

Instructions for registering in your Personal Account (for students)

Step 1. Registration

1. Type lk.usma.ru in the browser's address bar and click Enter.

Important! In the upper-right corner of the window that opens, select English (to change the language).

ATTENTION! If the registration has already been completed before, then go to “**Step 2. Role Confirmation**” to attach a Student's role.

2. On the page that opens, click on the link “**Registration**” (Figure 1).

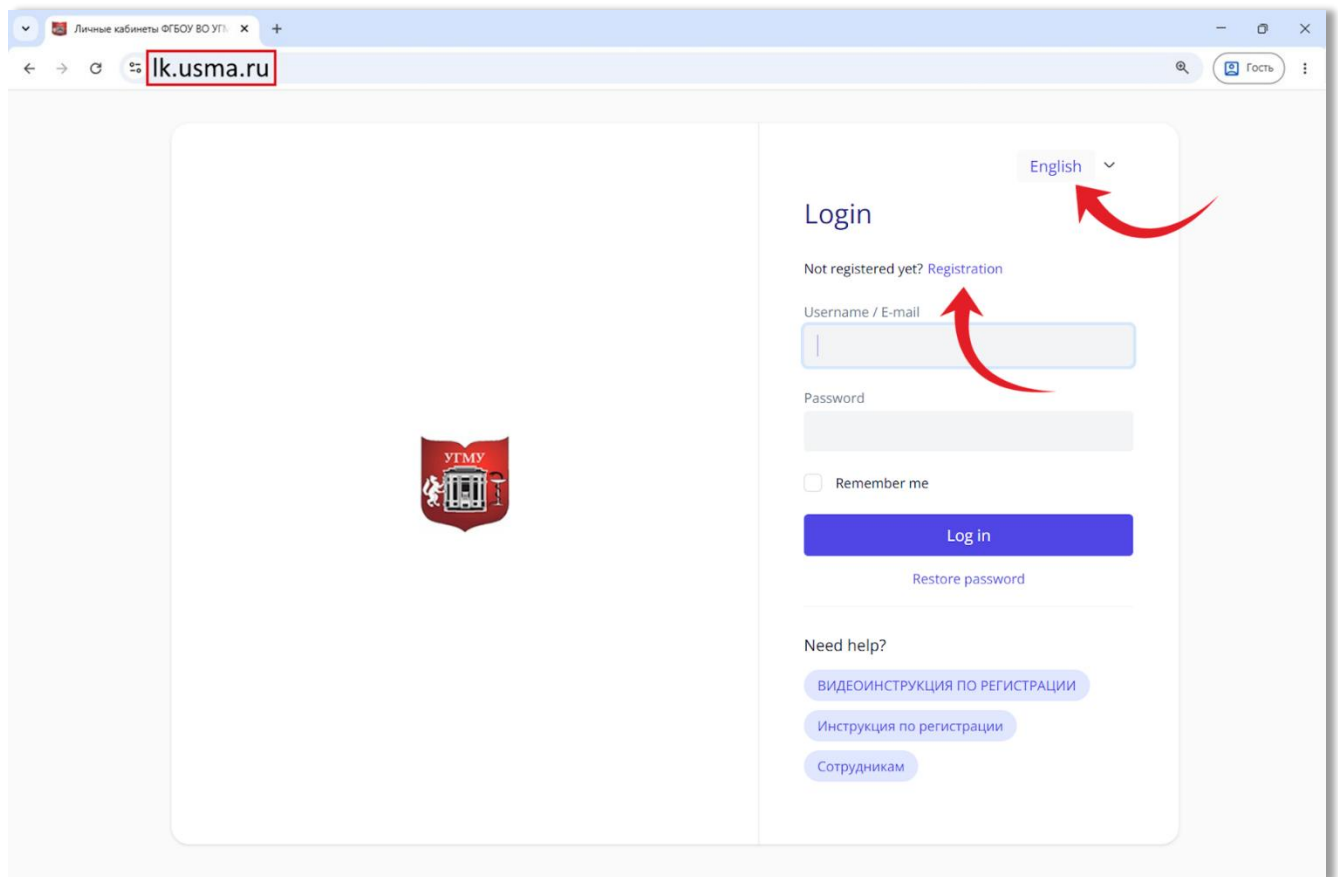
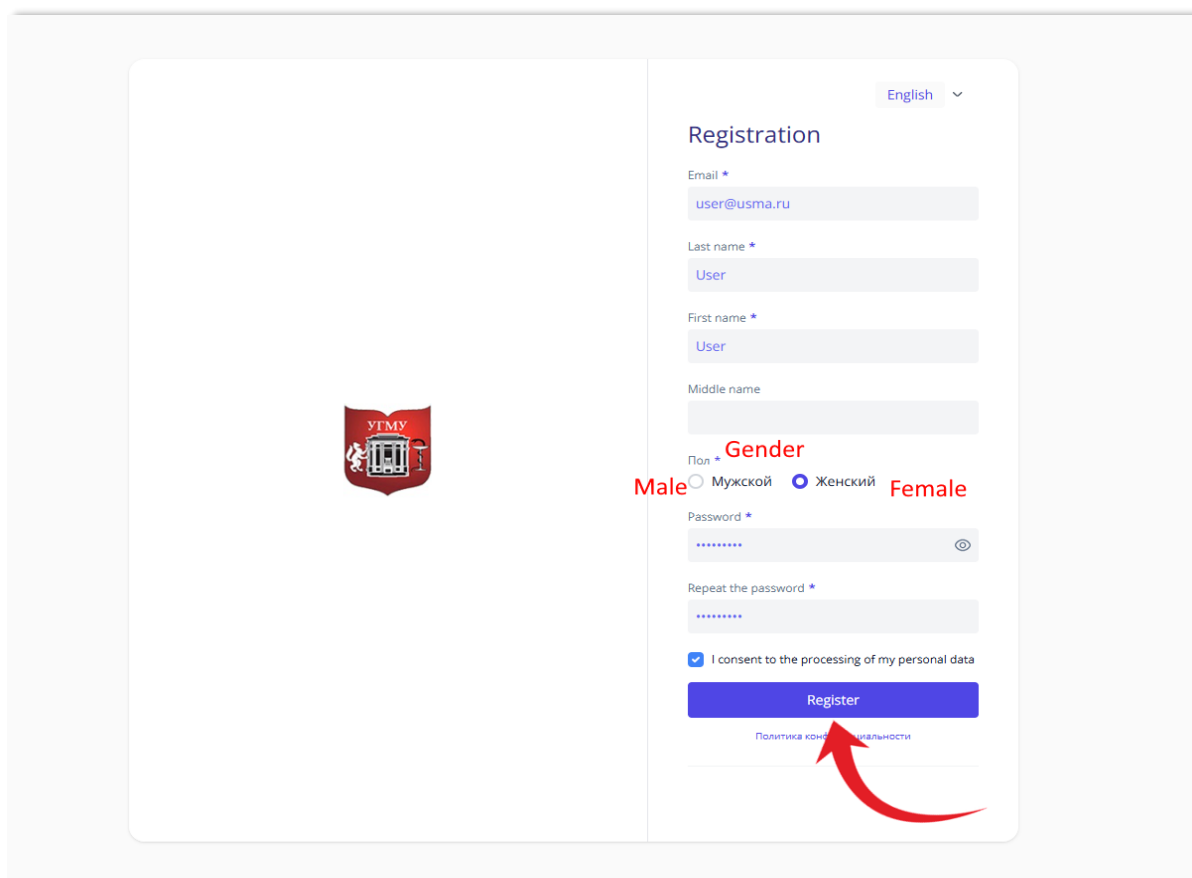


Figure 1 Registration

3. Fill in all the fields of the registration form.
4. Confirm your consent to data processing.
5. Click the “**Register**” button (Figure 2).

IMPORTANT! When registering, use the same email address that is entered into the University information system (which you specified at the Institute).
Registration and password recovery in your Personal Account are **NOT POSSIBLE** without email confirmation.

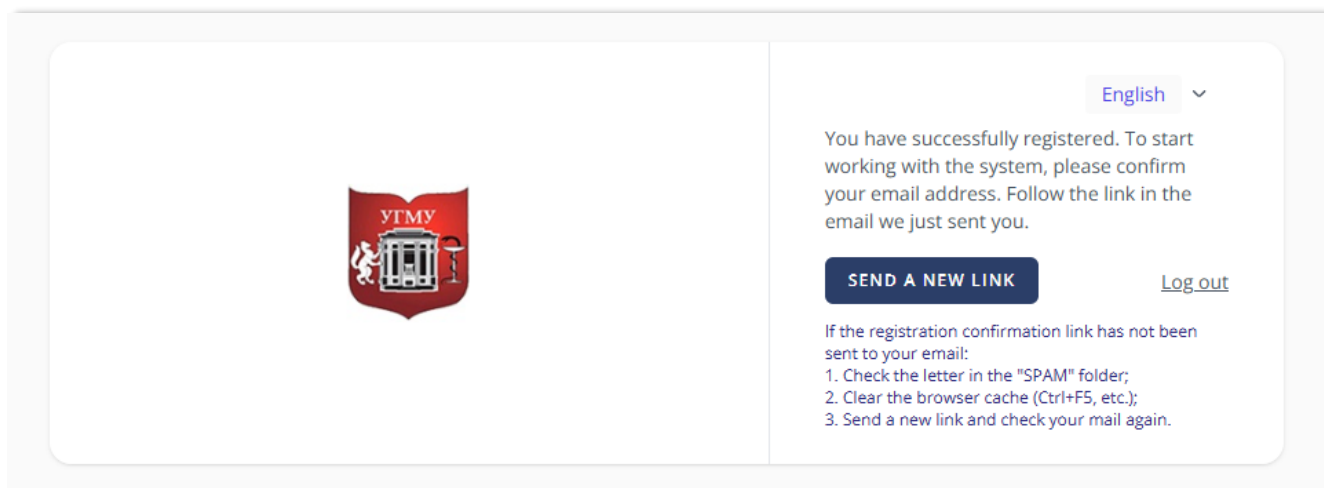


The image shows a registration form for the YTMU system. On the left is the YTMU logo. On the right, the form is titled "Registration" with a language dropdown set to "English". The form fields include: Email (user@usma.ru), Last name (User), First name (User), Middle name (empty), Gender (Male selected, Female unselected), Password (masked with dots), and Repeat the password (masked with dots). There is a checkbox for "I consent to the processing of my personal data" which is checked. A blue "Register" button is at the bottom, with a red arrow pointing to it. Below the button is a link for "Политика конфиденциальности".

Figure 2. Entering registration data

Be sure to write down or remember your password

6. After clicking the **“Register”** button, a message will be sent to you to confirm your email address (*Figure 3*). Open your email. Click on the link in it to confirm. After that, you can start working in your Personal Account. You will get access to information and resources specified to your role.



The image shows a confirmation message after successful registration. It features the YTMU logo on the left. On the right, the text says: "You have successfully registered. To start working with the system, please confirm your email address. Follow the link in the email we just sent you." Below this is a blue button labeled "SEND A NEW LINK" and a link labeled "Log out". At the bottom, it says: "If the registration confirmation link has not been sent to your email:" followed by a list of steps: 1. Check the letter in the "SPAM" folder; 2. Clear the browser cache (Ctrl+F5, etc.); 3. Send a new link and check your mail again.

Figure 3. Confirmation of your email address

Step 2. Role Confirmation

If you are an **APPLICANT**, you do not need to confirm anything, you can close the instructions and use your personal account. You will see the information available to you as an applicant.

1. Log in to your personal account lk.usma.ru
2. After logging in, select the **"Student"** role (Figure 4)

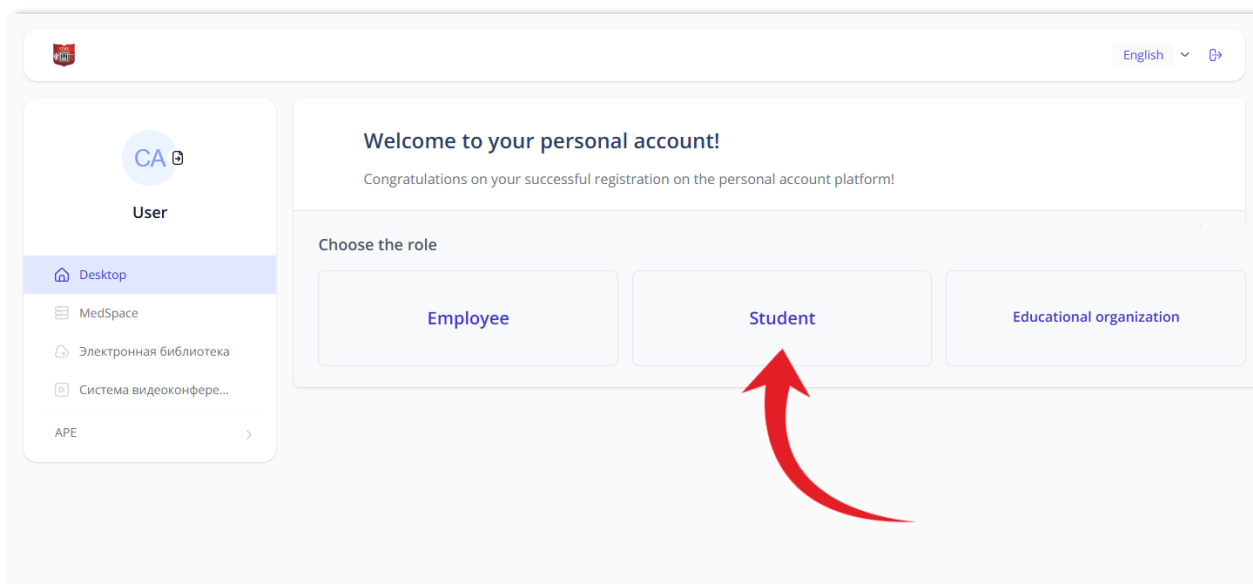


Figure 4. Choosing a role

3. To confirm the role enter the date of birth, the last 4 digits of the current passport number and your email. (Figure 5).

IMPORTANT: the data you type must match the data entered into the University information system. Then click on **"Browse"**.

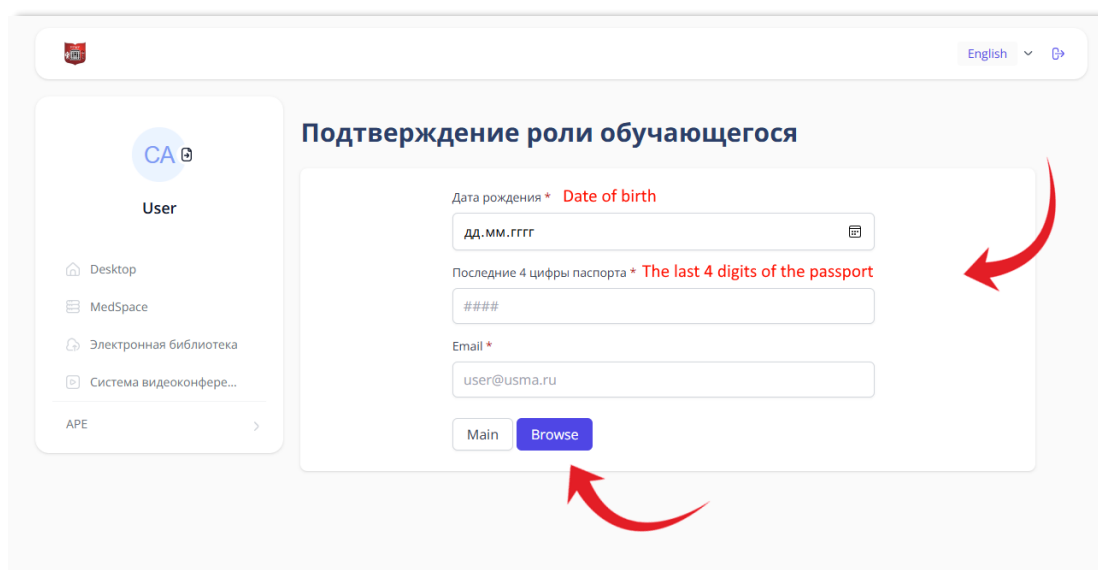


Figure 5. Role Confirmation

4. If the role confirmation was successful, new sections will appear in the menu on the left, available to Students (example in Figure 6), and in the upper-right corner you will see your role and group.

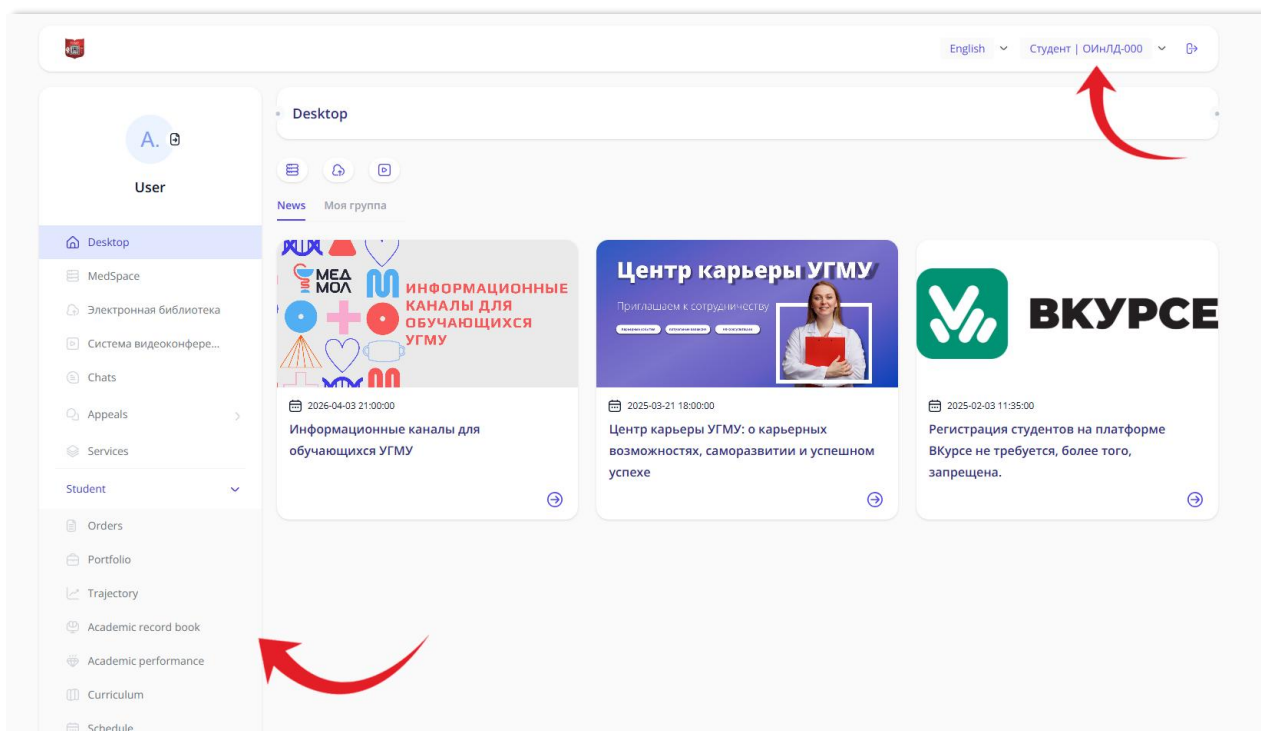


Figure 6. New tools after linking

5. You should receive an email stating that your account has been successfully synchronized with the University's system, **and your username** (username in Latin letters or numbers) **is indicated in the email.**

In the future, log in to your Personal Account using the username from the letter instead of the mail address.

Forgot your password? Use the RESTORE PASSWORD function (Figure 7).

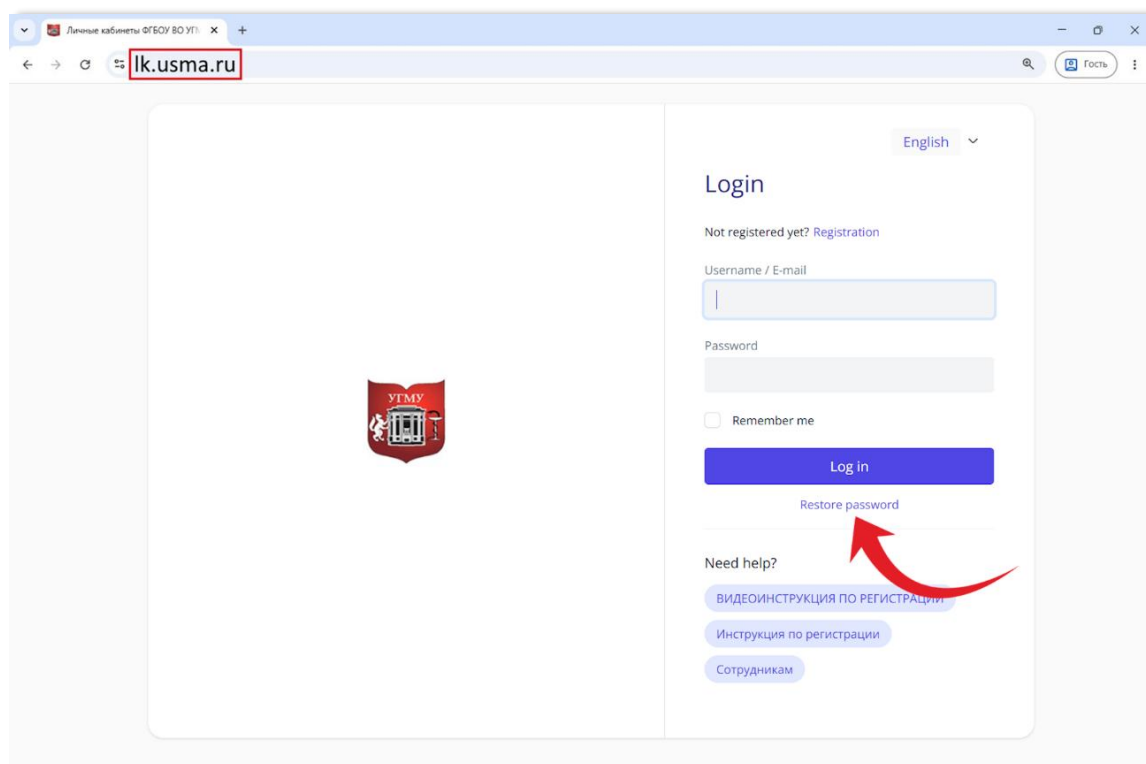


Figure 7. Password recovery

Possible errors

1. **“According to the data provided, not a single person was found”**

An error in your personal data (passport, name, date of birth or e-mail) on the role confirmation page, or a data mismatch with the main University system. Contact the Institute to enter the correct data into the “Tandem” University information system.

2. **“This role has already been confirmed and received”**

Your account already has this role. You do not need to confirm it again. Close all the tabs and log in again.

3. **“This role has already been confirmed and received by another user”**

You have created a duplicate account. In this case, you need to delete the duplicate and log in using the original account (contact your system administrator: a.m.pegushin@usma.ru).

Help

Student Office Contacts: <https://usma.ru/cifrovoi-office/>

System Administrator's email address: a.m.pegushin@usma.ru