

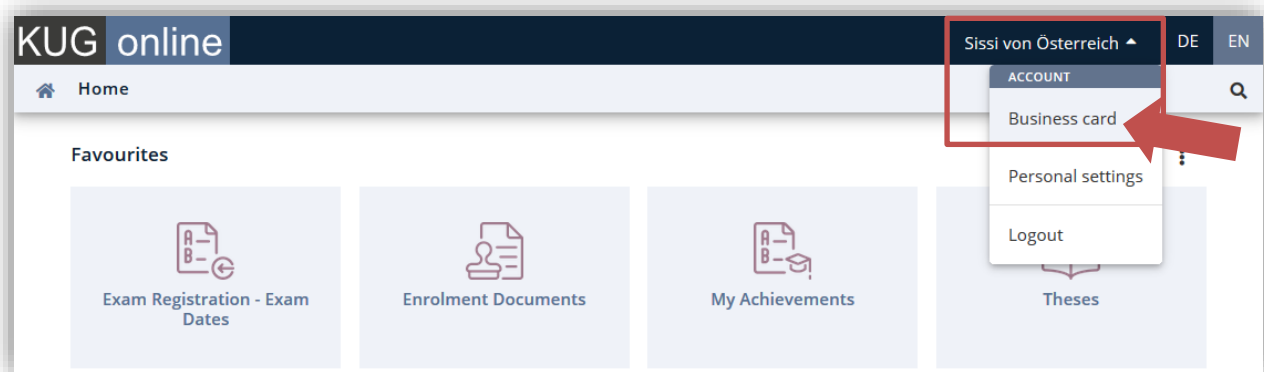
PIN-Code Selfservice for Students

Announce „Confirmed email address“

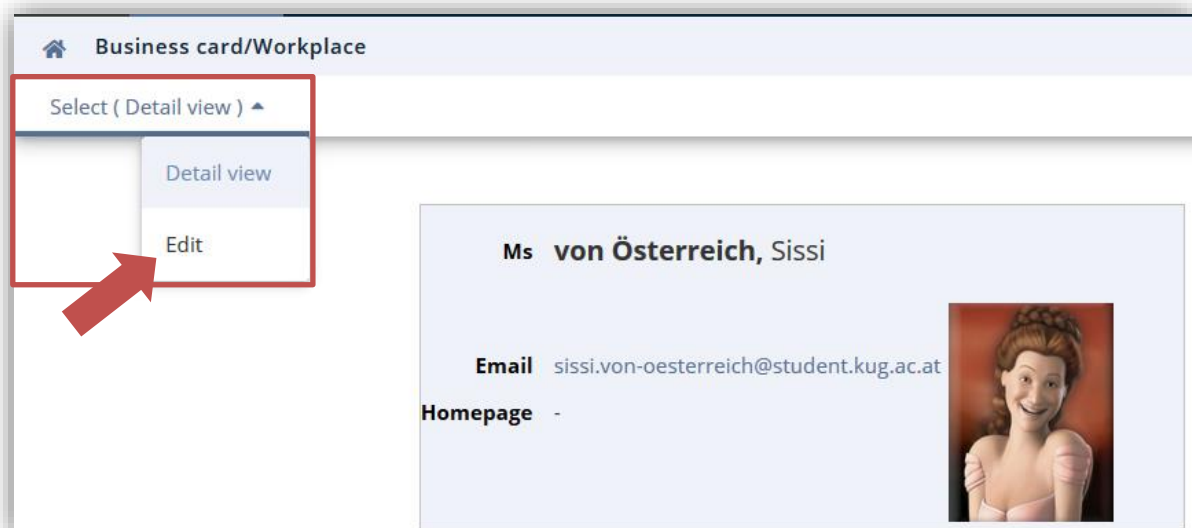
Precondition for the PIN code self-service is the announcement of a "confirmed email address" in KUGonline. Attention: Here you may NOT use the KUG email address, but you have to announce a private email address. After announcing this email address, it must still be confirmed.

Please log in to KUGonline and add a private email address in your business card or check and update your "confirmed email address":

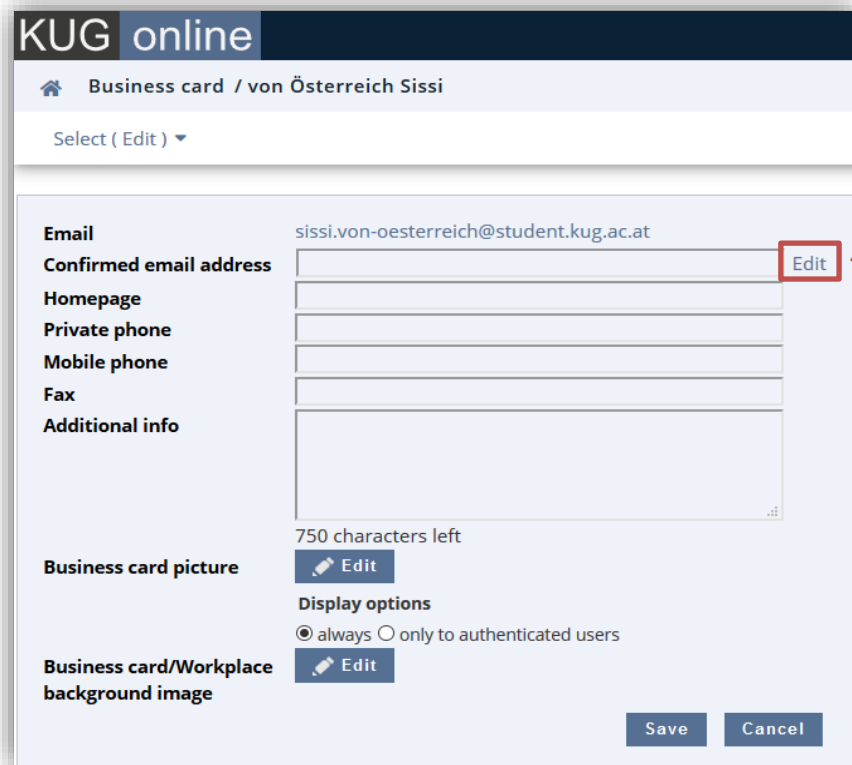
- Log in to KUGonline.
- Clicking on your name in the upper left corner will take you to your **business card**.



- Via "**Select (Detail view)**" and click on "**Edit**" you can edit your personal data:



- Here you can click on "Edit" to enter your "Confirmed email address" or update or edit an existing one.



KUG online
Business card / von Österreich Sissi

Select (Edit) ▾

Email sissi.von-oesterreich@student.kug.ac.at **Edit**

Confirmed email address [input field]

Homepage [input field]

Private phone [input field]

Mobile phone [input field]

Fax [input field]

Additional info [text area]

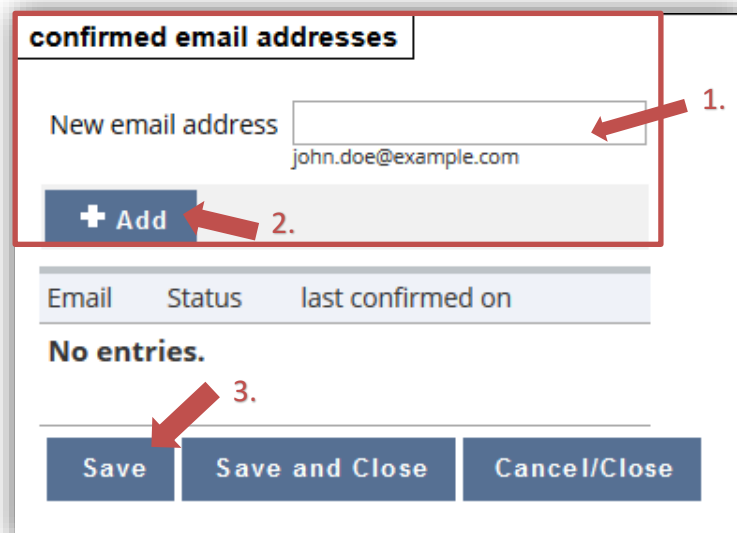
750 characters left

Business card picture [input field] **Edit**

Display options
 always only to authenticated users

Business card/Workplace background image [input field] **Edit**

Save **Cancel**



confirmed email addresses

New email address [input field] **1.**
john.doe@example.com

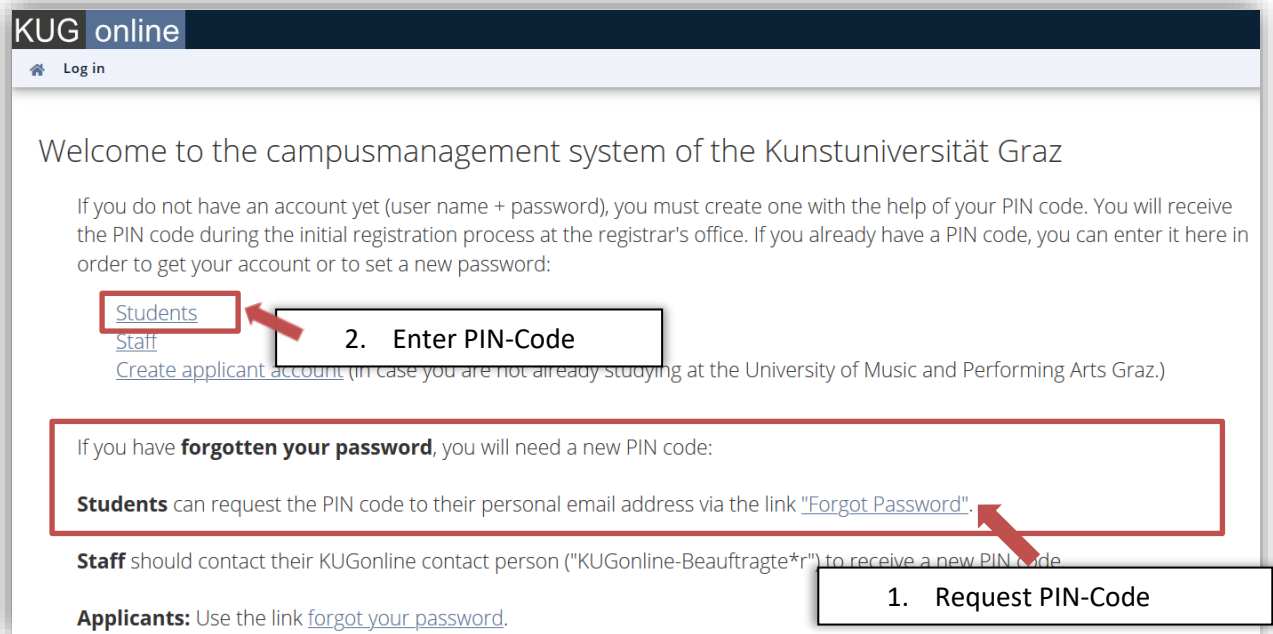
+ Add **2.**

Email	Status	last confirmed on
No entries.		

Save **Save and Close** **Cancel/Close** **3.**

- Please enter **[1.]** a private email address here, click on **[2.] "Add"** and finally on **[3.] "Save"**.
- You will then receive a confirmation email to the entered private email address with a link to complete the registration of this email address.

If you have forgotten your password, your KUGonline account is locked or the PIN code has expired, you can from now on request a (new) PIN code via the KUGonline start page and the corresponding link, which will then be sent to the announced "confirmed email address". On the same start page you will then also find the link to enter the PIN code and reactivate the account.

A screenshot of the KUG online login page. The page has a dark blue header with "KUG online" and a "Log in" button. The main content area is white and contains a welcome message and instructions. Annotations include a red box around the "Students" link, a white box with a red arrow pointing to it labeled "2. Enter PIN-Code", a red box around the "Forgot Password" link, and a white box with a red arrow pointing to it labeled "1. Request PIN-Code".

KUG online Log in

Welcome to the campusmanagement system of the Kunstuniversität Graz

If you do not have an account yet (user name + password), you must create one with the help of your PIN code. You will receive the PIN code during the initial registration process at the registrar's office. If you already have a PIN code, you can enter it here in order to get your account or to set a new password:

[Students](#)
[Staff](#)
[Create applicant account](#) (in case you are not already studying at the University of Music and Performing Arts Graz.)

If you have **forgotten your password**, you will need a new PIN code:

Students can request the PIN code to their personal email address via the link "[Forgot Password](#)".

Staff should contact their KUGonline contact person ("KUGonline-Beauftragte*r") to receive a new PIN code.

Applicants: Use the link [forgot your password](#).

2. Enter PIN-Code

1. Request PIN-Code