1 Activate Your Account

1.1 First Steps in Activation Procedure

1.1.1 Q-number is known in system

1.1.2 Q-number is not known in system

1.2 Activation code already sent by mail

1.3 Account and password already active

2 Login to Alumni Portal

Activate Your Account

Go to https://account.kuleuven.be/activate.html to activate your account

You can also replace qxxxxxxx by your own q-number at the end of the following link
https://cwisdb.kuleuven.be/persdb-bin/aw?lang=N&scherm=001&inet=qxxxxxxx (if you do this you will not see the following 2 print screens)

Fill in your q-number and click “Send”
1.1 First Steps in Activation Procedure

1.1.1 Q-number is known in system

Fill in your e-mail address and click “Request activation code via e-mail”.

After you’ve received the e-mail with the activation code from helpdesk@icts.kuleuven.be you can fill in this code in the following screen.

If the link in the activation e-mail doesn’t work, you can also replace qxxxxxxx by your own q-number at the end of the following link https://cwisdb.kuleuven.be/persdb-bin/aw?lang=N&scherm=001&inet=qxxxxxxx

Choose your new password.
1.1.2 **Q-number is not known in system**

If your q-number is not known in the system please contact info@alum.kuleuven.be.

If they make a change to your account your q-number will be known in the system the next day.
1.2 Activation code already sent by mail

Search for the activation mail in your inbox and fill in the activation code.

To go to the screen below you can replace qxxxxxxx by your own q-number at the end of the following link: https://cwisdb.kuleuven.be/persdb-bin/aw?lang=N&scherm=001&inet=qxxxxxxx

Choose your new password.
1.3 Account and password already active

If you see the print screen below, your account is already activated. You can still request a new activation code or change your existing password.

![Change your password screenshot]

2 Login to Alumni Portal


Click on “Toegang tot het alumnibestand”
In the screen below you have to switch to “English” before filling in your q-number and password.
You are now redirected to the Alumni Portal where you can change your data or (if you're a paying member) search for other alumni and print your membership card.