

# How to register on Houghton Street Online

1. Go to [www.alumni.lse.ac.uk](http://www.alumni.lse.ac.uk). You will see the screen below.

**LSE** THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE **Houghton Street Online**

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**Welcome**

To LSE's online community for alumni and friends!

**LSE Connect Online**  
The Summer 2011 issue of LSE Connect is now available to view online.

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Register now button

2. Click on register now, and you will see the following screen. You will be prompted to enter your Alumni ID and date of birth.

**LSE** THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

**Identify Yourself**

Please enter your details to identify yourself as an LSE alumnus/a.

Alumni ID

Date of birth

dd mm yyyy

If you do not know your Alumni ID, you can [request it here](#).

Alumni ID

Date of birth

[About this site](#) | [About this page](#) | [Comment on this page](#)

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3. Once you have inserted the ID number and date of birth, click on submit. The following page will appear.

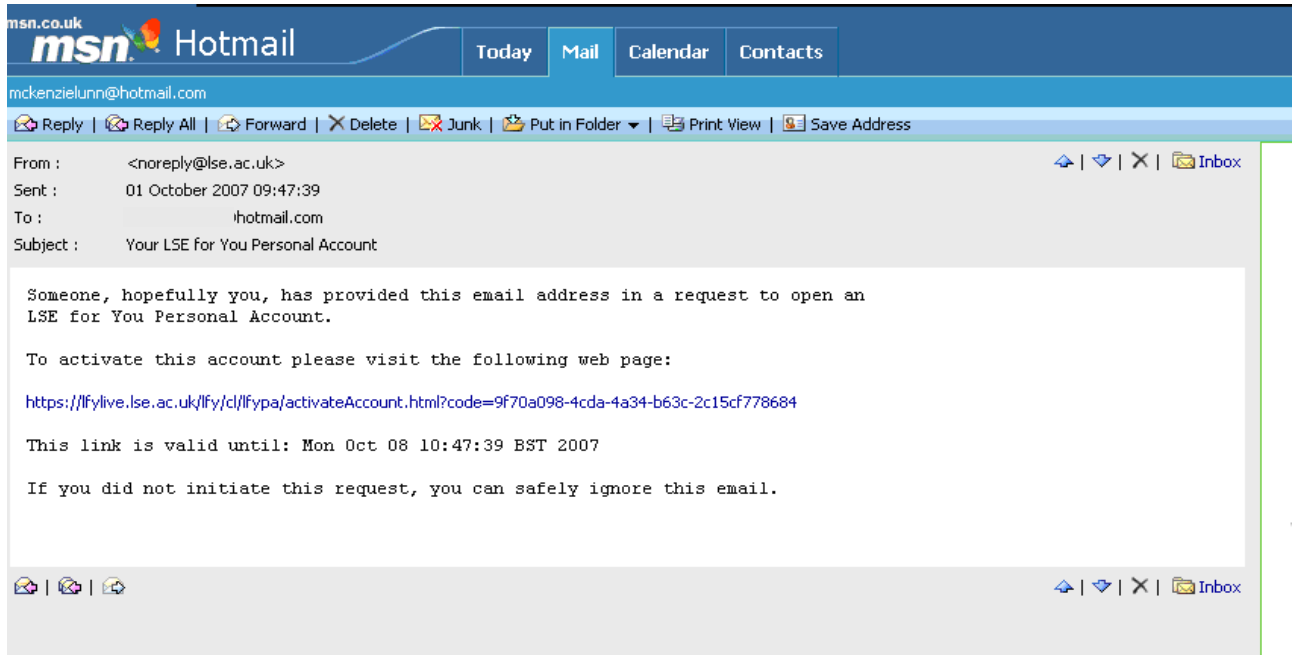
The screenshot shows the LSE Public Account creation form. On the left is a navigation menu with 'A-Z site index', a search bar, and 'Quick links' including 'New and current students', 'Staff', 'All departments', 'Research centres and groups', 'Telephone directory', 'Alumni Relations', 'Experts', 'Maps and directions', 'Jobs at LSE', 'Useful contacts and addresses', 'LSE for You', and 'Help'. The main form area is titled 'Please complete the form below to create an LSE Public Account' and contains several sections:

- Username:** Includes instructions that the username should be a personal, non-LSE email address. It has two input fields: 'Username' and 'Username again'. A red arrow points to the first field, and a text box states 'Username must be a non-LSE e-mail address'.
- Password:** Includes instructions that passwords are case-sensitive and must be at least 6 characters, containing at least one letter and one digit or non-alphanumeric character. It has two input fields: 'Password' and 'Password again'. A red arrow points to the first field, and a text box states 'Password must be 6 characters and contain letters and numbers'.
- In case you forget your password:** Includes instructions to enter a memorable question and answer. It has three input fields: 'Question', 'Answer', and 'Answer again'. A text box states 'You must choose a memorable question and date in case you forget your password.'
- Memorable date:** Includes instructions to enter a memorable date as an additional security check. It has two sets of three input fields for 'dd', 'mm', and 'yyyy', labeled 'Memorable date' and 'Memorable date again'.
- Finally:** Includes a checkbox for 'Accept terms and conditions' and a 'Submit' button. A red arrow points to the 'Submit' button, and a text box states 'Accept terms and conditions'.

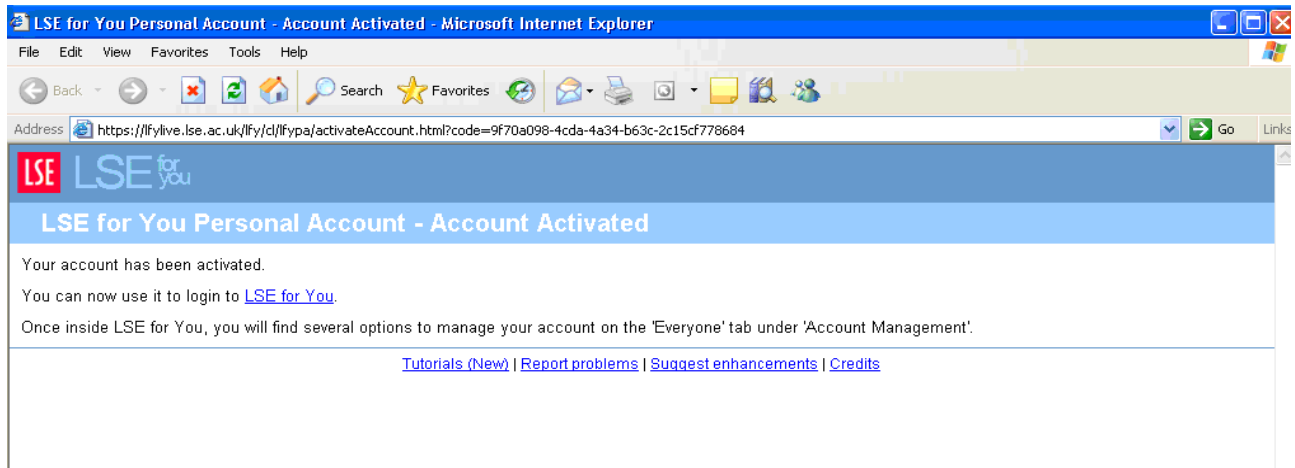
At the bottom of the page, there are links for 'About this site', 'About this page', and 'Comment on this page', followed by copyright information and contact details for LSE.

4. Insert all information then click on submit.

5. You will then be sent an email to the address you inserted in the 'username' field. This e-mail can sometimes be filtered as spam by some e-mail providers, so please keep an eye out for it.
6. You will need to click through this e-mail in order for your account to be activated.



7. When you click through the e-mail, you will see the following screen. Your username and password will then be activated.



You will now be able to browse the Houghton Street Online website ([www.alumni.lse.ac.uk](http://www.alumni.lse.ac.uk)), logging in with the username and password you have just activated whenever you are prompted.