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## I 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 Linking App* described in this guide.

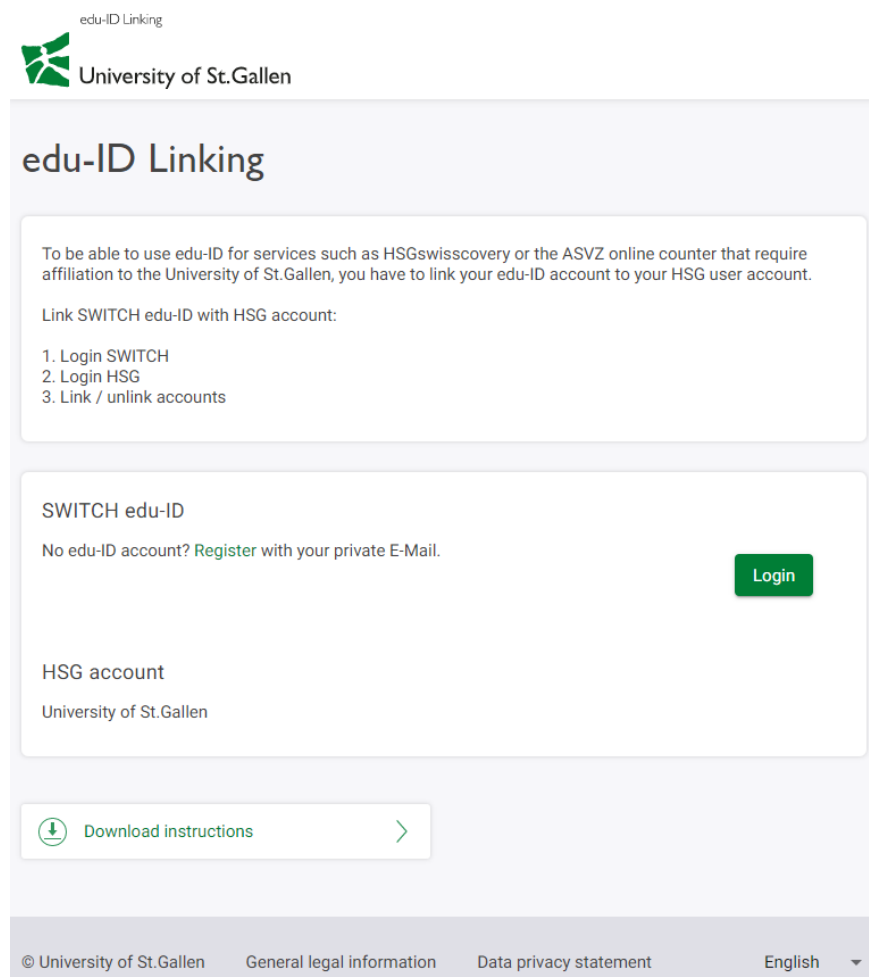
## 2 Help

For help, contact the following services.

edu-ID of the University of St.Gallen	See <a href="#">overview information</a> on the University's web site (unisg.ch). See <a href="#">FAQ</a> on the University's web site (unisg.ch).
Support SWITCH edu-ID	<a href="#">SWITCH edu-ID Helpdesk</a> E-mail: <a href="mailto:eduid-support@switch.ch">eduid-support@switch.ch</a>
Support HSG account + edu-ID Linking App	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

### 3 edu-ID Linking App Guide

Start *edu-ID Linking* via the following link: <https://eduidlinking.unisg.ch>



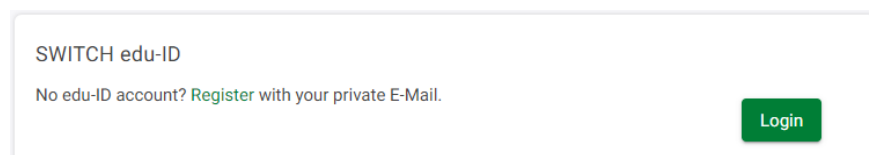
The linking of accounts is done in three steps:

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.

Press *Login* button.



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.

Log in to: University of St.Gallen

Use your SWITCH edu-ID account to log in.  
In case you do not own an account, create a new one.

SWITCH edu-ID

E-mail:

Password:

[Forgot password?](#)  
[Options for personal data protection](#)

SWITCH

[About](#) / [Terms of Use](#) / [Legal Notice](#) / [Imprint](#)

Click on “Login” to have your data verified. After a successful login, you will automatically return to *edu-ID Linking*. Step 1 is then complete.

SWITCH edu-ID

No edu-ID account? [Register with your private E-Mail.](#)

### Note:

If you have no SWITCH edu-ID account, you will need to create one and start *edu-ID Linking* again.

- You need a permanent, personal email address.
- Follow the link [Register](#).

SWITCH edu-ID

No edu-ID account? [Register](#) with your private E-Mail.

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.
- Start *edu-ID Linking* again and log in using your SWITCH edu-ID credentials <https://eduidlinking.unisg.ch>.

### 3.2 Logging in with your HSG account credentials

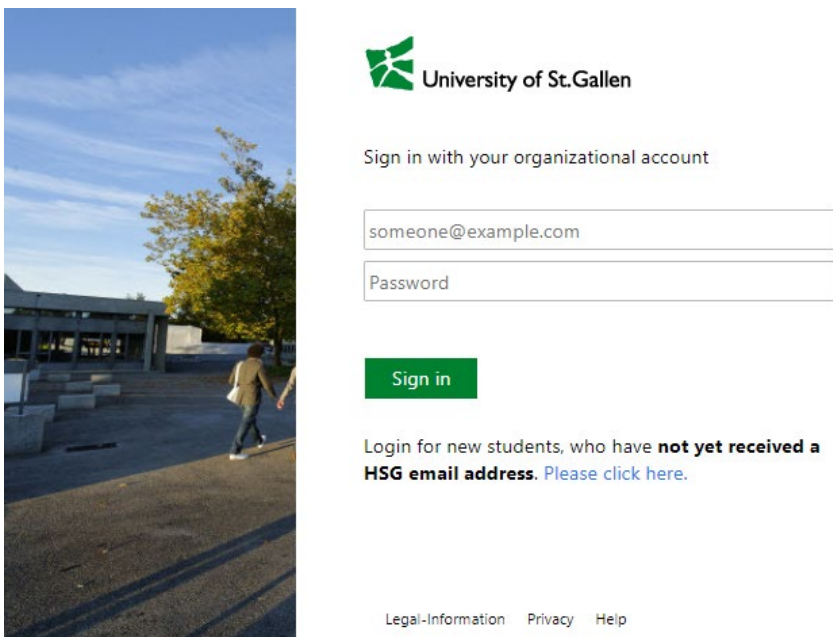
Press *Login* Button.

HSG account

University of St.Gallen

Login

Log in with your HSG account login data.



The image shows the University of St.Gallen login page. On the left is a photograph of a person walking on a paved area with trees and a building in the background. To the right of the photo is the University of St.Gallen logo and the text "University of St.Gallen". Below the logo is the text "Sign in with your organizational account". There are two input fields: the first contains "someone@example.com" and the second is labeled "Password". Below the input fields is a green "Sign in" button. Underneath the button is a note: "Login for new students, who have **not yet received a HSG email address.** Please [click here](#)." At the bottom of the page are links for "Legal-Information", "Privacy", and "Help".

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

HSG account

University of St.Gallen

Logged in

### 3.3 Linking the accounts

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

<b>Current status</b>		Unlinked
SWITCH edu-ID	hans.muster@gmail.com	<b>Link</b>
HSG account	hans.muster@unisg.ch	

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

✓ Accounts were linked successfully. ✕

Please close your *edu-ID Linking* session by clicking on “Logout”.

Note 1:


Click on “Current status” to view data saved by SWITCH and HSG respectively.

### edu-ID Linking

**Current status**  
Linked

**SWITCH** *Primary Email*  
hans.muster@gmail.com

*Swiss edu-ID*  
9ab37771-d010-4747-9889-52ef6ccbc69b

 *Email*  
hans.muster@unisg.ch

*AD Guid*  
b1328459-40d4-4705-989d-f354d6efde95

*Affiliations*  
staff, member





*Edu-ID at AD*  
9ab37771-d010-4747-9889-52ef6ccbc69b

*Edu-ID at IDB*  
9ab37771-d010-4747-9889-52ef6ccbc69b

Close

You can see your affiliation with the University of St.Gallen also in your SWITCH edu-ID account:  
<http://edu-id.ch>

### Linked Identities

Organisational Identity	Staff	Status	Actions
	 Universität St. Gallen Eric.Edu-testma@unisg.ch		 

Note 2:

If the accounts are already linked, step 3 looks like this. With "Unlink" the affiliation can be deleted. The organizational identity to the University of St. Gallen is set to "no longer active" in the edu-ID account.

Current status	Linked	
SWITCH edu-ID	hans.muster@gmail.com	<a href="#">Unlink</a>
HSG account	hans.muster@unisg.ch	

Logout of your accounts before leaving this page.	<a href="#">Logout</a>
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