Merging your Top Hat account
Guide for students: iOS 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 App and choose LOGIN
2. When prompted to Find your School, search for 'University of Leicester'.
3. On the next screen, enter the email address you registered with and have used previously to sign into Top Hat. Follow this by entering the password you normally use to sign into Top Hat.
4. Top Hat will then ask you to connect your account with the University of Leicester, as shown in Figure 1, select Authenticate with my school.
5. You will be directed to a University of Leicester log-in page. Sign-in with your University account details (username and password).

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.
**Account Settings - Warning**

If you do upgrade your account using the iOS app there is a known bug. You will need to go into your Account Settings and manually update your email address, as shown in Figure 2.

This does not impact how you login going forward, you will always use your University account details. To ensure emails are directed correctly please update this information.