

HUMAN RESOURCES

Self-Login procedure for acquiring your Employee Number and creating an account

Important: People that already have an active UCY account (i.e. students, recent graduates, staff that their contract has been renewed, people with a quest account) are kindly requested to send an email to: servicedesk@ucy.ac.cy or contact at: 22 89 2222 requiring a system update regarding their new position/status.

Academic and Administrative staff are required to follow the instructions given below on the first day of duty at UCY:

1. you should present yourself to the Human Resources Department to fill in the necessary forms concerning your employment.
2. once you have submitted all necessary documentation concerning your employment, please wait 5 to 7 working days for the processing and registration of your personal data in the UCY system, by HR.
3. as soon as the registration process is completed in the UCY system, you should be contacted and given your Employee Number, by the relevant HR person who is handling your case.
4. if you are not contacted within this period of time (5 to 7 working days), please contact the relevant HR person who handled your case, to acquire your employee number and to confirm that your personal info was correctly processed in the UCY system.
5. use your Employee Number to create/activate your account by following this link: <https://iam.ucy.ac.cy/staffactivation.html> or by selecting the University of Cyprus main web page: www.ucy.ac.cy on the Web Applications link: <https://iam.ucy.ac.cy/iam/im/public/ui7/index.jsp?task.tag=SelfStaffActivationUCY>
6. by creating/activating your account, you will be able to access the www.ucy.ac.cy/ucycard link for an electronic application of your University Card (by entering your username and your secret password).

For more information/instructions regarding the issue/reissue/renewal of your University Card, please follow the Express Service Office's website:

<https://www.ucy.ac.cy/expressservices/el/news-announcements>