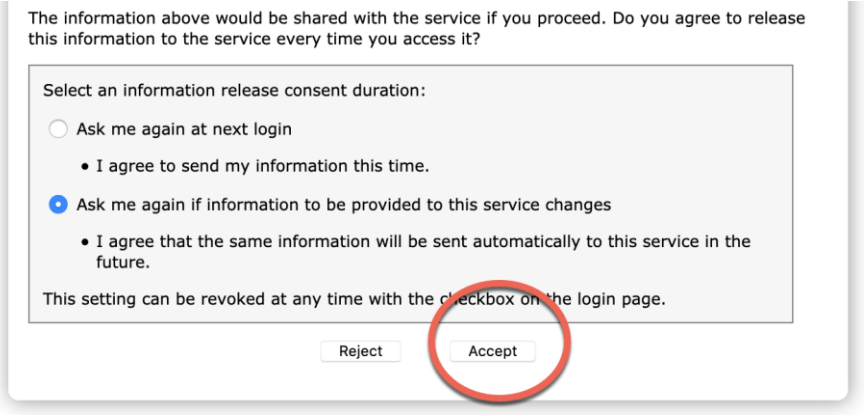


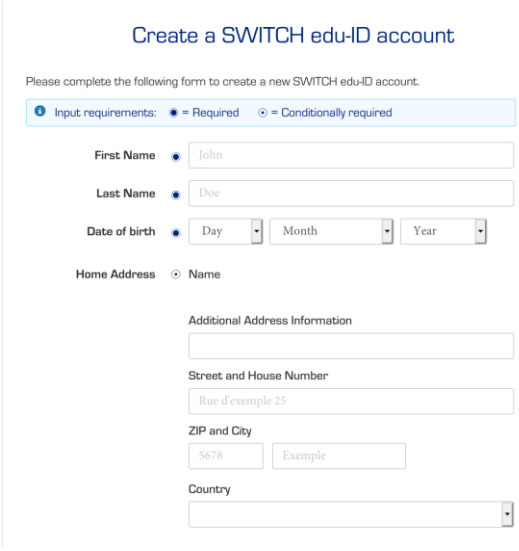
4. Register with the login data of your university

5. What data will be imported depends on your university.

Agree to the processing of the information by clicking on “Accept”.



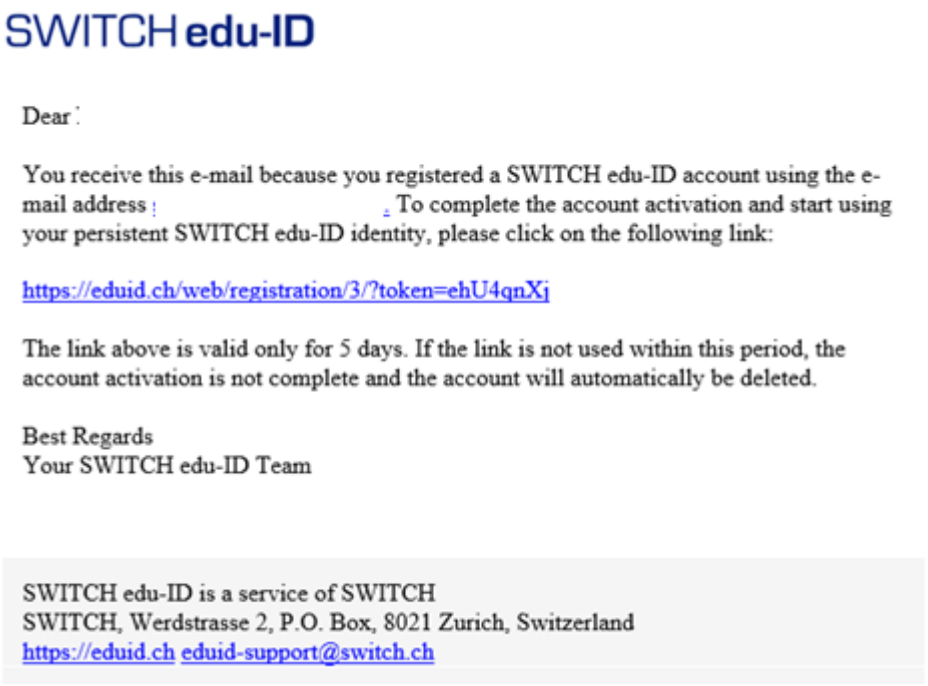

6. Fill in the missing data.



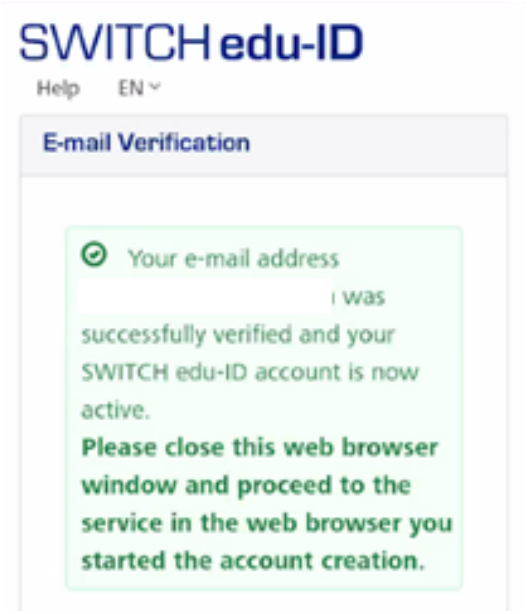

a) A large blue circle indicates the required data is mandatory; a smaller blue circle indicates the conditionally required data, i.e. a selection of several options is possible to choose from, such as providing either a private telephone number OR a mobile number.
b) Indication of date of birth is mandatory.
c) Choose a password.
d) Accept the terms of use.
e) Click on “Create account”.

7. You will receive an e-mail to confirm your account activation. Click the link in that e-mail.

8. You will find the link in the e-mail from SWITCH in your e-mail inbox. Click it to open up the e-mail verification.



9. Your SWITCH edu-ID has been created. Close this web browser window and continue the SLSP registration in the web browser you started in.

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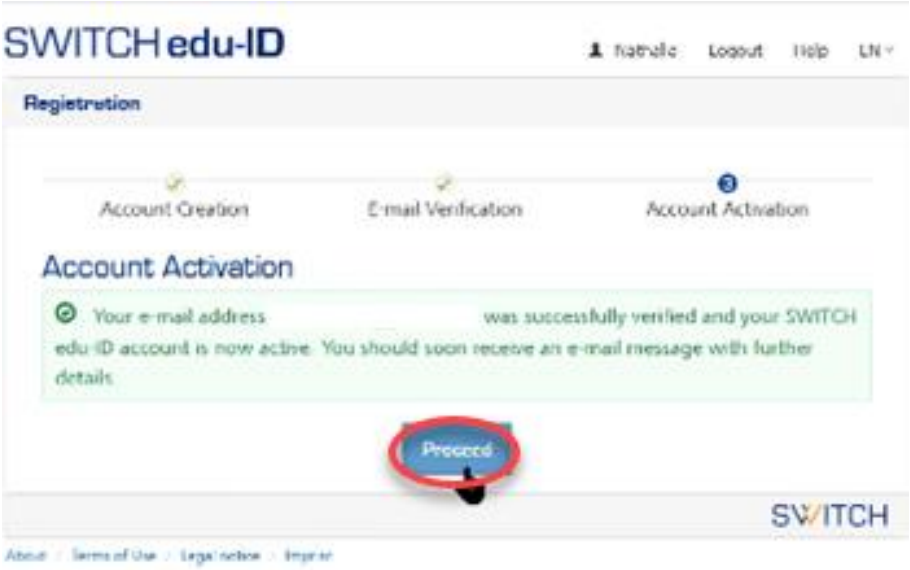
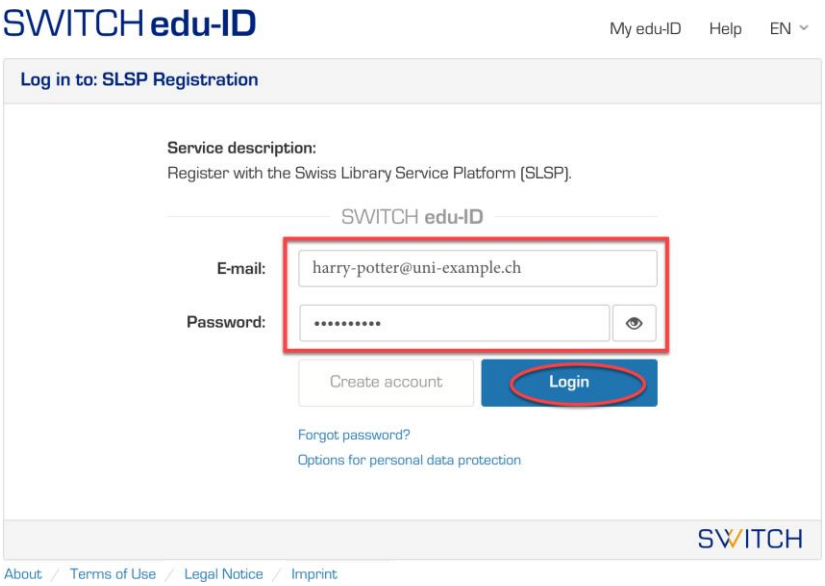
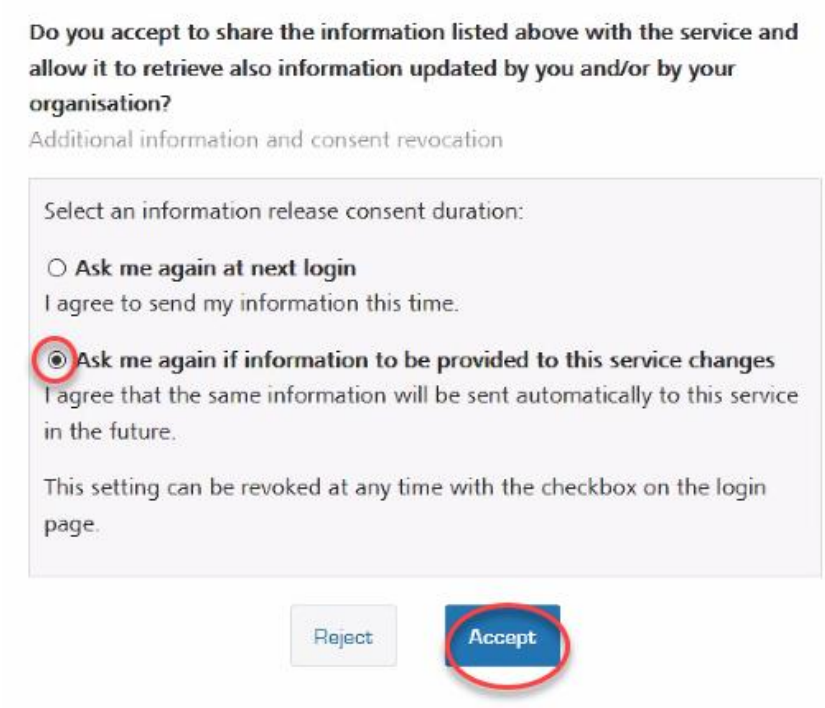
You may have to click “proceed” to continue.



10. Log in with the email and password you selected before.

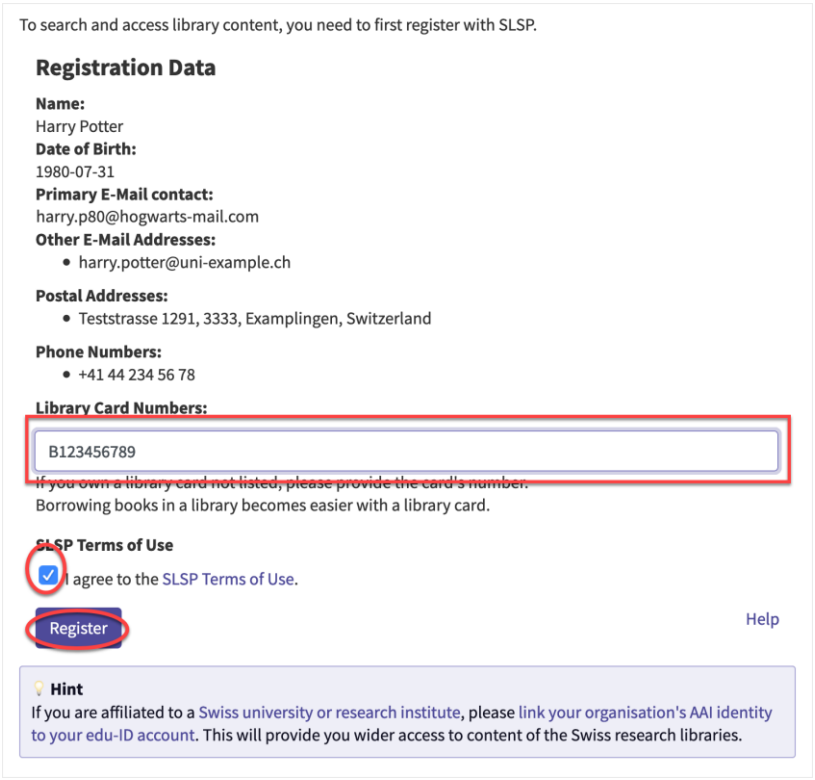



11. Agree to the transmission of the data and click on "Accept".



11. Complete your profile by adding your library card number. Valid cards are those that have been previously used at the University Library of Bern and PHBern. If you don't have a valid library card yet, leave the field empty and go to your library after you finished your registration.

Agree to the SLSP terms of use and click on "Register".
The registration is now complete.




**GLOSSARY:**

**SLSP**: Swiss Library Service Platform
**SWITCH edu-ID**: An identity providing access to all services in the Swiss university environment, regardless of the institution. It is valid for life.
**SWITCH**: The SWITCH is a trusted nonprofit organization, which was founded by the federal government and the university cantons.
**SWITCHaai**: "Authentication and Authorization Infrastructure» is an authentication procedure administered by the SWITCH Foundation and used by all universities and universities of applied sciences in Switzerland, providing access to various services.