



UNIVERSIDAD  
COMPLUTENSE  
MADRID



OFICINA DE RELACIONES  
INTERNACIONALES  
UNIVERSIDAD COMPLUTENSE DE MADRID



**UCM E-MAIL ACTIVATION**

## WHAT IS THE UCM E-MAIL?

The UCM e-mail is the primary communication channel between the Complutense University of Madrid, your professors, and you, the student.

### Why is it important?

You'll receive crucial updates through your UCM e-mail, including:

- Academic announcements: Changes to schedules, classrooms, or important deadlines.
- Course-related messages: Assignments, project instructions, and feedback from your professors.
- General university information: Events, workshops, and other relevant news.

### Remember:

- All official communications from the university and your professors will be sent to your UCM e-mail.
- You won't receive duplicate messages through the Virtual Campus.

**So, make sure to check your UCM e-mail regularly to stay informed!**



## ACCESSING COMPLUTENSE UNIVERSITY SERVICES

To access a range of university services, you'll need to activate your institutional email account.

Once activated, you'll be able to:

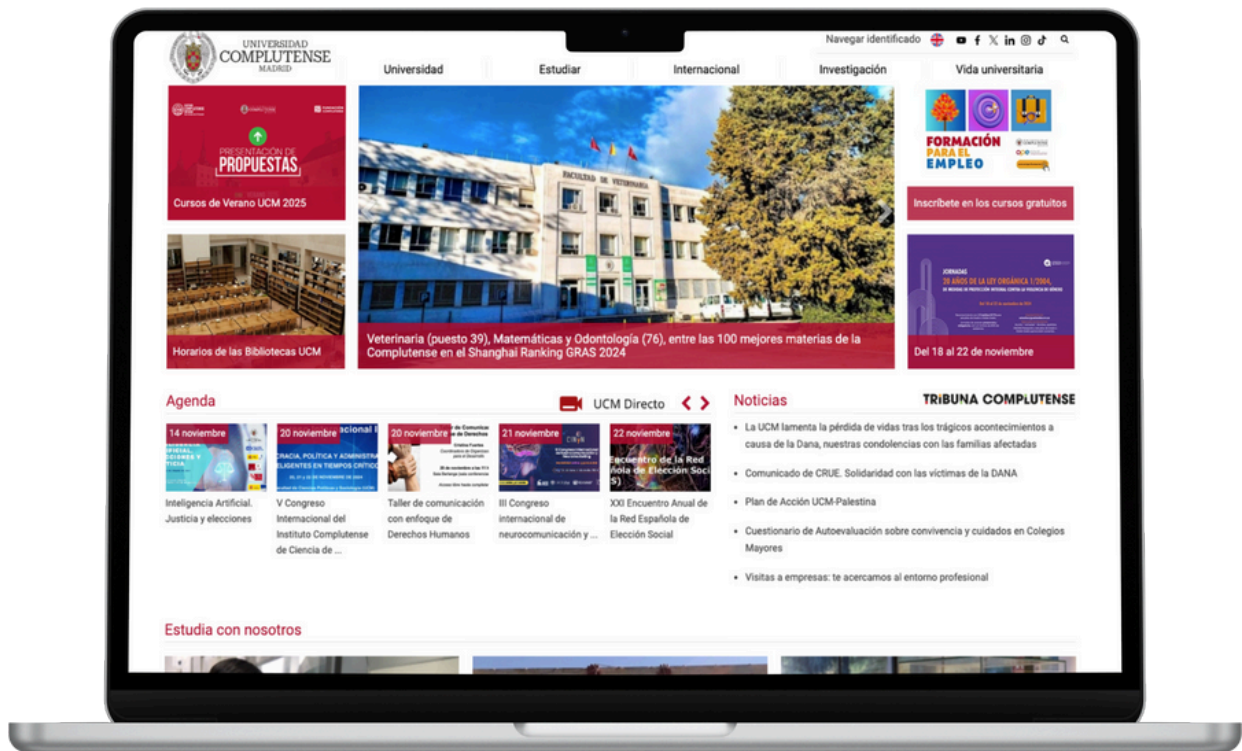
- Request your student ID card
- Use your virtual student ID card
- Access the Virtual Campus
- Utilize library services
- And more

By activating your UCM email, you'll unlock a world of opportunities and resources to enhance your university experience.

## HOW DO I ACTIVATE MY UCM ACCOUNT?

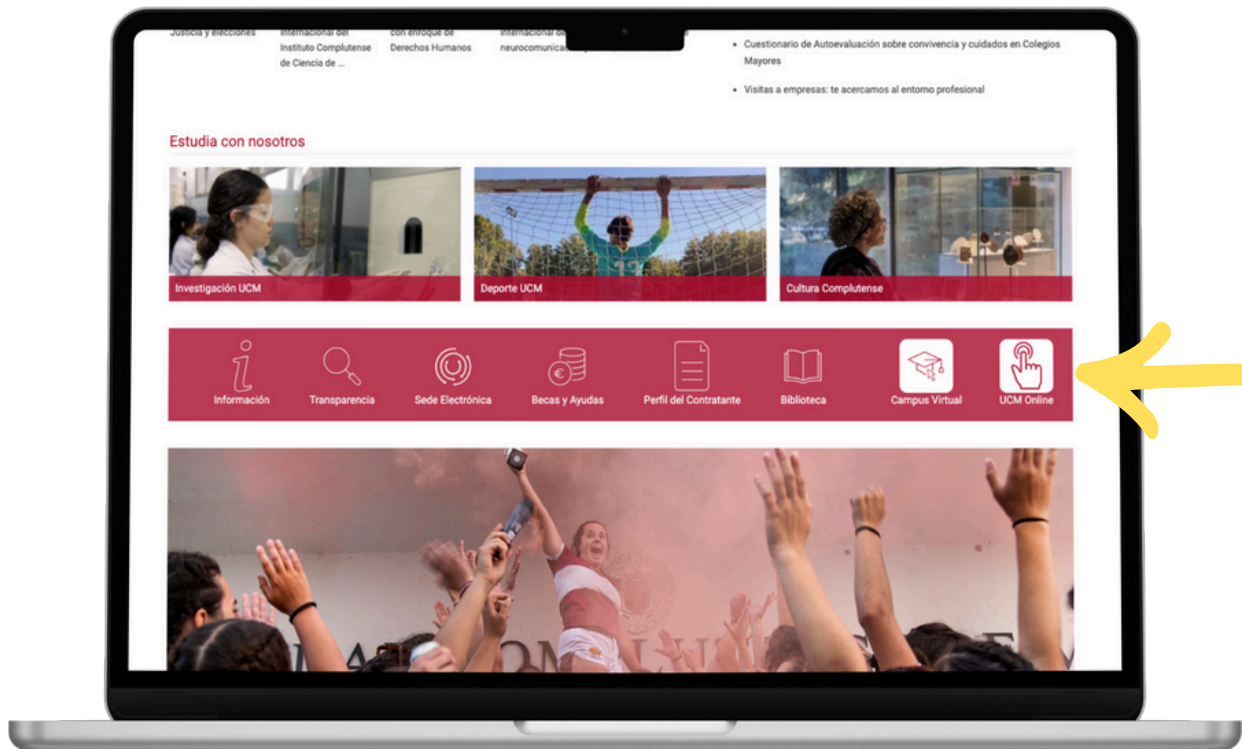
1

Go to [www.ucm.es](http://www.ucm.es)



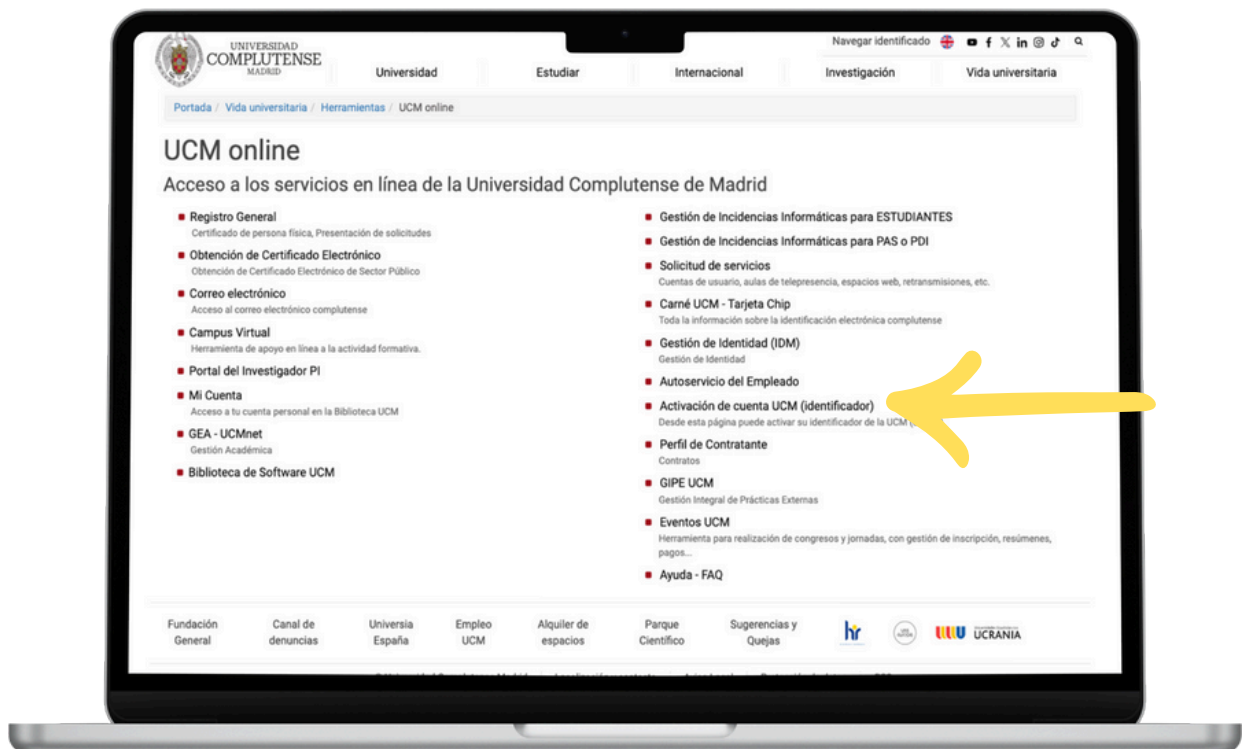
2

Scroll down to the bottom. Click on 'UCM online'.



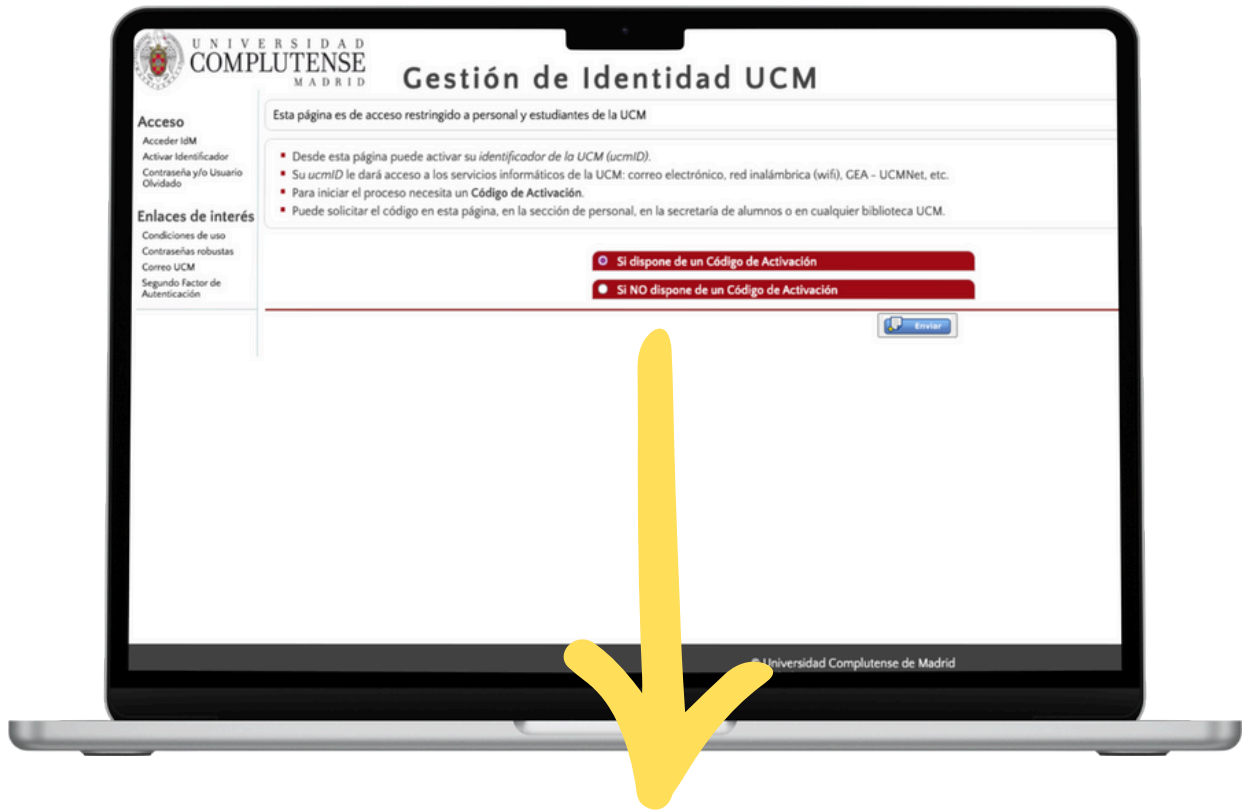
3

'Activación de cuenta UCM (Identificador)'



# 4

## Gestión de Identidad UCM



Choose the red tab that says  
**'Si dispone de un Código de Activación'**

**Si dispone de un Código de Activación**

Tipo doc. de identidad <i>i</i>	Identificación Erasmus
Número doc. de identidad <i>i</i>	MV-XXXXXX
Código de Activación <i>i</i>	XXXXXX

**Si NO dispone de un Código de Activación**

- Tipo doc. de identidad: **'IDENTIFICACIÓN ERASMUS'**:
- Número doc. de identidad: enter your **'MV-XXXXXX'**
- Código de activación: enter your **activation code**

*This information was previously sent to your email address.*

We press the '**enviar**' button.

**1. Review the Terms of Use:** Carefully read the Terms of Use, which outline the rules and regulations for using your UCM email account. Click the checkbox confirming your acceptance to proceed.

**2. Choose Your Username:** A list of suggested usernames based on your name will appear. Select the username you prefer. This will become the first part of your complete UCM email address.



Your chosen **username plus "@ucm.es"** will be your full email address (e.g., if you choose "danram12," your email will be "danram12@ucm.es").

Pick a username that's **easy to remember**

**3. Set a Strong Password:** Create a secure password for your email account. It's recommended to use a password with at least 8 characters, including a combination of uppercase and lowercase letters, numbers, and symbols.

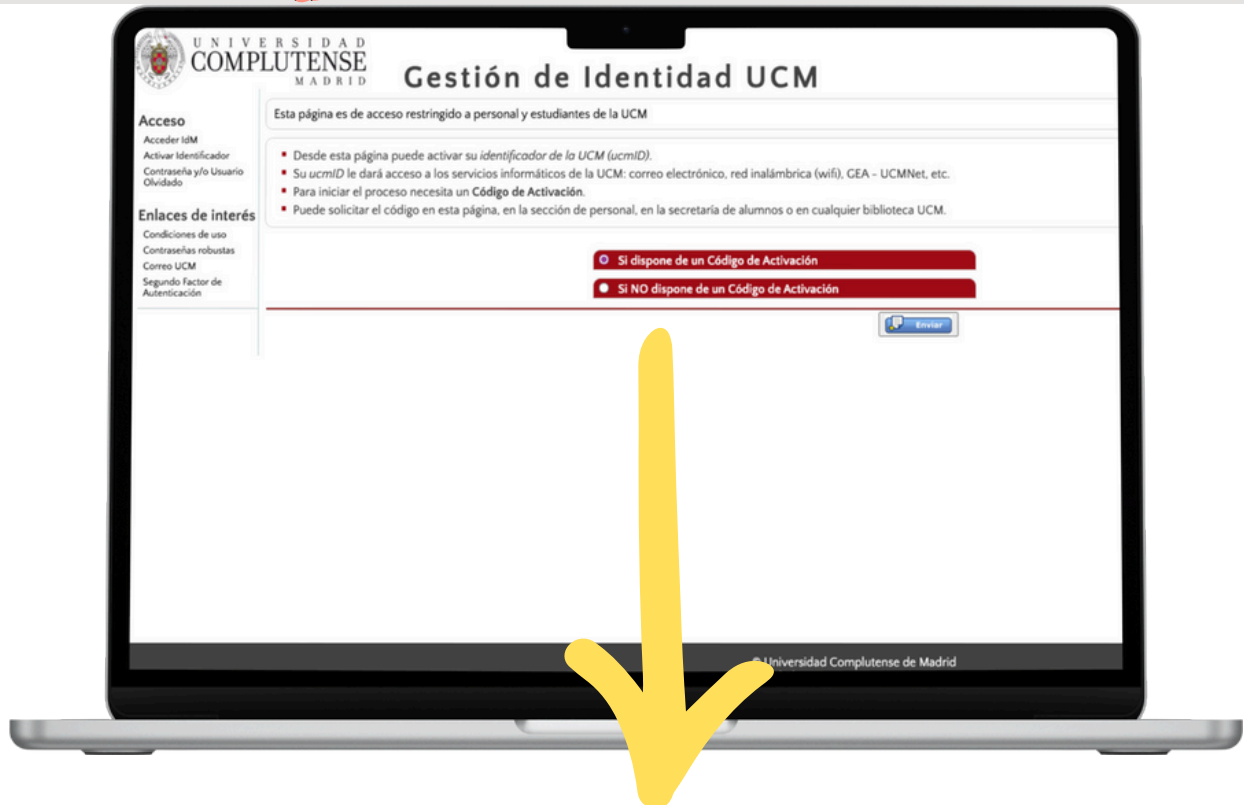
**4. Verify Contact Information:** The platform might pre-fill your personal email address as a backup contact. Review this information and make any necessary changes.

**5. Submit Your Request:** Once you've completed all steps, click the "Send" button to submit your request and finalize the account creation process.

**6. Keep Your Credentials Safe:** It's crucial to note down your chosen username and password for future reference. You'll need this information to access your UCM email account.



# WHAT IF I CAN'T REMEMBER OR FIND MY ACTIVATION CODE?



Choose the red tab that says  
**'Si NO dispone de un Código de Activación'**

Si dispone de un Código de Activación

Si NO dispone de un Código de Activación

Tipo doc. de identidad ⓘ

Número doc. de identidad ⓘ

En función de los datos de que dispongamos le enviaremos un nuevo código a:

su dirección alternativa de correo electrónico

- Tipo doc. de identidad: **'IDENTIFICACIÓN ERASMUS'**:
- Número doc. de identidad: enter your **'MV-XXXXXX'**



This will send a message to your personal email address (the email you used to apply online) with an activation code.

In the message, we copy the code (made up of 4 letters and 4 digits).

**You now have your activation code to create your UCM account!**



## Benefits of Your UCM Email:

Your UCM email address is your official university email account. It unlocks access to various university resources and services, including:

- Library services
- Student ID card request
- Virtual Campus access
- Wi-Fi network access
- University announcements and updates



### Remember:

- Always use your complete UCM email address ([email address removed]) to access university services.
- Don't share your login credentials with anyone to maintain account security.
- You will need to wait 24 hours to access your UCM email once you have requested it.

**Congratulations!** By following these steps, you'll be well on your way to using your UCM email account and enjoying all the benefits it offers.

If you have any questions, let us know by email:

[conveniosin@rect.ucm.es](mailto:conveniosin@rect.ucm.es)



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