1 Overview

SWITCH edu-ID is a universal and secure digital identity allowing for lifelong access to academic services and resources. It is created, owned and managed by the user.

Every member of the University of St.Gallen has a HSG user account during their affiliation with the University. The account data are provided in the Account Password Letter they receive from the HSG IT department upon commencement of their studies or employment.

To be able to use the SWITCH edu-ID account for accessing services requiring affiliation with the University of St.Gallen, users must link their HSG user account to their SWITCH edu-ID account. To do so, please use edu-ID LinkingApp described in this guide.

2 Help

For help, contact the following services.

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>edu-ID of the University of St.Gallen</td>
<td>See overview information on the University’s web site (unisg.ch). See FAQ on the University’s web site (unisg.ch).</td>
</tr>
<tr>
<td>Support SWITCH edu-ID</td>
<td>SWITCH edu-ID Helpdesk E-mail: <a href="mailto:eduid-support@switch.ch">eduid-support@switch.ch</a></td>
</tr>
<tr>
<td>Support HSG account + LinkingApp</td>
<td>HSG IT Service Desk Monday to Friday: 8:00 am - 5:00 pm E-mail: <a href="mailto:servicedesk@unisg.ch">servicedesk@unisg.ch</a> Phone: +41 71 224 29 00</td>
</tr>
</tbody>
</table>
3 Edu-ID HSG LinkingApp Guide

Start edu-ID HSG LinkingApp via the following link: https://tools.unisg.ch/url/linkingeduid

The linking of accounts is done in three steps:

1. logging in with your SWITCH edu-ID credentials;
2. logging in with your HSG account credentials;
3. linking of the two accounts.

3.1 Logging in with your SWITCH edu-ID credentials

Prerequisites: You have a SWITCH edu-ID account.

Follow the log in link.

You will be redirected to the SWITCH edu-ID login page. Log in with your e-mail address as your username that you used to register with SWITCH edu-ID.
Click on “Login” to have your data verified. After a successful login, you will automatically return to the edu-ID HSG LinkingApp. Step 1 is then complete.

Note:
If you have no SWITCH edu-ID account, you will need to create one and start edu-ID HSG LinkingApp again.

- You need a permanent, personal email address.
- Follow the link [Create a SWITCH edu-ID account](https://tools.unisg.ch/url/linkingeduid).

You will be redirected to the SWITCH edu-ID registration page.

- Fill in your name, e-mail address and a password.
- After the account has been created, you will receive a confirmation e-mail.
- Click on the confirmation link provided in the e-mail to activate your SWITCH edu-ID account.
3.2 Logging in with your HSG account credentials

Follow the log in link.

Log in with your HSG account login data. When filling in your username use the option “Without HSG email address”!

Example: John Smith → Username: JSmith

Click on “Log in” to have your data verified. Upon a successful login, you will automatically return to edu-ID HSG LinkingApp. Step 2 is then complete.

3.3 Linking the accounts

Usernames of both accounts that are to be linked are displayed. If they are correct, click on “link”.

If the accounts have been linked successfully, you will receive a confirmation.

Please close your edu-ID HSG LinkingApp session by clicking on “Log off”.

Note:
Click on “Check linking” to view data saved by SWITCH and HSG respectively.
You can see your affiliation with the University of St.Gallen also in your SWITCH edu-ID account: http://edu-id.ch