Merging your Top Hat account
Guide for students: web browser

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 follow the steps below.

Note: if you are merging your accounts whilst on campus, using a University of Leicester computer, please ensure you are signed into the machine with your personal account.

1. From the TopHat.com website, select Login
2. When prompted, search for the School ‘University of Leicester’
3. Top Hat will state ‘This school uses single sign-on (SSO)’ as seen in Figure 1.
4. Select the link Log in with school account. If you are logged into a university machine, the account details you signed into the computer with will be used. If you are using a personal device, you will be prompted to log in via a University of Leicester portal.
5. If you had previously registered with an email in the format: yourusername@student.le.ac.uk e.g. abc1@student.le.ac.uk, you will receive the message as seen in Figure 2 and be prompted to merge your account.

If your account was an alternative format you will be directed to a screen as seen in Figure 3. Enter your existing Top Hat account details (email and password) and select Merge my existing account with SSO.
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.