


Dear Students,

You are expected to get a user account that is necessary for you to apply METU Student ID Cards, to connect wireless network and so on.

In this e-mail you will learn how to get a user account, how to apply for student ID cards, and how to connect your computers to wireless network after you arrive METU. **Please follow the order in the e-mail.**

1. USER CODE AND PASSWORD

1.1. You should visit <https://useraccount.metu.edu.tr/newstudent/> address and fill out the form.

**METU User Account Management**

STUDENT ACCOUNT CREATION

The students who have **newly registered** to our university should:

- Fill in the form below and click CREATE USERCODE button
- Click on the activation link sent to the e-mail provided at first step
- Fill in the required information after login to complete user account creation process


After completing these steps, you can use METU IT Services with your usercode and the password you just set.

TCK/FID/SID :
Please enter one of the following: TCK Id / Foreigner Id / Student Id

Applied Program :
Please select the program in the appropriate campus.

E-Mail :
Please enter an e-mail address to send temporary account info.

Retype E-Mail :
Please retype e-mail.

Image Validation : 

Please type the characters you see in the picture above.

CREATE USERCODE

- **SID** is your METU ID Number

- You will find your **METU department** from this e-mail.
- **E-mail** should be the one you are using at the moment
- You will receive a confirmation code to this e-mail address

1.2. Enter <https://useraccount.metu.edu.tr> with temporary credentials sent to the e-mail provided at first step

- **User Code:** will be created by adding "e" in front of your METU ID and omitting the last digit of it. (*Ex: Your METU ID is 1234567--- then your user code is e123456*)
- **Password:** It is the one time password that is send to your e-mail address as a result of the first step.

1.3. Specify your permanent password, recovery e-mail address and METU e-mail address.

2. STUDENT ID CARDS

Before you come you are also expected to apply for Student ID Cards using the user code and password you have specified in the first step:

HOW TO APPLY FOR IDENTITY CARD?

Students apply for identity card from the following link electronically
<http://cardinfo.metu.edu.tr/>

In order to apply for identity card, you should have ODTÜ user code and password. You will see your photo during the application if you have it on the system. You can use this photo or you can upload another one. You are not expected to upload a bank receipt to the system. You can skip that part during the application.

2.1. Photograph Specifications The photograph should be 50 mm x60 mm in size, white background and without pattern. Files must be less than 3 MB and png/ jpg/ jpeg/gif formats are allowed for upload. In the photo you should have a neutral expression with closed mouth and be facing the camera. Eyes should be opened and clearly seen. Your hair should not cover your eyes and you should directly look at the camera. You should center the head with the frame. Accessories (like hat) are not allowed except glasses used not as accessorize.

2.2. Uploading photo to the system Information about the photo upload can be found on the program. While uploading, photo should be centered in terms of shape and size. Applications

not faithful to explanations about format of the photograph will be rejected.

2.3. Preparation procedure for student ID cards ID card application of students are controlled by the Registrar's Office, and appropriate applications are approved through the on-line system. Unappropriate applications (photo format problems, bank receipt problems, such as no bank receipt or mistaken bank receipt, etc.) are rejected. Students can track the application procedure, approval status of their applications and readiness of their ID cards through the application program (<http://cardinfo.metu.edu.tr/>). In case of a rejected application, students should login to the program, make the necessary corrections, and complete their application.

You will be able to get your ID cards from ICO, approximately two or three weeks later after your arrival. Please make sure that you have applied for the ID Card before you come.

3. METUROAM (Wireless Internet Network) Connection- (After you arrive in the campus)

Please log in to <https://netregister.metu.edu.tr/> with your student ID number and password. Choose "wireless network" option. Create METUROAM password. You will be able to connect our wireless network upon your arrival. Further details will be provided in the orientation program.