



Universitat
de les Illes Balears

Online Registration Guide (Self-Registration) over UIBdigital



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Who Is this Guide for?

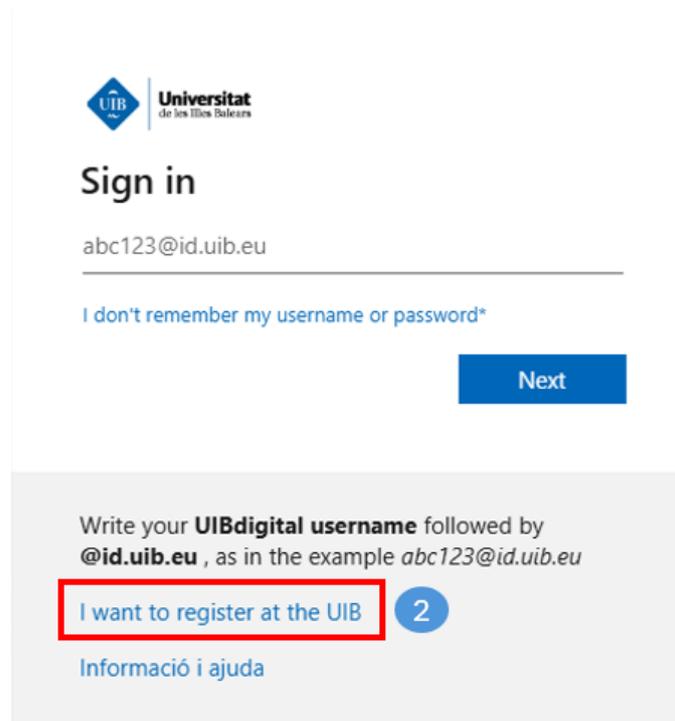
All UIB users.

How to Get Started with the Online Registration Process over UIBdigital

You can start the online registration process over UIBdigital (hereinafter, self-registration) by clicking on the following link: <<https://uibdigital.uib.es>>, or from the UIB home page <<https://www.uib.es/>> and selecting the user icon (1).



Then select the following link: [I want to register at the UIB](#) (2)



You will be taken to a form to fill in the necessary personal details for registration and receive a username to access the relevant services at the university.

Self-registration over UIBdigital

The self-registration procedure comprises the following stages:

1. Filling in the personal details form
2. Obtaining a registration code
3. Entering the registration code and setting a password.



The screenshot shows the 'Welcome to online registration for UIBdigital' page. At the top left is the 'UIBdigital' logo. At the top right are links for 'Spanish', 'Catalan', 'University of the Balearic Islands', 'Version 2.23', and 'English'. The main heading is 'Welcome to online registration for UIBdigital'. Below it, a message says: 'In order to continue the UIBdigital registration process, please follow the steps below:'. A list of three steps follows: 1. Fill in the information form. 2. You will be sent a registration code. 3. Once you receive our e-mail, enter the registration code in UIBdigital and set your password (you have three (3) hours from receiving the code to complete the process). At the bottom of the list, there is a red-bordered button that says 'Start the UIBdigital online registration process' next to a blue circle containing the number '3'.

Self-registration home screen

Follow the *Start the UIBdigital online registration process* link (3).

Step 1. Fill in the personal details form

1 Identification details. You must at least fill in the required details fields marked with an asterisk (*). Then click *Continue* (4).

UIBdigital online registration

1 Identification details 2 Additional contact details 3 Confirm

1 Enter your identification details. These should be an exact match of your personal data as printed on your ID document.
Those fields marked with an asterisk (*) are mandatory. For further information on each field, please press the icon (?).

Identification *
Please do not enter blank spaces or characters other than numbers or letters.

type of identification *
If you are a Spanish citizen, please select Spanish National Identity Card (DNI).

Spanish National Identity Card (DNI) ▾

Name *
Please only capitalise initial letters

First surname *
Please only capitalise initial letters

Second surname *
Please only capitalise initial letters

Gender *

Female
 Male

Date of birth *
Please use the following format: dd/mm/yyyy. Example: 01/10/2006

Citizenship *
Spain ▾

Second citizenship
- No selected value - ▾

E-mail address *
Example: name@domain.country

Please confirm your e-mail address *

Please copy the sequence that appears in the image below *
Please note that upper and lower case are relevant

SsZqvhLd

→ Continue (4)

2 Additional contact details. You must at least fill in the required additional contract details fields marked with an asterisk (*). Then click *Continue* (5).

UIBdigital online registration

1 Identification details 2 Additional contact details 3 Confirm

i Please enter your contact details. At least one contact telephone number is to be provided.
Those fields marked with an asterisk (*) are mandatory.

Main telephone number
For example: 971173000

Mobile
For example: 600173000

Type of street *

Street *

Number Stairway Floor Door

Postcode

Country *

Province *

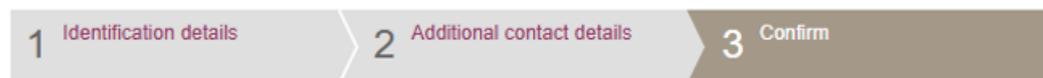
Town or city *

5

3 Confirmation. Please check that all the details you have provided are correct, particularly your e-mail, as if not, you will not be able to complete the self-registration procedure.

Remember that you can click back to any of the two previous steps to amend any details. Once you have checked the form, click *Accept* (6).

UIBdigital online registration



i Please check whether the data you have provided are correct (especially your e-mail address), as you will not be able to complete your registration otherwise.

Should you wish to change or add anything, please click on the links on the tabs at the top of this page indicating the different stages in the registration process (e.g. Identification details).

Identification

	Identification	<input type="text"/>
	Type of identification	
	Name	
	First surname	
	Second surname	
	Gender	
	Date of birth	
Nationality		

Contact details

Main telephone number	<input type="text"/>
Mobile	<input type="text"/>
E-mail address	<input type="text"/>
<hr/>	
Address	<input type="text"/>
Postcode	
Town or city	
Municipality	
Province	
Country	<input type="text"/>

Accept **6**

Step 2. You will be provided with a registration code

After accepting the form, the system will display a registration code for you to write down and send a link to the e-mail address you have provided for you to continue the registration procedure.

UIBdigital online registration



Valid operation

Your personal data have been stored correctly and you have been assigned the following registration code: **DSY89CKDOV**. Please keep this code as you will need it to complete your registration and access UIBdigital. Please **keep this code** as you will need it to complete your registration and access UIBdigital.



An **e-mail will soon be sent** to the e-mail address provided. This will contain a link to UIBdigital. To complete your registration, please click on this link and follow the instructions.

Confirmation screen displaying the code to complete the procedure (5).

 Write down the self-registration code.

Step 3. Once you receive the e-mail, enter the registration code into UIBdigital and set your password (**you have three (3) hours from receiving the code to complete the process**).

Please check your inbox. You will receive an e-mail similar to the one shown below containing a one-time link. Please make sure to check your *Spam* folder if the e-mail is not in your inbox. Click on the link in the e-mail to access the form (8).

Subject: [UIBdigital] Registre en línia de UIBdigital

UIBdigital

Missatge d'UIBdigital

English message

Dear **Name Surname1 Surname2,**

You have begun your UIBdigital registration process. UIBdigital is the tool that all members of the University of the Balearic Islands' community are provided with so as to access the University's telematic services. You have provided this e-mail address during your registration process.

Please follow the following steps in order to complete your registration process and obtain your UIBdigital username and password:

1. Click on the following link so as to access the registration application:

8 <https://uibdigital.uib.es/uibdigital/web/es/perfil/credencials/mail/1495537MCM1J4UTZYSHF02ZAPQ1PEHRES45IZ6LZ40US3CC/emplenar.htm>

(if your e-mail program does not support external links, please copy and paste this link to your browser).

2. Please enter your password of choice in the application so as to access UIBdigital. You will also need the registration code you have been provided with at the end of your registration process.

This process should be completed by **15/05/2025, 14:31** . Should this not be the case, the registration process will have to be started all over again.

Clicking on the link will open a form to set up a password to access UIBdigital.

You need to enter the self-registration code provided in [Step 2](#) in order to set your UIBdigital password. Save the changes to complete the procedure (9).

UIBdigital online registration

 To complete your registration, please enter the registration code you have been provided with and your password of choice.

Registration code *

 Your password should at least contain **12** characters.
Special characters such as: ñ, ç, accented words are not allowed.
For safety reasons, you are kindly advised to use a combination of both letters and digits.
Please do not replicate a password used previously.

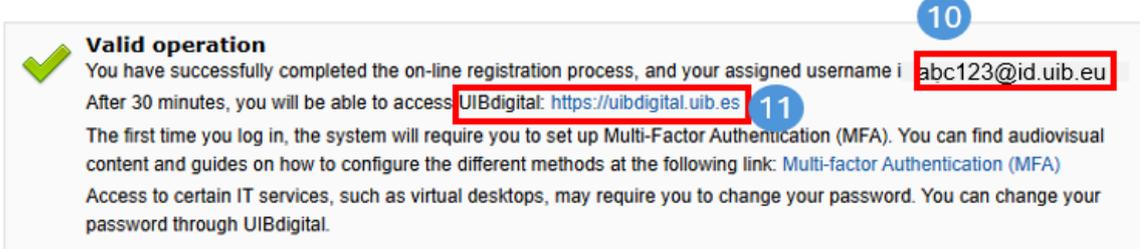
New password *

Confirm new password *

 Save 

This last screen will display whether the procedure has been successful and will **complete the procedure**

UIBdigital online registration



Valid operation
You have successfully completed the on-line registration process, and your assigned username is **abc123@id.uib.eu** (10).
After 30 minutes, you will be able to access UIBdigital: <https://uibdigital.uib.es> (11).
The first time you log in, the system will require you to set up Multi-Factor Authentication (MFA). You can find audiovisual content and guides on how to configure the different methods at the following link: [Multi-factor Authentication \(MFA\)](#)
Access to certain IT services, such as virtual desktops, may require you to change your password. You can change your password through UIBdigital.

- i** You will be provided with a username (10) assigned by the system. You may then access UIBdigital within 30 minutes (11).
- i** Your UIBdigital username will have the following format: abc123@id.uib.eu.
- !** Please bear in mind that you must complete this procedure within three (3) hours. The procedure will be finalised when you have received your UIBdigital username.
- !** If you have any problems not linked to the procedure deadline, please contact suport.informatic@uib.cat and attach your personal details and a screenshot of the error.

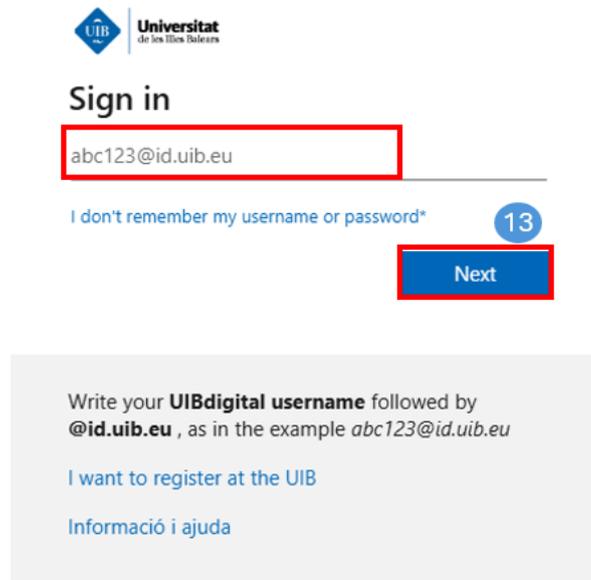
Signing-in to UIBdigital

You may sign in by opening the [UIB home page](#) and selecting the user icon (12).



The screenshot shows the UIB website home page. The user icon in the navigation bar is highlighted with a red box and labeled with the number 12. The navigation bar includes links for 'Information for', 'Electronic office', 'User icon (12)', 'Email', 'Search', 'A', 'CAT', and 'CAST'. Below the navigation bar, the text 'Learn with us + R+D+I + With you + All' is displayed.

You then need to enter your username and click *Next* (13).



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Sign in

[I don't remember my username or password*](#)

Next

Write your **UIBdigital username** followed by **@id.uib.eu**, as in the example *abc123@id.uib.eu*

[I want to register at the UIB](#)

[Informació i ajuda](#)

Enter your access code or password to sign in (14).



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← abc123@id.uib.eu

Enter password

[I don't remember my username or password*](#)

Sign in

Write your **UIBdigital username** followed by **@id.uib.eu**, as in the example *abc123@id.uib.eu*

[I want to register at the UIB](#)

[Informació i ajuda](#)

- ⚠ After this, depending on the type of user you are, at some point and for security reasons, the system may require you to set up the up Multi-Factor Authentication (MFA). As a minimum requirement, you will need to activate two-step verification although **we recommend you add multifactor authentication** in case the first contact method is unavailable meaning you are unable to access your account.

MFA Configuration

In order to set-up MFA, we advise you have both a mobile and computer or tablet to hand to make the process easier.

Microsoft recommends using the Microsoft Authenticator app for mobile devices as the preferred MFA method. Before starting the set-up, please download the app from [Google Play](#) for Android devices or from the [AppleStore](#) for iOS devices. After downloading it, make sure you do not delete it.

Sign in to any ICT service at the UIB. You will then be required to set up MFA. The sign in screen will display. Click *Next* (15).



abc123@id.uib.eu

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

15

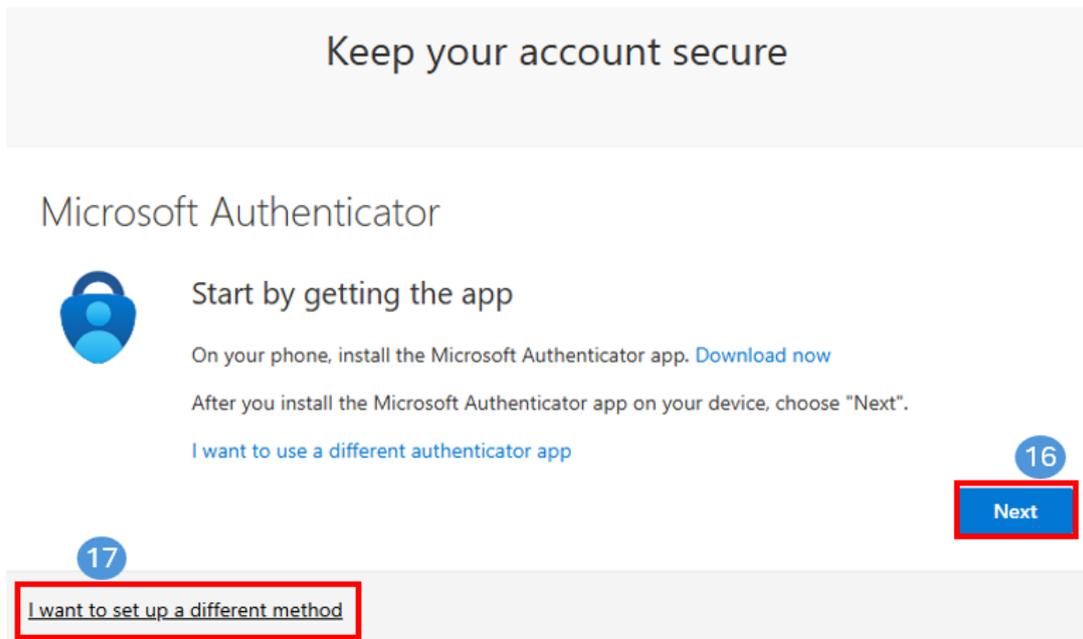
Next

Write your **UIBdigital username** followed by **@id.uib.eu**, as in the example *abc123@id.uib.eu*

[I want to register at the UIB](#)

[Informació i ajuda](#)

We recommend you set up the *Microsoft Authenticator* method on the following screen by clicking *Next* (16) or selecting *I want to set up a different method* (17).



Keep your account secure

Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

16 [Next](#)

17 [I want to set up a different method](#)

Follow the instructions on-screen based on the selected method. You may view audiovisual content and guides on how to set up the different methods at the following link: [Multi-factor Authentication \(MFA\)](#).

- i** We advise you to **set up more than one method for MFA**. We recommend you include the *Microsoft Authenticator* app. Additional methods may include a phone call or being sent a code via text message. As your credentials must be authenticated via MFA when signing in, having different methods will ensure you can access the system if there are any problems with a specific method.
- i** If you have included the **Microsoft Authenticator** app or Google Authenticator in MFA, **do not uninstall it** from your mobile device without having an alternative authentication method. You will not be able to sign in to UIB services if you delete it without setting up alternative methods.