How to apply for your Academic ID - PhD students (Paso)

→ In order to complete your Academic ID (Paso) application, make sure you have:

■ An institutional account (username, password and e-mail) from the Aristotle University of Thessaloniki.

■ A Greek cellphone number.

■ A digital photo of yourself (make sure you are looking straight into the camera, that the photo is at least 240 x 240 pixels, in jpg format and not larger than 3MB, against a neutral/white background, similar to a passport photo).

→ Follow the steps below to make your registration:


2. On the right side of the screen, click on Εγγραφή/Είσοδος-Register/Login.
3. On the next page click on Ελληνική Δημοκρατία/Διδακτορικός φοιτητής/PhD candidate, in the column on the left side of the screen.

4. On the next page you can see the terms and services, scroll down till the end of the text and then click on Συνέχεια Εγγραφής/Continue Registration.
5. Now you have to create an account. Fill the blanks as instructed:

- **Red Box1**: Choose a username. (It is better for you to choose the username of your institutional user account)
- **Red Box2**: Type two times a password which contains at least 8 characters consisting of at least one letter, one number and one symbol.
- **Red Box3**: Write a personal e-mail of yours.
- **Red Box4**: In this box type your Greek cell-phone number.
- **Red Box5**: Type your name.
- **Red Box6**: Type your surname.
- **Red Box7**: From the scroll-down choose the second option Διαβατήριο/Στρατιωτική ταυτότητα.
- **Red Box8**: Fill in the blank with the number of your national ID or Passport.
- **Red Box9**: From the scroll-down choose ΑΡΙΣΤΟΤΕΛΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΕΣΣΑΛΟΝΙΚΗΣ (Aristotle University of Thessaloniki).
- **Red Box10**: Again from the scroll-down, choose your School.
- **Red Box11**: In this box fill in your university record number which exists with the name ΑΠΜ in the portal https://sis.auth.gr (login with the credentials of your institutional user account in order to see it).

- **Red Box12**: Check this box.
- **Red Box13**: Fill in with the letter/numbers you see.
- **Red Box14**: Click on Δημιουργία λογαριασμού/Create Account to continue.
6. On the next page click on the underlined word εδώ/here.
7. On the next page write the 8-digit number that you received on your cell-phone number. Then click on the Πιστοποίηση κινητού/Cell-phone number certification.

8. After the page has been refreshed click on δημιουργία νέας αίτησης/create a new registration to start the registration for the academic id.

9. Now fill in some more personal information:
   - You check the first box.
   - **Red Box1**: Type name and then surname.
   - **Red Box2**: Write down the address of your house in Thessaloniki.

   a. Name of the street and number of the house.
   b. Postal code.
   c. From the both scroll-downs choose Θεσσαλονίκη/Thessaloniki.
- **Red Box3**: From the scroll-down choose the first month of your Erasmus semester.
- **Red Box4**: From the scroll-down choose the year of your Erasmus semester.
- **Red Box5**: From the scroll-down choose the master you study. If you cannot find the exact one just put a similar one.

Now you click on the **Αποθήκευση και συνέχεια/Save and continue**.

10. Next, upload a color passport style photo taken against a neutral/white background. Click **Browse** and then select your photo file (the photo should be at least 240 x 240 pixels, in jpg format and less than 3MB). After you have selected your photo file click on **Αποστολή Φωτογραφίας/Send photo**.
11. Use the tool in the following step and crop your photo if necessary. Click on Διόρθωση Φωτογραφίας in order to save your editing.

12. If the photo is OK, click Αποθήκευση & Συνέχεια/Save & Continue.
13. Select the Vodafone store where you would like your Academic ID to be printed and from where you will also collect it. Choose Θεσσαλονίκη/Thessaloniki in the fields Περιφερειακή Ενότητα and Καλλικρατικός Δήμος in order to see all the Vodafone stores in the center of Thessaloniki.

You can see the street address of the store in the column Στοιχεία Διεύθυνσης, and the pending number of Academic IDs that have to be printed in the column Εκκρεμείς προς παράδοση Ακαδ. Ταυτότητας.

You can view the store on the map by clicking the magnifying glass in the last column.

When you have selected the Vodafone store you want, click on Επιλογή/Choose.

14. On the next page, you can review full details of the selected Vodafone store. Click on Αποθήκευση & Συνέχεια/Save & Continue to proceed.
15. You can review your application details and then click on Αποθήκευση & Συνέχεια/Save & continue to proceed.

16. A warning message will appear at the top of the webpage prompting you to click on Οριστική Υποβολή Αίτησης in order to finalize the submission of your application.
17. Check the Βεβαιώνω, εν γνώσει των νομικών συνεπειών περί ψευδούς δηλώσεως, ότι όλα τα στοιχεία της αίτησης μου είναι ακριβή και ορθά checkbox and click Οριστική Υποβολή Αίτησης. In the pop-up box that appears, click OK.

18. Your application has now been completed! A green sign will appear at the top of the screen and you will receive an e-mail with the details of your application.

You now have to wait at least two weeks before receiving an SMS and an e-mail message indicating that your Academic ID (Paso) is ready for collection at the Vodafone store you selected. Keep in mind that you must have a passport or a national ID with you when you visit the Vodafone store.