

Dear students,

Greetings from the Athens University of Economics and Business (AUEB).

We hope this message finds you and your beloved ones well!

Due to the new rules and regulations regarding the Covid-19 crisis we would like to inform you about the following procedures regarding your registration at AUEB.

**The enrolment will be entirely digital in order to reduce physical contact. In case you will need any help please contact the International Office (IRO) or the Secretariat of your registered Department in order to make an appointment.**

### Registration Procedures

You will have to submit by email to the Secretariat of your Department the following documentation needed for your enrollment:

1. A copy of your **ID card or passport**
2. A digital **photo** (jpg format) with 240X240 dimensions and no bigger than 2MB, and
3. A copy of your **European Health card**

After you have sent the above docs, you will receive from the Secretariat a **“Certificate of Enrollment” in Greek language**. You can use this certificate as a temporary student certification until you will receive your student ID card.

## Acquire Credentials for the e-services of the University

After your enrollment you will be notified **WHEN** to visit the platform U-Register AUEB in order to acquire your credentials.

### STEPS TO FOLLOW

1. Visit the U-Register AUEB link <https://uregister.aueb.gr/>
2. Change the language to English
3. You can now create your network account, easily and safely, from everywhere. For your identification, you will receive a one-time token (PIN) to be sent to the contact details (preferably your email- the one you have declared to the AUEB when you made your application). When you confirm your subscription, and set your password (we advise you to choose a strong one), your account will be ready for use.

*\*Please be sure to check your SPAMS folder for the messages because many times they end up there as they are messages from another country.*

### PLEASE MAKE SURE TO NOTE DOWN YOUR USERNAME AND PASSWORD

Upon completion of the account activation process, you will automatically have access to all institutional and federated applications working with the Central Authentication Service (sso.aueb.gr), for example:

-  Academic ID card
-  Application for free meals at the AUEB restaurant (Lesxi)
-  Open eclass AUEB
-  Free Wi-Fi at the premises of the University
-  Webmail.aueb.gr ( e-mail account at AUEB)

## Student ID card

Through the link <https://en-academicid.minedu.gov.gr/>

You can apply online for a new academic identity card (*If you have any problem you can contact the Responsible person at your Department*). The new academic identity card features high mechanical endurance and security standards against tampering. In addition, it is designed to be valid for as long as one is a student and to cover multi-purposes, aside from just being a Student Fare Card (Pass). Identity cards shall be picked up at the delivery point selected by each student when filing his application, free of charge.

The card identifies you as a student at AUEB and it gives the right of access to libraries, computer center, laboratories, etc.

It also enables you to buy at half of the regular price, tickets or cards for all means of transport. The card must be presented to controllers of public transportation organization whenever there is a ticket control.

Important note: Until you obtain your Academic Identification Card you can use the Student Card issued by your Home University in order to be entitled to reduced fares (this is valid for students aged up to 25 years old).

## Free meals (breakfast/lunch/dinner) at the Restaurant of the Student Club AUEB

In order to submit the online application for the free meal card, you are kindly requested to visit the following link <https://lesxi.aueb.gr/en/> and choose "Login".

You use your username and password that you have acquired.

When you login, you choose "Submit an application".

Then, in the field **Application Details**, you tick (✓) the option "Students who enroll at AUEB in the context of the European Student Mobility Program Erasmus+".

In the field **Beneficiary Details**, you have to fill in your Home Address in Athens, your Parents' Permanent Home Address, your Telephone Number and finally your Contact Email. All the above are marked with \* and are required.

In the field **Supporting Documents**, you attach, in both options, the document: "CERTIFICATE OF ENROLMENT" that it was send to your email by the Secretariat of your Department.

In the field **Other Declarations**, you tick (v) the options "I have read and agree to the terms of use of the application." and "Pursuant to Law 1599/1996, I declare responsibly that all the information given in the application is true and accurate."

Finally, if you have completed the online application for free meal card, you chose the option "Submit", otherwise you can chose "Save Draft" and complete the application later.

**Your application will be evaluated, only when you choose "Submit".**

It is mandatory to have completed the above procedure, in order to take away free meals from the student restaurant of Student Club AUEB.

### Open e-class AUEB

In order to have access to the material of your courses

(Following the teachers instructions) please visit the following link

<https://eclass.aueb.gr/index.php?localize=en>

### **USER Registration**

**When you first sign** in to eclass you should sign up as follows:

Students: From the left menu, Standard Options —> Enroll —

> Student —

> Select either option (LDAP or Single Sign On Certification) and provide the

Credentials enabled via <https://uregister.aueb.gr/>

After you have created your profile in the platform giving your contact details (a valid email) you can **login** with your username and password and then navigate among the 8 Departments of the University to locate your courses. This is due to the fact that you as Erasmus+ students may be enrolled in a certain Department of the University but you can also choose courses from the other Departments, too.

You must remember that the e-class Platform has no connection with the Learning Agreements (before and during mobility) that you are obligated to send via email to your Secretariat during certain and strict deadlines.

\*It is mandatory for you to carefully complete, sign and sends the Learning Agreements (before and during mobility) in order to obtain your grades afterwards and to avoid unnecessary errors.

#### NETWORK SERVICES

- Please enter the following link  
<https://www.aueb.gr/en/content/ypiresies-diadiktyakis-voitheias>  
in order to get information about the network services (Wi-Fi, Skype meetings, Microsoft teams etc.)

#### Library

- As Erasmus+ Students you must show your Student ID card when registering as a member in the Library.
- You must also show your Student ID card each time you perform a borrowing transaction.

\*Bear in mind that if you are unable or having trouble to complete the above mentioned procedures you can ask for assistance from the Secretariat of your Department who will always be at your disposal and will assist you after making an appointment.

Find below, more specifically, what prevention measures against COVID-19 are recommended and which are mandatory:

1. Maintain a physical interpersonal distance of at least 1.5 meters with people with whom you do not live.
2. Wash hands frequently and meticulously.
3. Breathing procedure: When coughing or sneezing, cover your mouth and nose with your bent elbow. Use disposable tissues to remove respiratory secretions and throw them away after use. Avoid touching your eyes, nose and mouth, as the hands facilitate the transmission of coronavirus.
4. The use of a mask is compulsory in those over 6 years of age:
  - On public transport.
  - On every public services.
  - In any closed space for public use or that is open to the public, in the case that it is not possible to guarantee the maintenance of an interpersonal safety distance of at least 1.5 meters.

The use of a mask will not be required for people who have any type of respiratory illness or difficulty that may be aggravated by the use of the mask or who, due to their disability or dependence, do not have the autonomy to remove the mask, or present behavioural changes that make their use unfeasible. Neither will it be required in the case of individual outdoor sport exercise, or in cases of force majeure or situation of need or when, due to the very nature of the activities, the use of the mask is incompatible, according to the indications from the health authorities.

Do not hesitate to contact us if any doubts.

We wish you a fruitful and pleasant semester at AU EB!