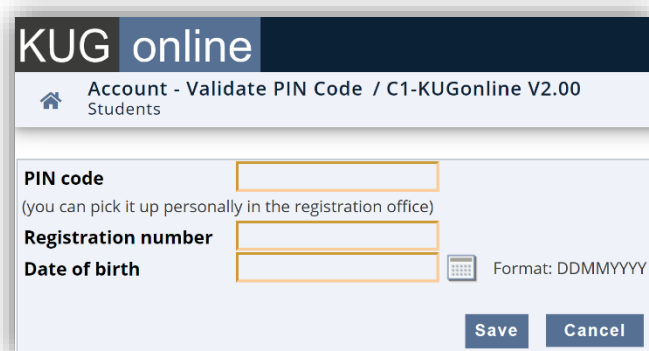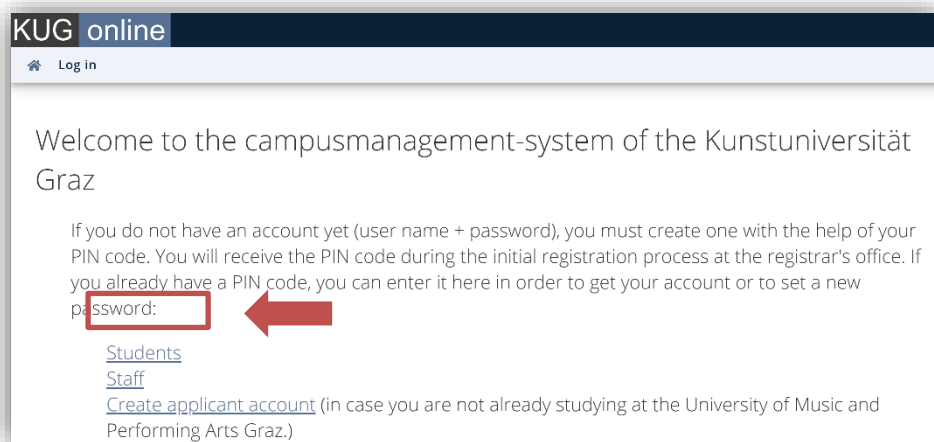# How do students get access to KUGonline?

KUGonline account:

You need a KUGonline account. This account is a combination of username + password. You can choose the password yourself. The username is always constructed as follows:

> s12345678 → username
>
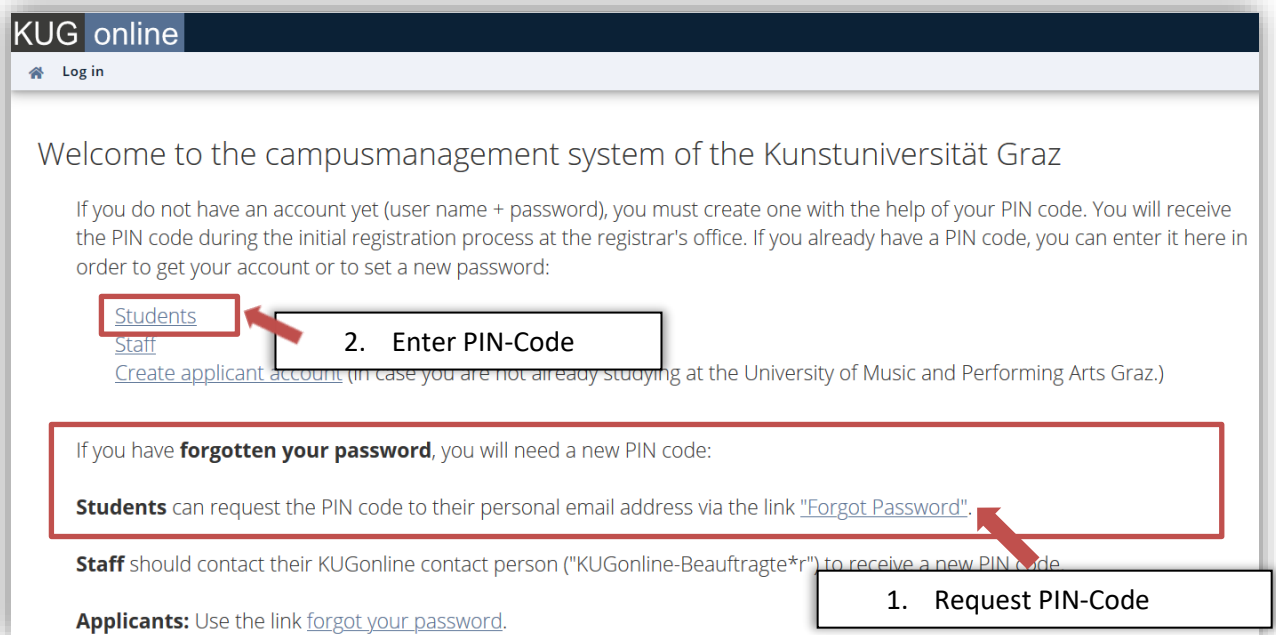> s … student   12345678 … registration number

Apply PIN Code:

During the initial registration process at the registrar's office, you will receive a four-digit PIN code with which you can activate and set up your KUGonline account for the first time. You can apply this PIN code on the KUGonline start page to activate your account.

Forgotten your password:

If you already have a KUGonline account but have forgotten your password, your KUGonline account is locked or the PIN code has expired, you can **request a (new) PIN code via the KUGonline start page** and the corresponding link, which will then be sent to a private "confirmed e-mail address". On the KUGonline start page you will also find the link to redeem the PIN code and reactivate the account.

Attention: In order for this PIN code self-service to work, it is important that you disclose and confirm a private email address through KUGonline. Please log in to KUGonline and announce such a "confirmed e-mail address" or check whether it already exists and is still current. See the instructions for "PIN code self-service - registration".