Merging your Top Hat account

Guide for students: Android App

This summer (2019) Top Hat will be upgraded to use University of Leicester Single Sign On, requiring you to use your University user account and password to access Top Hat. If you are new to Top Hat, when you create an account for the first time, your details, name and email, will be inherited from institutional systems. However, if you have used Top Hat previously you will need to merge your accounts. This guide will take you through the steps.

Merging accounts

After the upgrade, you will need to merge your accounts. To do this using the Android app follow the steps below:

1. Download and Open the Top Hat the App and choose **LOGIN**
2. When prompted, search for the School ‘University of Leicester’. Top Hat will state ‘This school uses single sign-on (SSO)’. Click **CONTINUE** (Figure 1).
3. On your Android device you will be prompted to log in via a University of Leicester portal
4. If your account was previously in the format `yourusername@student.le.ac.uk` (e.g. `abc1@student.le.ac.uk`) you will be prompted to merge your accounts.

If the email you used to sign into Top Hat previously was in an alternative format you will be directed to a screen as seen in Figure 2. Enter your existing Top Hat account details (email and password) and select **Merge my existing account with SSO**.

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**Figure 1: University of Leicester Single Sign-on**

**Figure 2: Merge a non-standard university account**
Once your account is merged you will have access to all the courses you were previously enrolled on and the responses you gave to questions. From here onwards, you will need to sign-in with your University of Leicester account details.