

Instructions for logging into Planon Portal

Purpose: Planon allows access via either of the two authentication methods depending on the permissions required – using university credentials or using the contractor company’s credentials.

Using University Credentials:

Link - <https://nottinghamuni-prod.planoncloud.com>

Please use university email, such as firstname.lastname@nottingham.ac.uk

These accounts are referred to as associate accounts.

Guidance here for use of accounts and password set up support – [Click here](#)

[Manage your passwords](#)

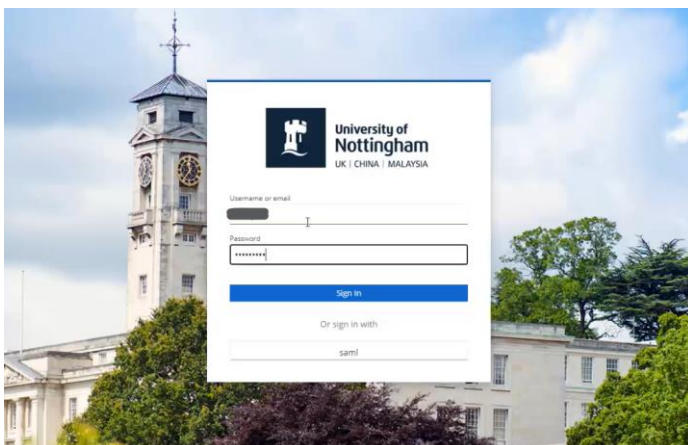
[Multi-factor authenticator](#)

This set up is essential for Planon App users.

Link for app - <https://nottinghamuni-prod.planoncloud.com/BP>

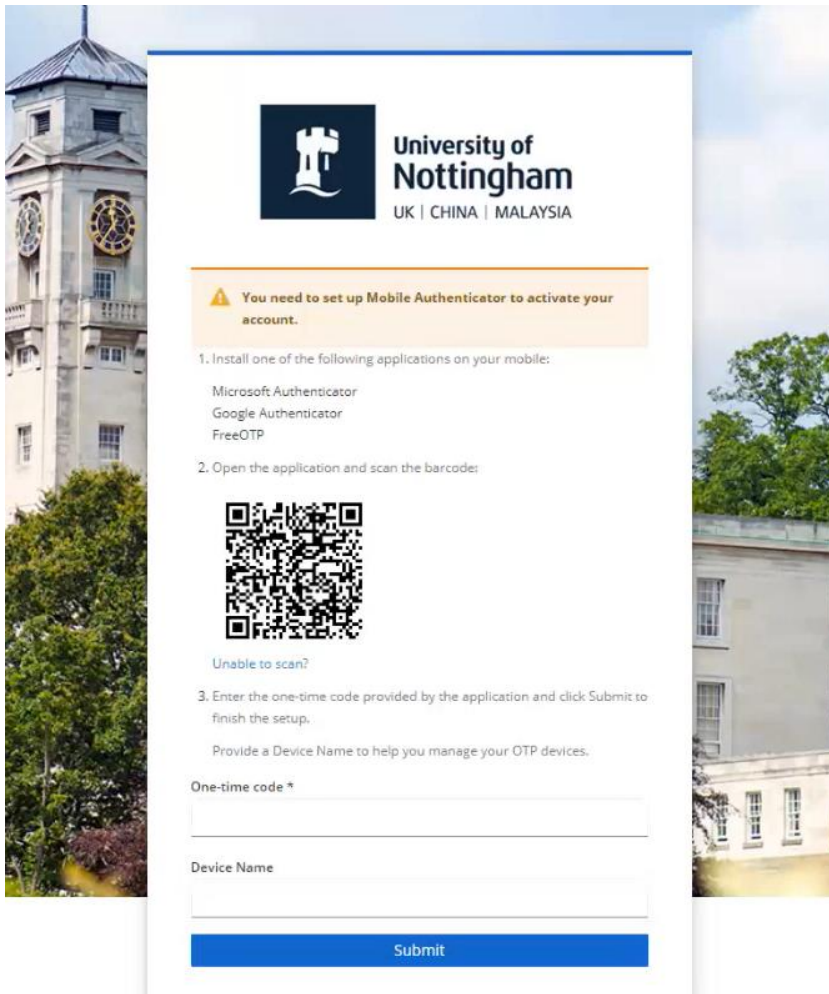
Using Non - University Credentials:

Link - https://nottinghamuni-prod.planoncloud.com/?kc_idp_hint=nosaml



Type in your email address.

Add the temporary password – Welcome!23



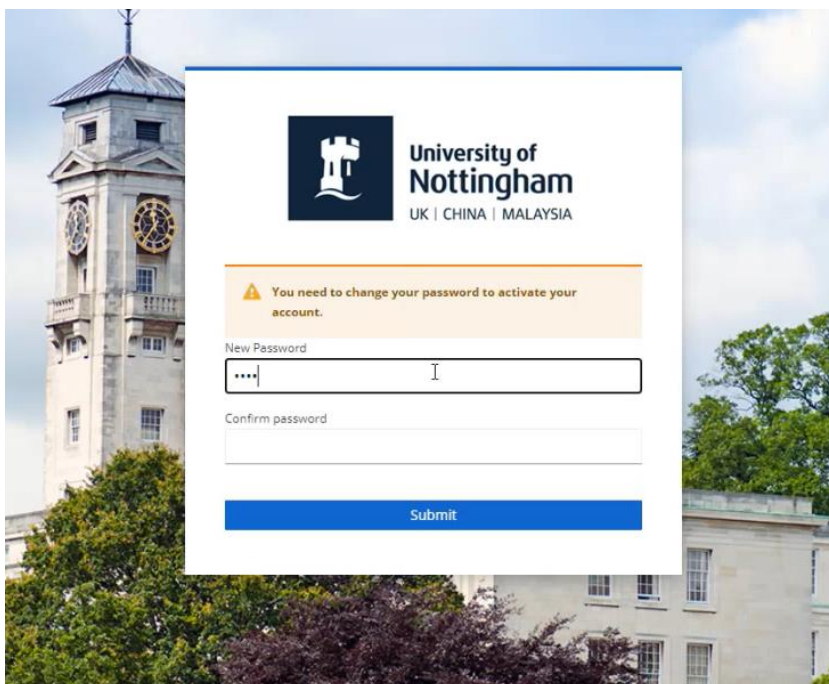
Please download and set up any of the mobile authenticators mentioned –
Microsoft Authenticator
Google Authenticator
FreeOTP.

If you already have one of these, you can add this to the account.

Use the app to scan the QR code and follow the instructions.

Please enter the one-time code generated.

It is good practice to save the device name, e.g. UON Planon.



Please set up a password to activate your account.

For all future log-ins, a combination of password and one-time code from the authenticator app will be required.