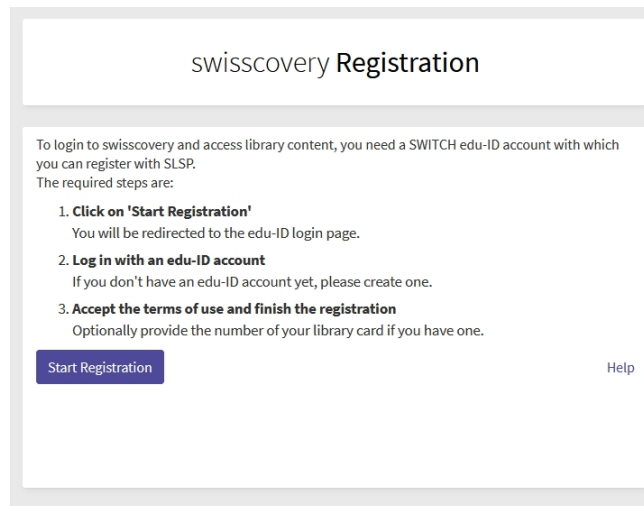


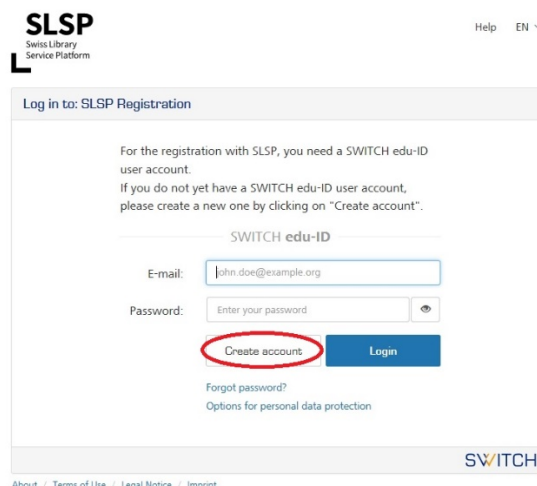
SWITCH edu-ID/SLSP registration

Note: The patron user data is needed for different reasons. Mostly to contact the user (e-mail, phone numbers), to deliver content (postal address), to identify the patron user (name, date of birth, identifiers), to allow patron user to use self-checkout (library card numbers), to grant additional privileges (organization affiliation), to generate anonymous aggregated statistical data (cookies). Details on what SLSP and related parties (libraries, suppliers) can do with user data and what any rights of the patron user concerning user data are described in the SLSP data protection policy on : <https://registration.slsp.ch/policy/>.

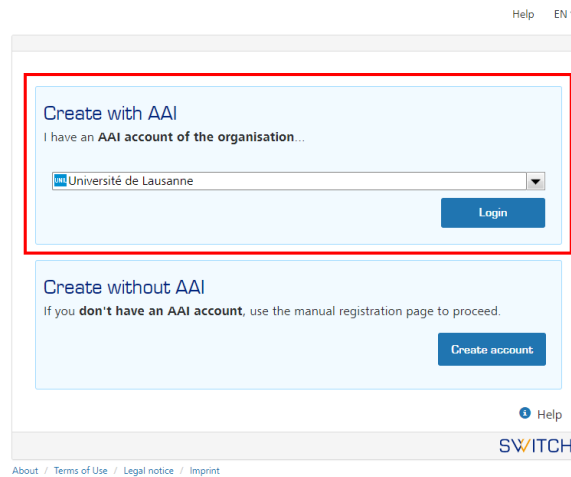
1. Go to the SLSP registration platform: <https://registration.slsp.ch/?iz=tri?lang=en>.
Important: Open the link in a new browser tab or window.



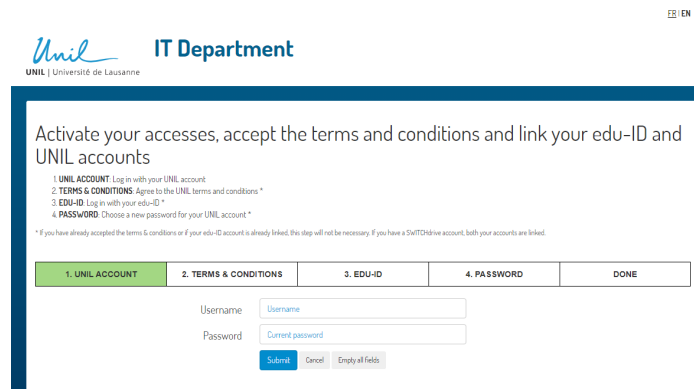
2. Click **Start Registration**.
3. Click **Create Account**.



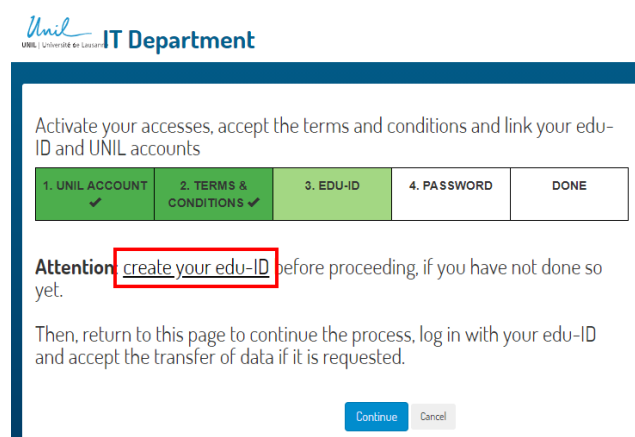
4. Select **Université de Lausanne** under **Create with AAI**.



5. **Log in** with your UNIL login.



6. Click **Create your edu-ID**.



7. **Create your SWITCH edu-ID account with your personal address** (the system won't allow you to use your email @unil.ch)

- **Required** boxes (marked with the smaller blue dots) must be filled in.
- At least one of the **conditionally required** boxes (marked with larger black dots) must be filled in, for example, at least one telephone number and at least one address. As soon as one of these boxes is filled in, the indication

that the boxes are conditionally required disappears from the other related boxes.

Create a SWITCH edu-ID account

Please complete the following form to create a new SWITCH edu-ID account.

Input requirements: ● = Required ○ = Conditionally required

First Name ●

Last Name ●

Date of birth ●

Home Address ● Name

Additional Address Information

Street and House Number

ZIP and City

Country

Business Address ● Name

Company

Additional Address Information

Street and House Number

ZIP and City

Country

Mobile Phone Number ●

Home Phone Number ●

Business Phone Number ●

Personal E-mail Address ●

Password ●

Confirm Password ●

Please type: ●

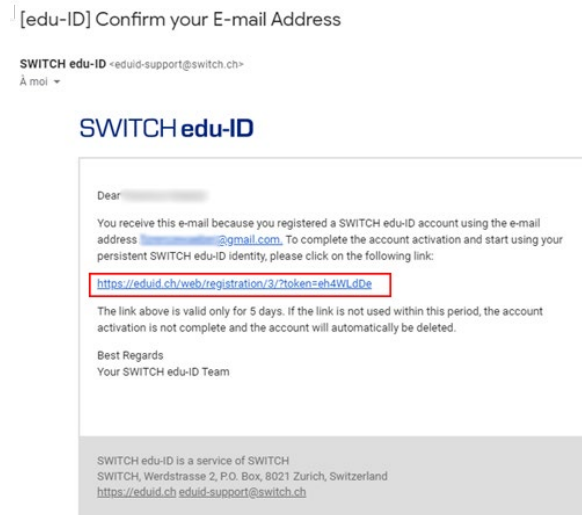
I fully understand and accept the [Terms of Use](#) for creating and using a SWITCH edu-ID account. The Terms of Use will also be sent to you by e-mail when your account has been successfully created.

SWITCH

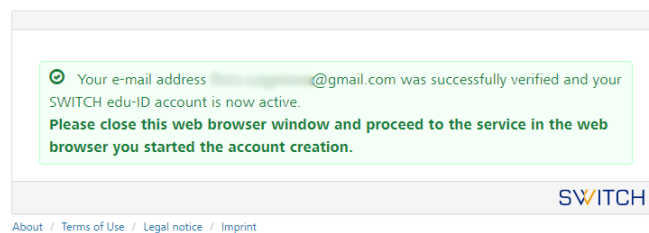
[About](#) / [Terms of Use](#) / [Legal notice](#) / [Imprint](#)

8. Place a tick mark to accept the Terms of Use and click **Create Account**.

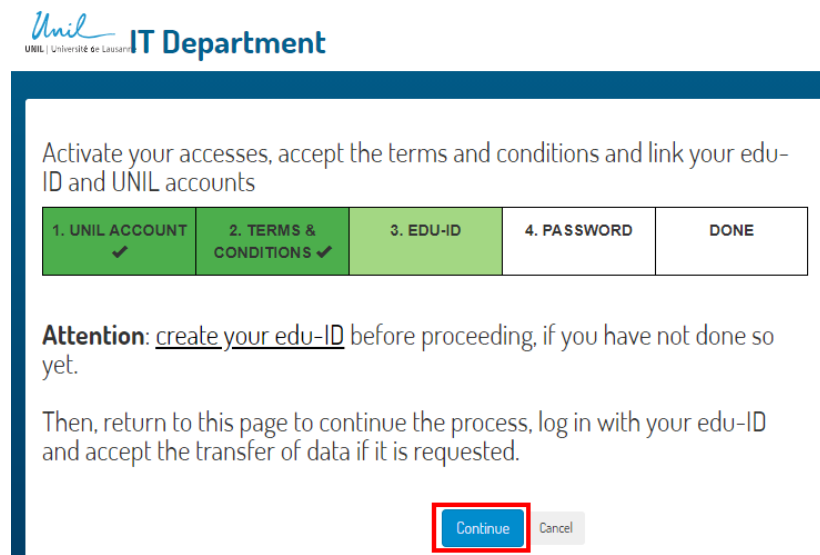
9. **Click the link in the email** you received at the email address you provided. A confirmation of the activation of your SWITCH edu-ID account is displayed.



10. By clicking on the button you can continue with the registration.



11. Go back to the **UNIL page** and **Click Continue**.



12. Log in with the SWITCH edu-ID you just created.



SWITCH edu-ID

Help EN ▾

Log in to: ID - Gestion du compte UNIL

Service description:

App pour gérer les comptes UNIL, et lier les comptes UNIL et edu-ID.

SWITCH edu-ID

E-mail:

Password:



Create account

Login

[Forgot password?](#)

[Options for personal data protection](#)

SWITCH

[About](#) / [Terms of Use](#) / [Legal Notice](#) / [Imprint](#)

13. The information that is being transmitted to UNIL is displayed. Choose whether you want to be asked if you want to transfer the information each time you log in or only if the information changes. Click **Accept**.

SWITCH edu-ID

Help EN ▾

ID - Gestion du compte UNIL

Information to be Provided to Service

You are about to access the service:
ID - Gestion du compte UNIL of Université de Lausanne

[▷ Additional information about the service](#)

Information Release

Prénom

...

Nom de famille

...

Email

...

Date de naissance

...

Numéro de mobile

+41 ...

Organisation

eduid.ch

Do you accept to share the information listed above with the service and allow it to retrieve also information updated by you and/or by your organisation?

[Additional information and consent revocation](#)

Select an information release consent duration:

Ask me again at next login

I agree to send my information this time.

Ask me again if information to be provided to this service changes

I agree that the same information will be sent automatically to this service in the future.

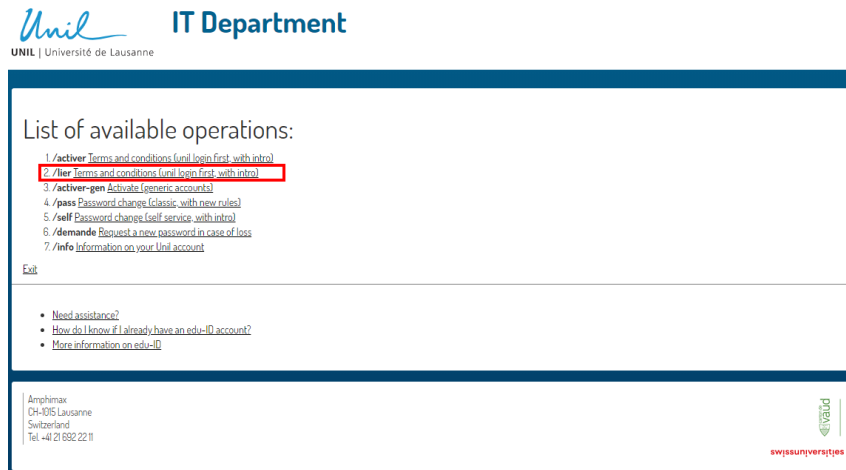
This setting can be revoked at any time with the checkbox on the login page.

Reject

Accept

14. A UNIL page is displayed. **Click option 2./ Lier.**

FR | EN



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List of available operations:

1. /active Terms and conditions (unil login first, with intro)
2. /lier Terms and conditions (unil login first, with intro)
3. /activator-gen Activate (generic accounts)
4. /pass Password change (classic, with new rules)
5. /self Password change (self service, with intro)
6. /demande Request a new password in case of loss
7. /info Information on your Unil account

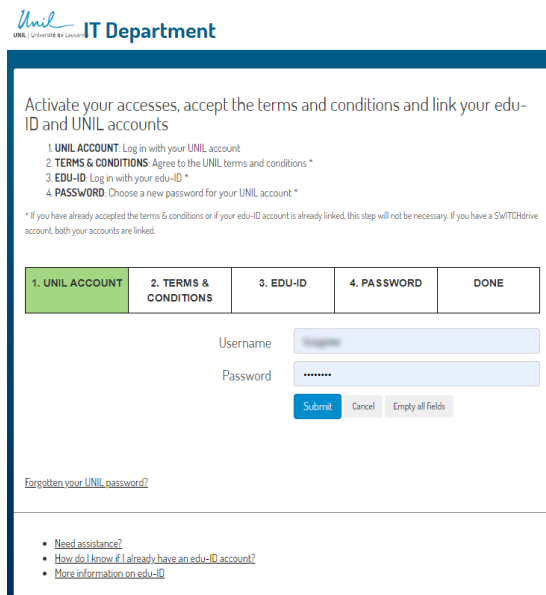
Exit

- [Need assistance?](#)
- [How do I know if I already have an edu-ID account?](#)
- [More information on edu-ID](#)

Amphimax
 CH-1015 Lausanne
 Switzerland
 Tel. +41 21 692 2211

swissuniversities

15. Connect yourself again with your UNIL login and **click Submit.**



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Activate your accesses, accept the terms and conditions and link your edu-ID and UNIL accounts

1. UNIL ACCOUNT: Log in with your UNIL account
2. TERMS & CONDITIONS: Agree to the UNIL terms and conditions *
3. EDU-ID: Log in with your edu-ID *
4. PASSWORD: Choose a new password for your UNIL account *

* If you have already accepted the terms & conditions or if your edu-ID account is already linked, this step will not be necessary. If you have a SWITCHdrive account, both your accounts are linked.

1. UNIL ACCOUNT	2. TERMS & CONDITIONS	3. EDU-ID	4. PASSWORD	DONE
✓				

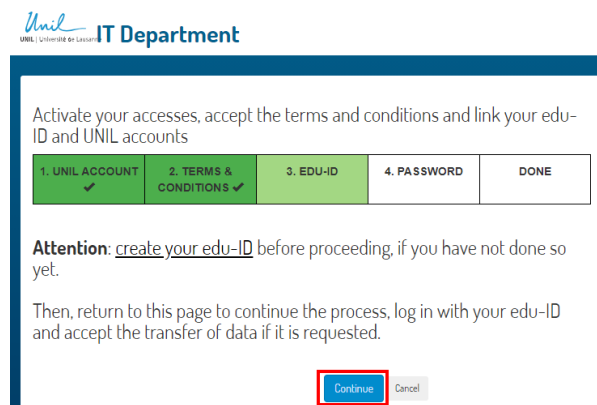
Username:

Password:

[Forgotten your UNIL password?](#)

- [Need assistance?](#)
- [How do I know if I already have an edu-ID account?](#)
- [More information on edu-ID](#)

16. **Click Continue** to accept the terms and conditions and link your edu-ID and UNIL accounts.



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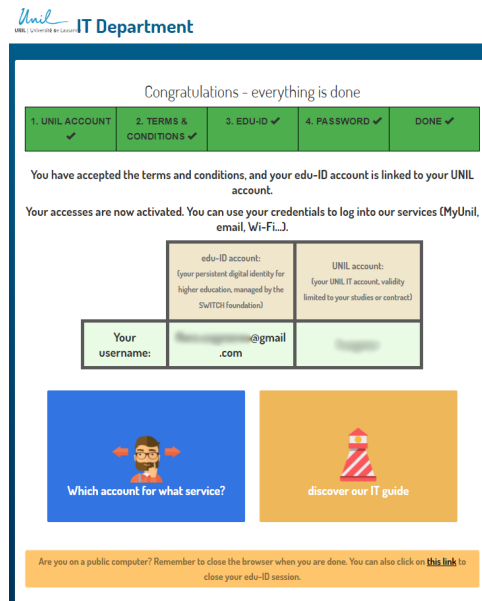
Activate your accesses, accept the terms and conditions and link your edu-ID and UNIL accounts

1. UNIL ACCOUNT	2. TERMS & CONDITIONS	3. EDU-ID	4. PASSWORD	DONE
✓	✓			

Attention: create your edu-ID before proceeding, if you have not done so yet.

Then, return to this page to continue the process, log in with your edu-ID and accept the transfer of data if it is requested.

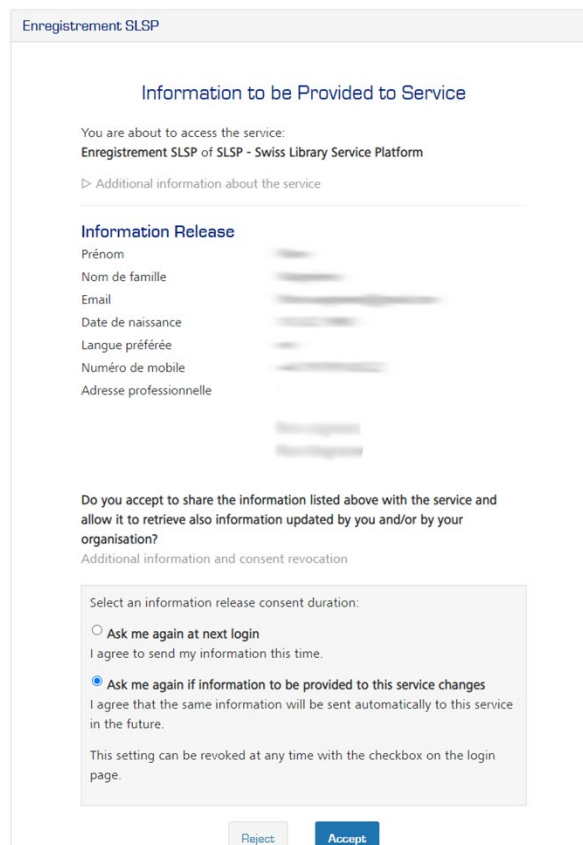
17. Your edu-ID is now linked to your UNIL account.



18. Now, open this page again : <https://registration.slsp.ch/?lang=en>

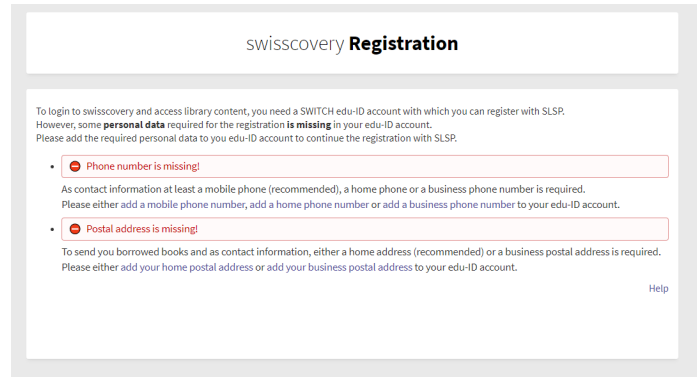
19. Log in (if you're not already) and **Start the registration**.

20. The information that is being transmitted to SLSP is displayed. Choose whether you want to be asked if you want to transfer the information each time you log in or only if the information changes. Click **Accept**.



The screenshot shows the "Enregistrement SLSP" page. The title is "Information to be Provided to Service". Below the title, it says: "You are about to access the service: Enregistrement SLSP of SLSP - Swiss Library Service Platform". There is a link for "Additional information about the service". The "Information Release" section lists the following fields: Prénom, Nom de famille, Email, Date de naissance, Langue préférée, Numéro de mobile, and Adresse professionnelle. Below this, there is a question: "Do you accept to share the information listed above with the service and allow it to retrieve also information updated by you and/or by your organisation?". Below the question, there is a link for "Additional information and consent revocation". There are two radio button options for "Select an information release consent duration": "Ask me again at next login" (unselected) and "Ask me again if information to be provided to this service changes" (selected). Below the selected option, it says: "I agree that the same information will be sent automatically to this service in the future." At the bottom, there is a note: "This setting can be revoked at any time with the checkbox on the login page." At the very bottom, there are two buttons: "Reject" and "Accept".

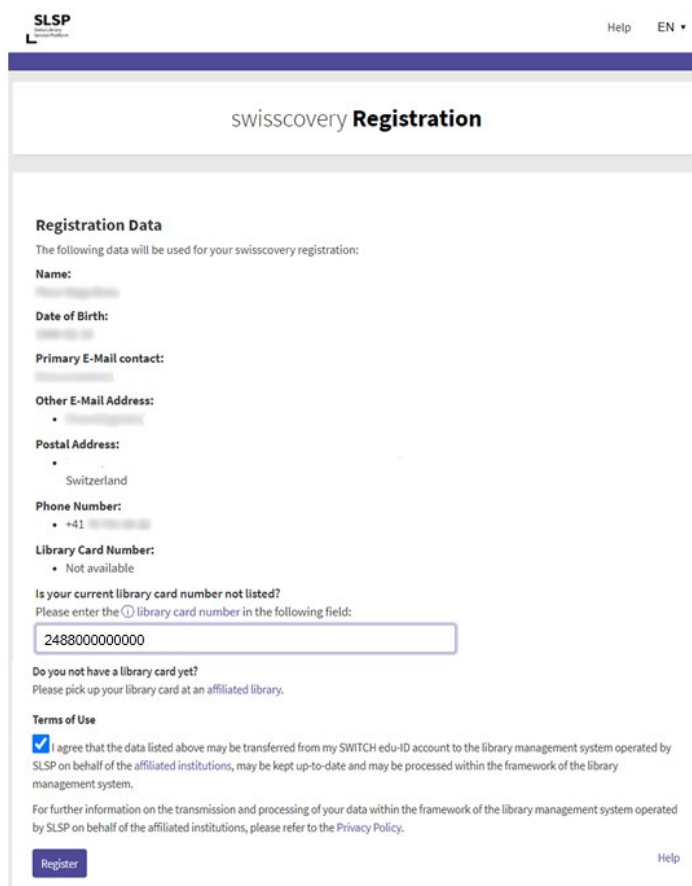
21. If some personal data required for the SLSP registration is missing in your edu-ID account, please add these data to continue the registration with SLSP. Click the blue links to add the information.



The screenshot shows the 'swisscovery Registration' page. It contains the following text and elements:

- Header: swisscovery **Registration**
- Introductory text: "To login to swisscovery and access library content, you need a SWITCH edu-ID account with which you can register with SLSP. However, some **personal data** required for the registration is **missing** in your edu-ID account. Please add the required personal data to your edu-ID account to continue the registration with SLSP."
- Two error messages in red boxes:
 - "Phone number is missing!" with a red circle icon. Below it, text says: "As contact information at least a mobile phone (recommended), a home phone or a business phone number is required. Please either add a mobile phone number, add a home phone number or add a business phone number to your edu-ID account."
 - "Postal address is missing!" with a red circle icon. Below it, text says: "To send you borrowed books and as contact information, either a home address (recommended) or a business postal address is required. Please either add your home postal address or add your business postal address to your edu-ID account."
- A "Help" link is located at the bottom right of the content area.

22. Now the data for registration with swisscovery is displayed. Add the number under the barcode of your Campuscard in the library card number field. Then accept the Terms of Use and click **Register**.



The screenshot shows the 'swisscovery Registration' page with the following content:

- Header: swisscovery **Registration**
- Section: **Registration Data**
- Text: "The following data will be used for your swisscovery registration:"
- Fields for registration data:
 - Name: [Redacted]
 - Date of Birth: [Redacted]
 - Primary E-Mail contact: [Redacted]
 - Other E-Mail Address: [Redacted]
 - Postal Address: [Redacted]
 - Phone Number: +41 [Redacted]
 - Library Card Number: Not available
- Text: "Is your current library card number not listed? Please enter the library card number in the following field:"
- Input field containing: 248800000000
- Text: "Do you not have a library card yet? Please pick up your library card at an affiliated library."
- Section: **Terms of Use**
- Text: "I agree that the data listed above may be transferred from my SWITCH edu-ID account to the library management system operated by SLSP on behalf of the affiliated institutions, may be kept up-to-date and may be processed within the framework of the library management system."
- Text: "For further information on the transmission and processing of your data within the framework of the library management system operated by SLSP on behalf of the affiliated institutions, please refer to the Privacy Policy."
- Buttons: "Register" (blue) and "Help" (grey)





23. Your library account is now ready for use in *swisscovery*.

The screenshot shows a web page titled "swisscovery Registration". At the top left is the SLSP logo, and at the top right are links for "Help" and "EN". A green success message reads: "Registration with SLSP was successful!". Below this, a paragraph states: "Thank you for your registration with SLSP via Tribunaux – ISDC / Gerichte – SIR / Tribunali - ISDC. Currently we are in the last stages of the project to introduce swisscovery to you and the SLSP libraries. swisscovery and all other SLSP services will be available from Monday, 07.12.2020." Another paragraph follows: "From Monday, 07.12.2020 you will be able to access swisscovery using <https://swisscovery.slsp.ch> and will be able to log into swisscovery using the SWITCH edu-ID account you just registered – there are no further steps required from your side. Until then, please use the existing library catalogues or contact your library to access library content and services." At the bottom left of the content area is a "Logout" button.