

KURSK STATE MEDICAL UNIVERSITY

**REGISTRATION
INSTRUCTION ON THE
WEBSITE
kurskmed.com
for students of KSMU**

13.04.2018

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1. General info

To register on the website, it's necessary to be a student of KSMU, who has a current electronic access card and a record book.

It is checked by the number of an electronic access card and a record book during the registration whether a user is a student of KSMU and the web registration is made only after the confirmation of the reconciliation of input data with the database.

The registration on the web-site is made for the further work of students with a personal account and portfolio.

All the information concerning the development, innovations, new functions is available at the tab «News from the developers» near the Personal account in the internal menu of the website.

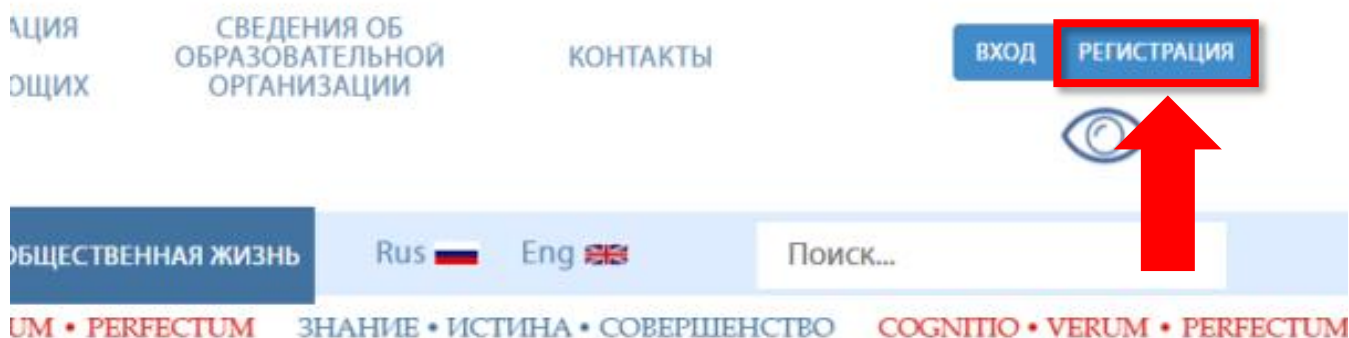
2. Registration and Authorization

2.1. Registration

To register on the website, you need to make several simple actions:

1. To press the button REGISTRATION on the main page at the top right (Fig. 1)

Fig 1. User registration button



(REGISTRATION)

2. To fill in your personal information in the form fields (Fig. 2)

After pressing the registration button the form will appear where all the fields must be filled in:

- E-mail address (current, as after you sign-up it's necessary to confirm the registration by e-mail)

- Electronic access card number which consists of the 13 figures. (If you enter the number of your electronic access card correctly, but on the web-site it's written that you're not a student or there is a mistake in the filled in information, you need to consult the office 301 in the dental building on the 3^d floor to compare the electronic access card number in the database. In case of mismatch you will get a new access card with the correct information.)

- Record book number. (If you enter the record book number correctly, but the site refuses to register you anyway, consult the office 302 in the dental building on the 3^d floor.)

- Phone number

- Create a new password, it must not be used anywhere else.

- Confirm your password by entering it once again.

Student registration English version

E-mail address:

Electronic access card number (13 figures):

Record book number (from 4 till 9 symbols):

Phone number:

Create a password:

Confirm the password:

I accept the [Terms of use](#)

Register

На данный момент регистрация открыта только для русскоязычных студентов, регистрация для других пользователей будет доступна позднее. Ознакомьтесь с [инструкцией по регистрации](#)

Registration is opened only for Russian-speaking students, registration for international students will be available later.

Преподаватели могут войти на портал без регистрации, используя корпоративный логин и пароль.

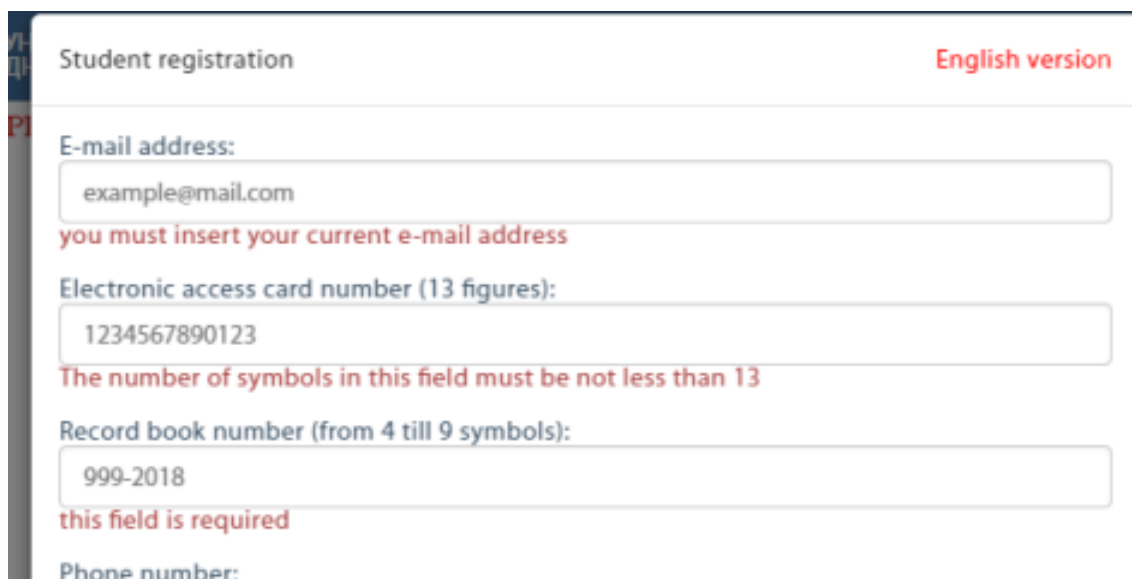
Click the button English version

Fig 2. Registration form

There are 3 scenarios after pressing the button REGISTER:

1. The window will appear once again and point out the fields that have been filled in incorrectly (Fig. 3).
2. You entered the wrong number of the record book or electronic access card (may be current, but not yours) (Fig. 4). In this case you need to consult the office 301 or 302.
3. If you successfully passed the verification (Fig. 5), now you need to open your mail and check the message named «Your account is created!» from **kurskmed.com**

automatic mailing. Such letter can be found in the folder «SPAM» on your mail. Follow the instructions contained in this letter.



The screenshot shows a web form titled "Student registration" with a link for "English version". It contains three input fields with error messages below them:

- E-mail address:** The input field contains "example@mail.com". Below it, the error message reads: "you must insert your current e-mail address".
- Electronic access card number (13 figures):** The input field contains "1234567890123". Below it, the error message reads: "The number of symbols in this field must be not less than 13".
- Record book number (from 4 till 9 symbols):** The input field contains "999-2018". Below it, the error message reads: "this field is required".

The "Phone number:" label is visible at the bottom of the form but has no input field shown.

Fig 3. Value verification errors

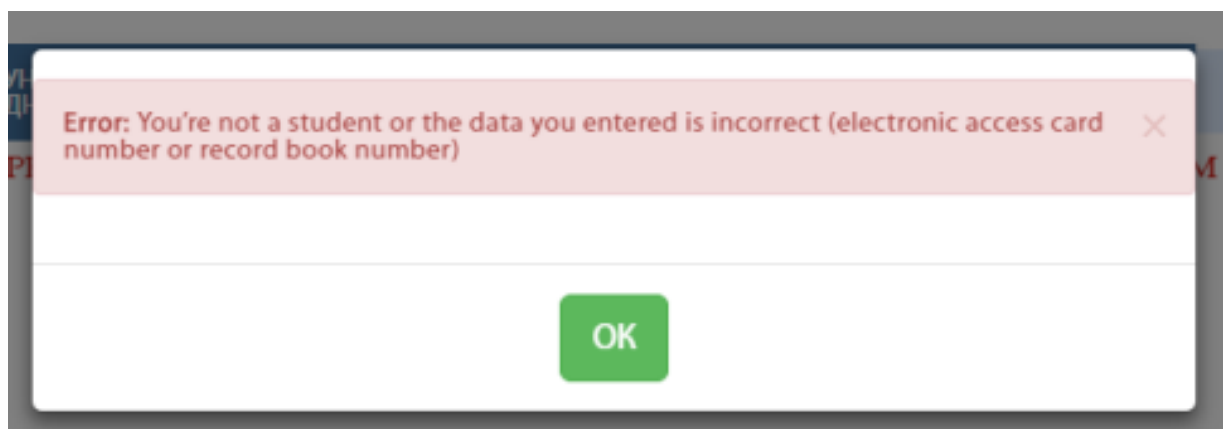


Fig 4. Errors in incongruity of a record book and electronic access card

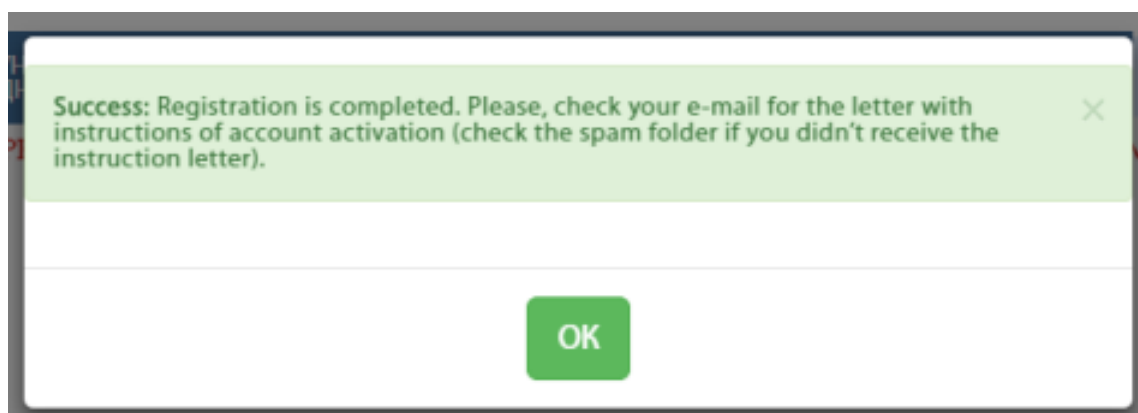
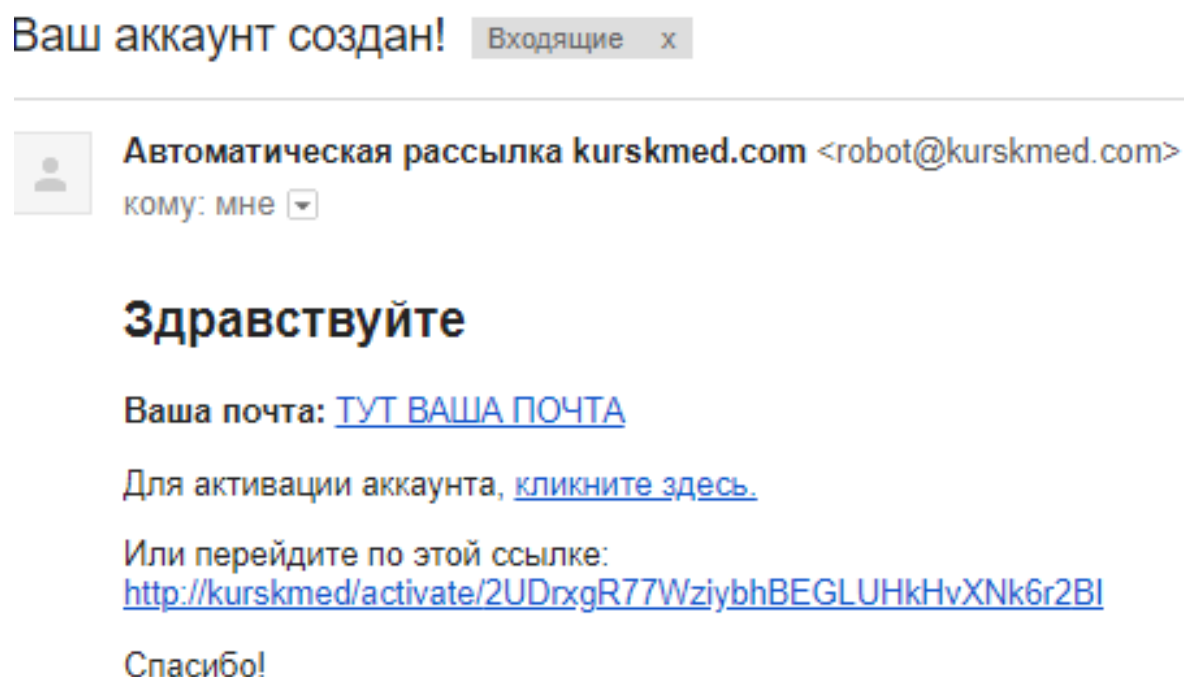


Fig 5. Successful registration

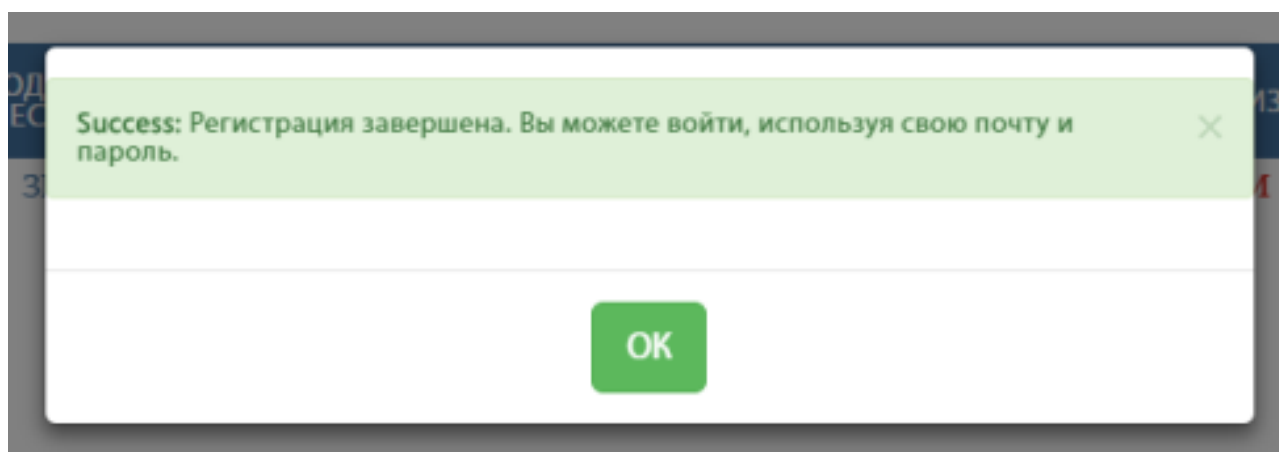
After following the link from the e-mail letter(Fig.6)



(Your account is created! kurskmed.com automatic mailing **Hello** Your e-mail:[HERE IS YOUR MAIL](#) For account activation [click here](#) or use this link: _____ Thank you!)

Fig 6. The example of the registration confirmation letter

You will see the message given below (Fig. 7)

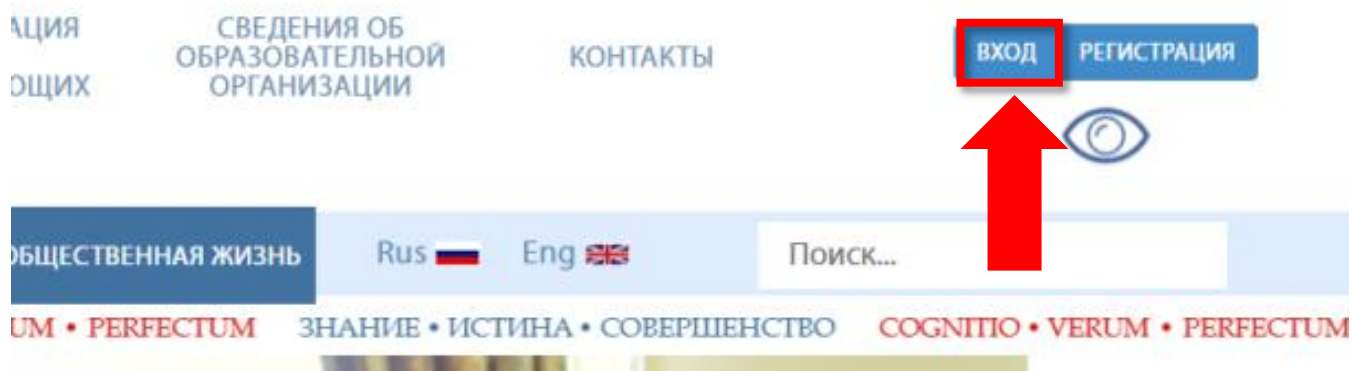


(Success: Registration is completed. You can enter using your e-mail address and password.)

Fig 7. The successful e-mail confirmation

2.2. Possible mistakes during the registration

If you didn't receive the e-mail message (even in the spam folder, even after some time), but the registration was completed (Fig. 5), then you can try to enter the site (Fig. 8) using your mail and created password (Fig. 9).



(ENTER)

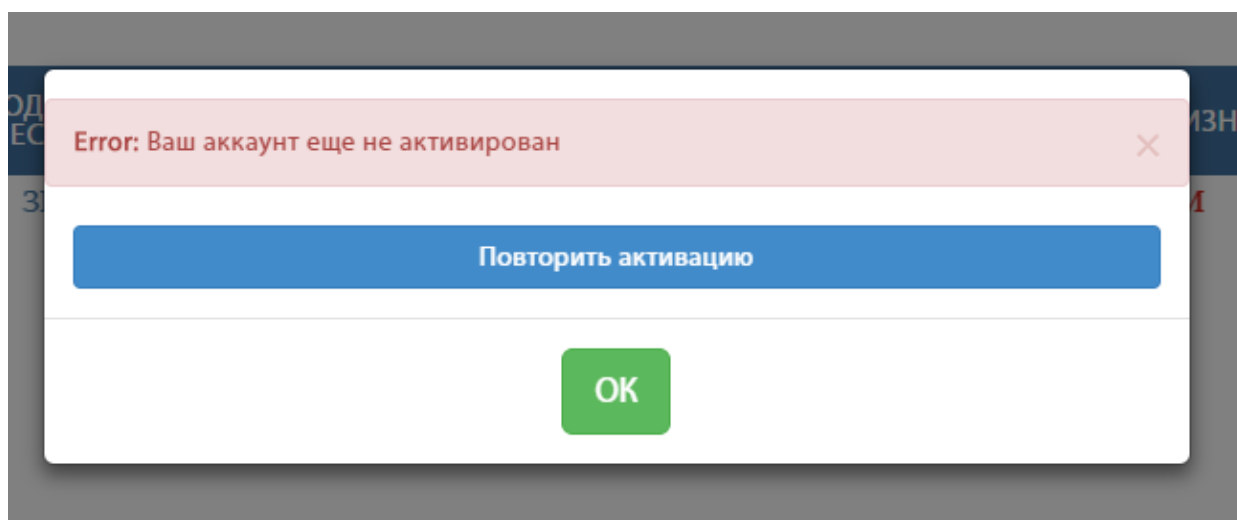
Fig 8. Site entering button

A screenshot of a login form titled 'Вход'. The form contains the following elements: a text input field with the placeholder text 'Фамилия и инициалы для преподавателя, почта для студента'; a password input field with the placeholder text 'Пароль'; a checkbox labeled 'Запомнить меня'; a large blue button labeled 'Войти'; and a smaller button labeled 'Заккрыть' in the bottom right corner.

(Enter, e-mail address, password, Remember me, Enter)

Fig 9. Site entering form

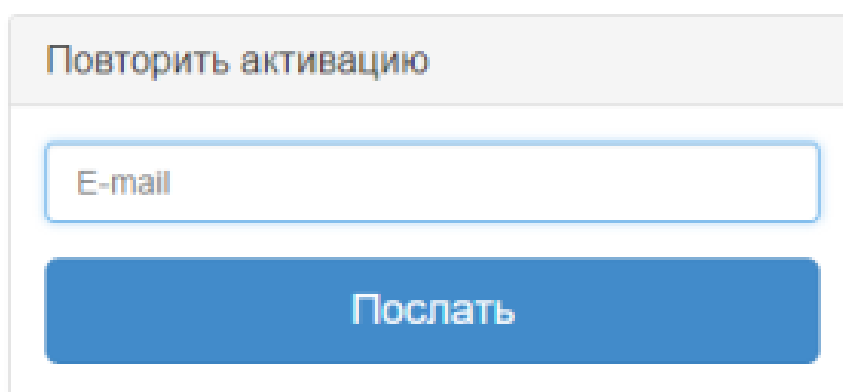
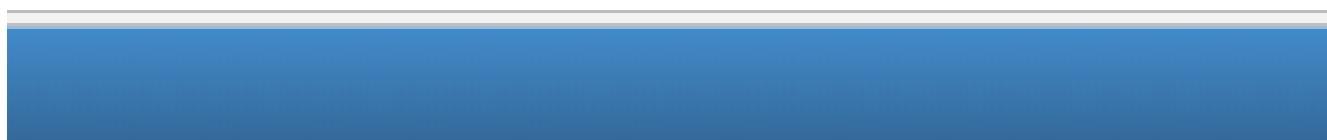
After entering your data, that you have just created when filling in the registration unit, press the button ENTER and if you filled everything correctly, but the login isn't activated yet, then the following message will appear on the screen (Fig. 10):



(Error: Your account hasn't been activated yet Repeat the activation)

Fig 10. Activation error

For getting the repeated activation message press the button REPEAT THE ACTIVATION. Enter your e-mail in the simple form and press the button SEND (Fig. 11), then check your mail once again. (Sometimes it takes some time to receive such letters)



(Repeat the activation, Send)

Fig 11. Activation error

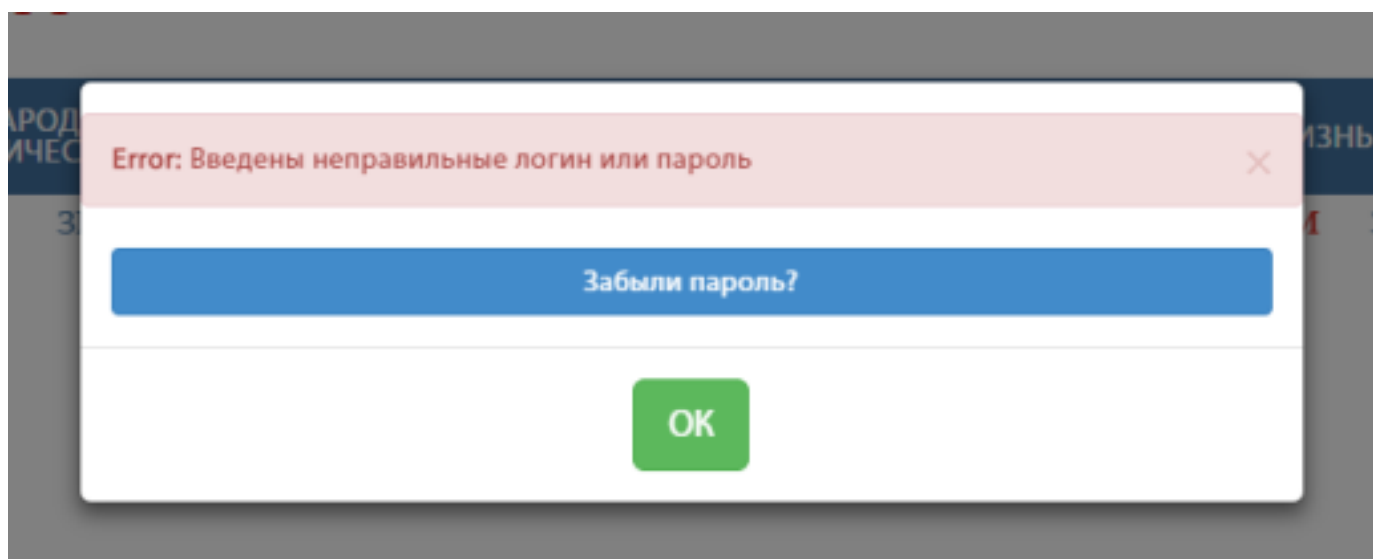
2.3. Authorization

If you are a teacher of KSMU, you don't need to register, just enter the site using corporate login (surname and initials separated by space) and your password. If you forgot your corporate mail password, consult the office 301.

As illustrated above, to register, you need to press the button ENTER on the main page at the top right and fill in the authorization form (Fig. 8) (Fig. 9).

If you entered the e-mail or password incorrectly, the message will appear on the screen (Fig. 12):

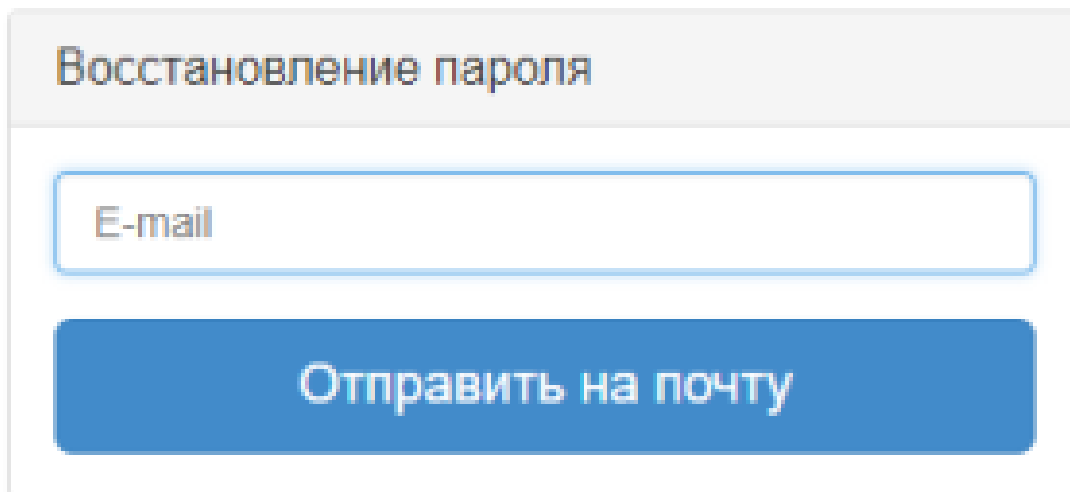
Try to enter your password and e-mail once again, if it doesn't work, it means that you forgot your password, press the button FORGOT YOUR PASSWORD?



(Error: Login and password are incorrect, Forgot your password?)

Fig 12. Authorization error

Enter your e-mail address in the new form and check it after pressing the button SEND BY E-MAIL (Fig. 13)



Восстановление пароля

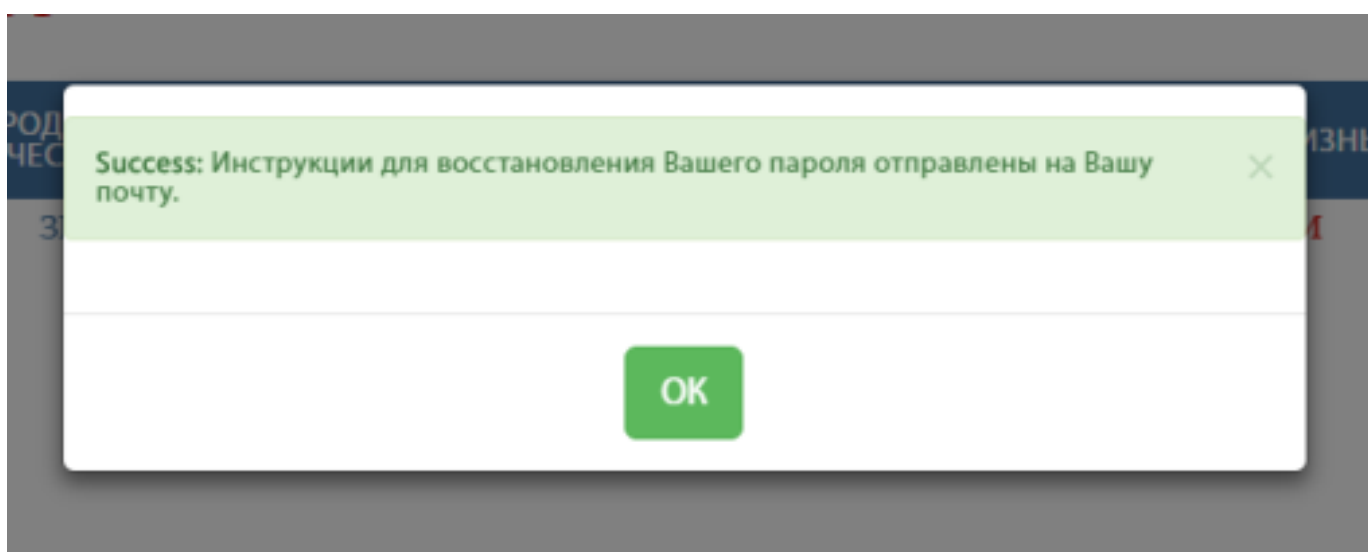
E-mail

Отправить на почту

(Password reset, Send by e-mail)

Fig 13. Password reset

After getting the message on the website (Fig. 14) check your mail for the password reset instructions (Fig. 15).



(Success: Password reset instructions were sent to your e-mail address)

Fig 14. Password reset instructions were sent



Автоматическая рассылка kurskmed.com <robot@kurskmed.com>

кому: мне ▾

Восстановление пароля

Для изменения (восстановления) Вашего пароля, [кликните здесь](#).

Или перейдите по прямой ссылке:

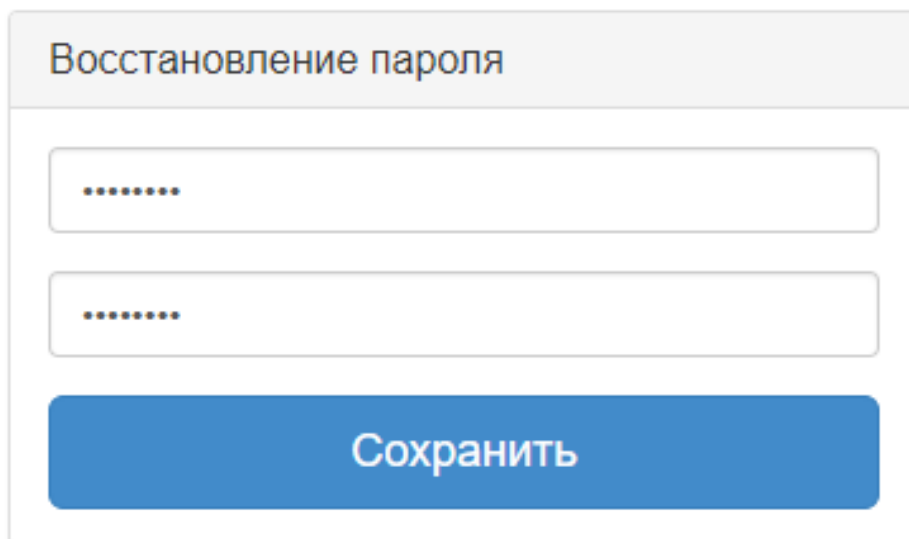
<http://kurskmed/password/reset/JGk77hGK421oDEJyXwEJvKVUw5rkIFXb>

Спасибо!

(kurskmed.com automatic mailing, **Password Reset**, To change (reset) your password [click here](#), or use the direct link:___ Thank you!)

Fig 15. Password Reset instructions

Create and confirm your new password in the form you got after you followed the link from the letter (Fig. 16).

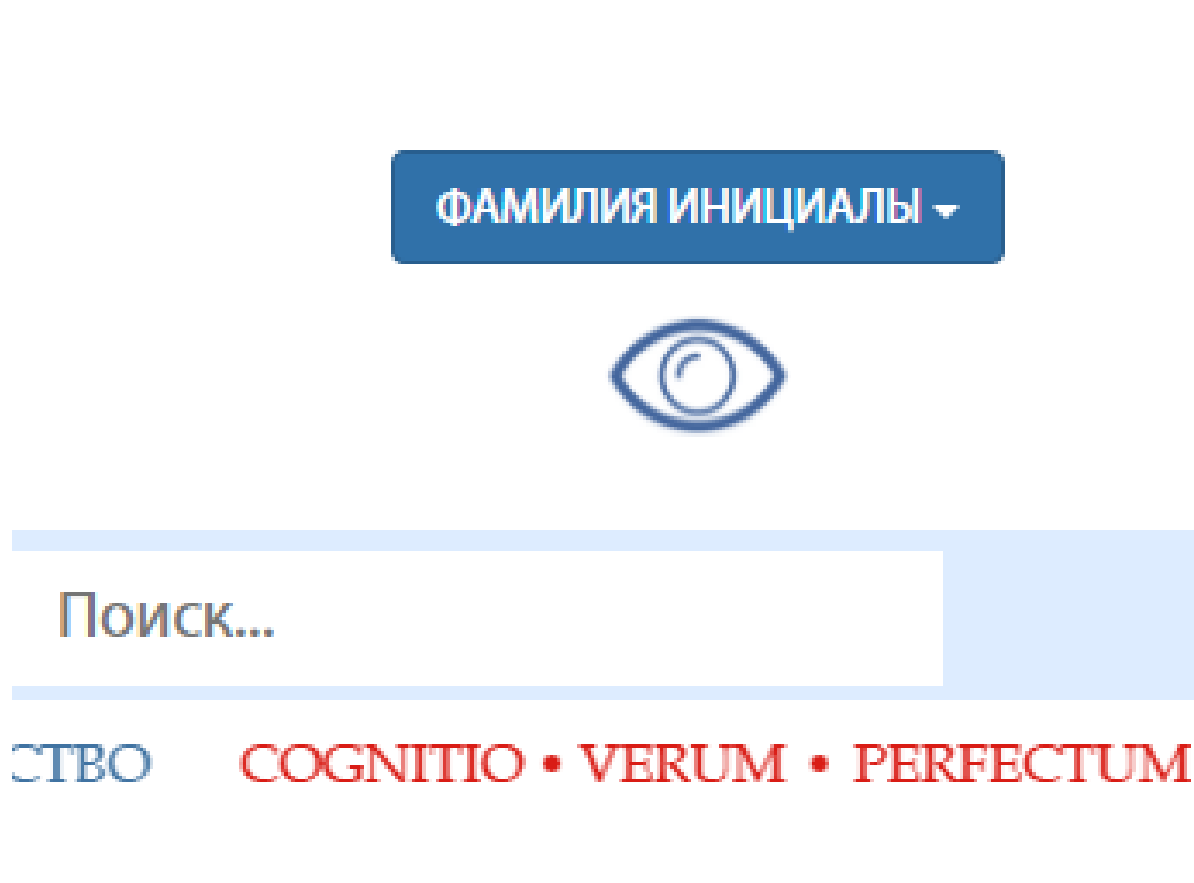


The screenshot shows a web form titled "Восстановление пароля" (Password Reset). It contains two input fields for entering a new password, each with a masked password indicator (seven dots). Below the input fields is a blue button labeled "Сохранить" (Save).

(Password reset, Save)

Fig 16. Password reset form

After the successful authorization you will see the button with the pop-down website menu (Fig. 17). When the registration is being created there are no actions for students except the registration itself, that's why there is only one button EXIT in the pop-down list. Soon there will appear such buttons as NEWS FROM THE DEVELOPERS for users to see all the changes connected with the personal account development, portfolio and other things, and the button PERSONAL ACCOUNT.



(SURNAME INITIALS, Search)

Fig 17. Authorized user button