







# Activating a new user account

	This tutorial explains how a new user can activate his/her account.
	<a href="http://econsort.ugent.be">http://econsort.ugent.be</a> > select your instance's management pages
	A <b>user</b> is a person managing the EConsort application. An <b>applicant</b> is an applying student. A <b>student</b> is an applicant who has been admitted.
	Printscreens in this tutorial are centered and <span style="border: 1px solid black; padding: 2px;">indicated by a box</span> .
	Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Go to <http://econsort.ugent.be> and go to your instance's management pages. In this example, we use the EMBC Econsort platform.



▼ The next page shows you the following:


**Activate your user account:**

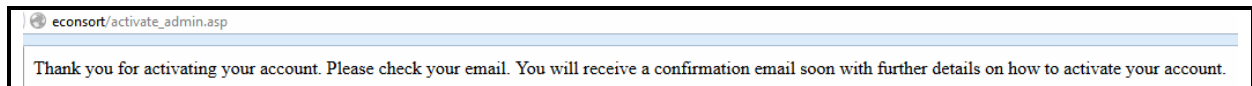
Make sure you have been registered as a user for "EMBC".

Email address:

Password:  (at least 4 characters)

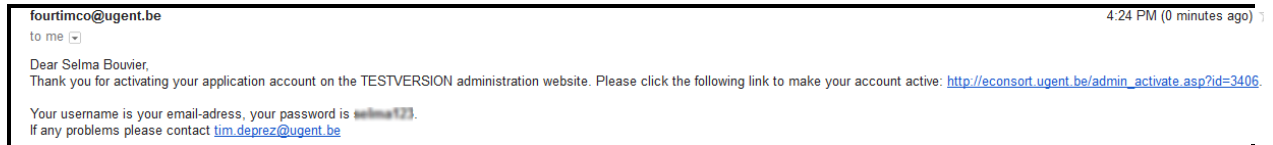
Retype password:  (at least 4 characters)

▲ Enter the email address used for your registration and choose a password. Confirm it by entering it a second time. Click the [button](#).



▲ This window completes the manual activation: you will receive an email.

▼ This email looks like this:



▲ It contains an activation link and your password. Finish the activation by clicking the link. You can now log in using your email address and password.