



# **ZOOM Account Activation Guidelines For HY-ON Live Video Lectures**

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HIGHER EDUCATION INNOVATION DIVISION

# 1. HY-ON LMS Live Video Lectures (ZOOM)

The below procedures are necessary to conduct live video lectures (ZOOM) through the HY-ON LMS.

## 1. Hanyang University ZOOM Institution User Registration

- A. The Higher Education Innovation Division sends ZOOM account activation emails to all new faculty members before the start of each semester.
- B. Please be sure to activate your Hanyang Cloud email, as the ZOOM account activation email is sent to your Hanyang email account.
- C. Please check your Hanyang email for the ZOOM activation email and proceed with the account activation procedure.
- D. If the ZOOM account activation email is needed, please fill out the Google form.  
<https://forms.gle/ntAZkM57nfKyStAo6>

## 2. Hy-in Portal Personal Information E-mail Address Change

- A. If the account activation is complete, go to HY-IN Portal [MY Home] > change the email address in the [Personal Information] tab and save.
- B. [Video Lecture] creation is possible within 1~2 hours after changing the email address.

# [Reference] Hanyang Cloud Email Activation Guideline

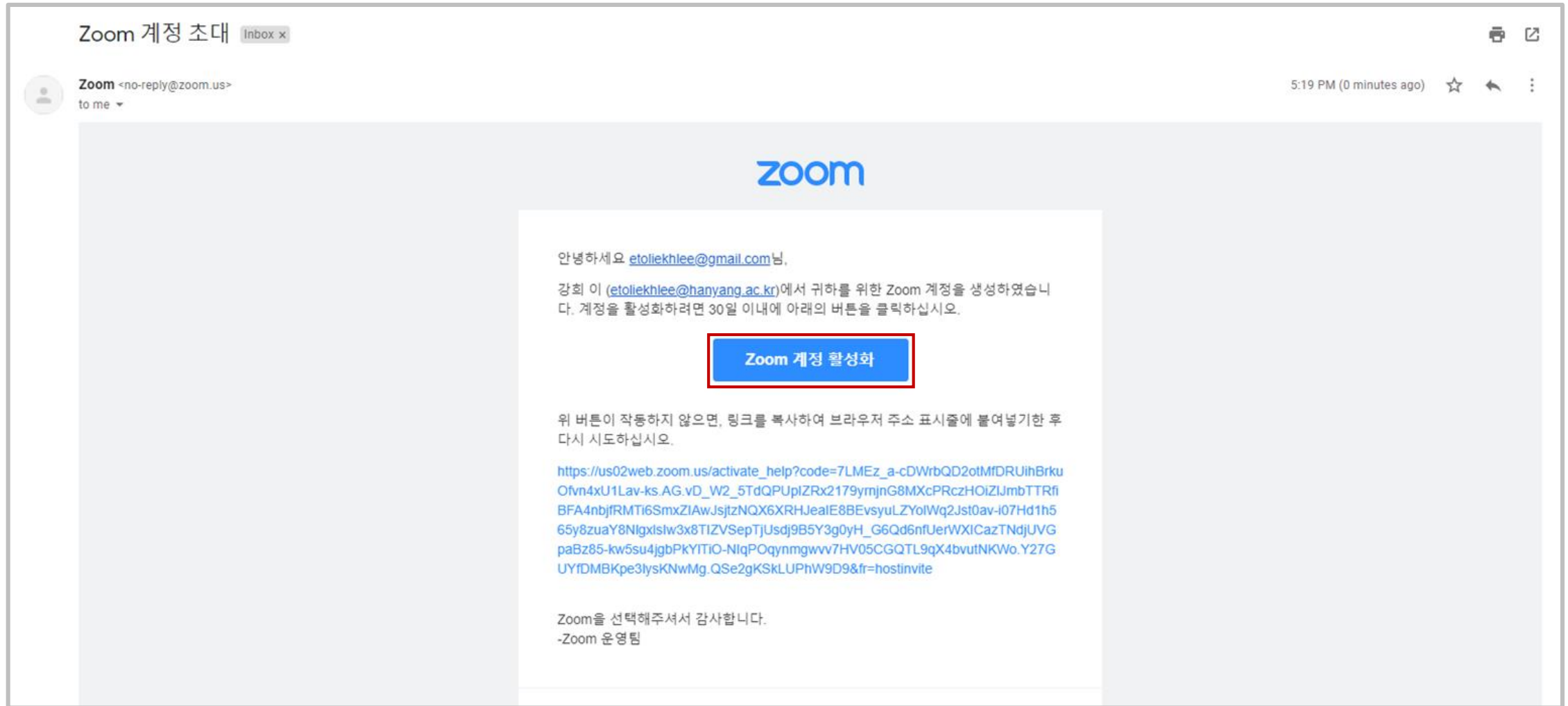
1. If the Hanyang Cloud email has not been activated, please activate the email by clicking the [Cloud Hanyang Email] at the top of HY-IN Portal.
2. Then, request the ZOOM account activation email from the following options:
  - (Seoul) Higher Education Innovation Division: (elearning@hanyang.ac.kr) 02-2220-2034
  - (ERICA) Center for Teaching & Learning: (acctl@hanyang.ac.kr) 031-400-4285/4286
  - Google Form: <https://forms.gle/ntAZkM57nfKyStAo6>



[Caption 1] HY-in Portal Hanyang Cloud Mail

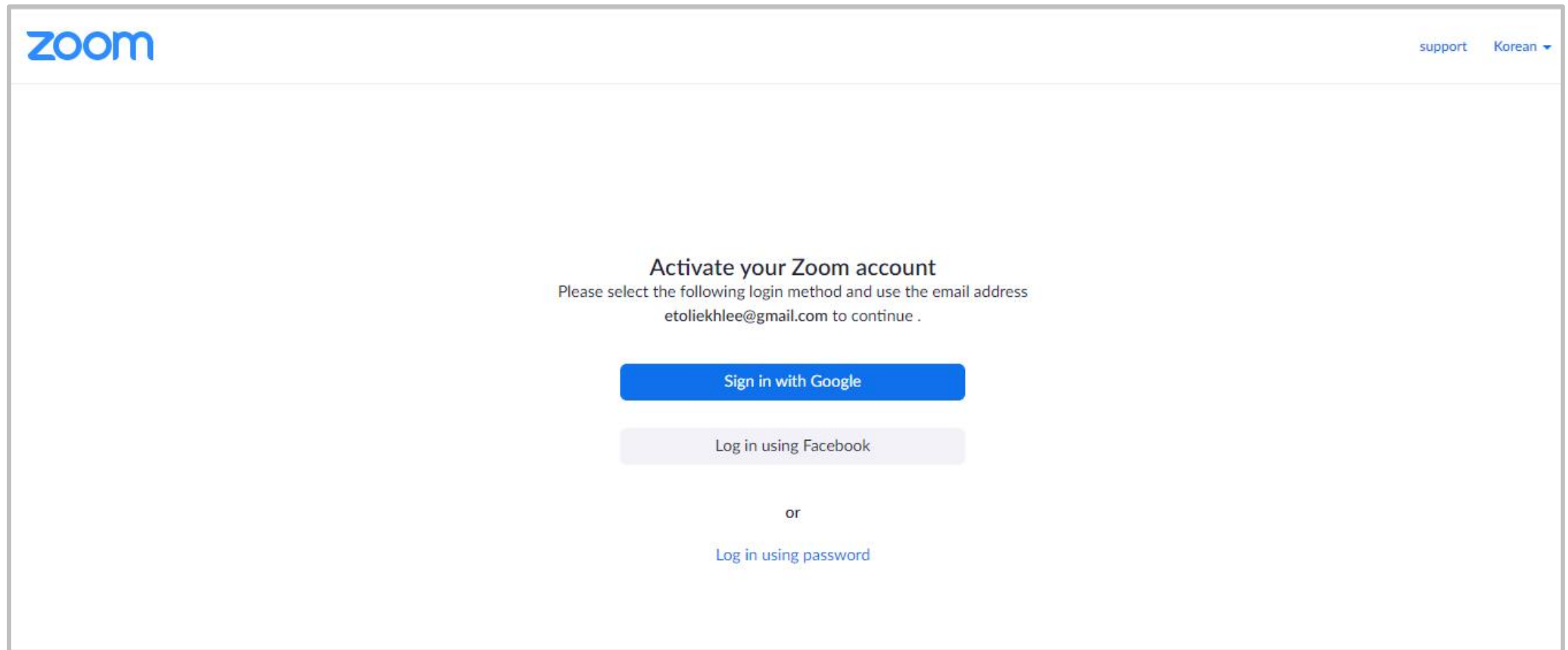
# [Reference] ZOOM Account Activation

1. Open the received ZOOM account invitation email and click on the [ZOOM Account Activation] button.



# [Reference] ZOOM Account Activation

2. Select your sign-in method.



The screenshot shows the Zoom account activation interface. At the top left is the Zoom logo, and at the top right are links for 'support' and 'Korean' with a dropdown arrow. The main heading is 'Activate your Zoom account', followed by a prompt to select a login method and use the email address 'etoliekhlee@gmail.com'. There are three options: 'Sign in with Google' (a blue button), 'Log in using Facebook' (a light gray button), and 'Log in using password' (a blue link). The word 'or' is centered between the Facebook and password options.

zoom

support Korean ▾

### Activate your Zoom account

Please select the following login method and use the email address etoliekhlee@gmail.com to continue .

Sign in with Google

Log in using Facebook

or

[Log in using password](#)

# [Reference] ZOOM Account Activation

3. After activating your account, check in the account profile to see if you have been correctly set as a Hanyang University institution user.

The screenshot displays the Zoom Account Profile page. The left sidebar contains navigation links: Profile, Meetings, Webinars, Recordings, Settings, Account Profile (highlighted in blue), and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'Account Profile' and is divided into sections: Basic Information, Education, and Account Support Information. The Education section contains a table with the following data:

Account Type	Education
Account Name	Hanyang University
Account Alias	
Your Role	Member
Account Owner	bang8759@hanyang.ac.kr
Account Number	2600398105

The 'Account Support Information' section includes the text: '한양대학교 Zoom 이용 문의 (bang8759@hanyang.ac.kr)'. At the bottom, there is a link: 'Unassociate and create your own account'.

## 2. Personal Information Management: Updating Your E-Mail

Please change the [\[HY-IN Portal\] email address to the address registered in the Hanyang University ZOOM institution user.](#)

Go to [HY-IN Portal] ► [MY Home] ► [Edit Personal Info.] ► Edit [E-Mail] ► [Save]

The screenshot shows the 'Edit Personal Info.' page in the HY-IN Portal. The page has a blue header with the user's name 'Lee Kang Hee', notification and message icons, and a home icon. Below the header is a navigation bar with 'HANYANG UNIVERSITY Portal' and links to 'Intramural information', 'MyMenu', and 'Sitemap'. A secondary navigation bar contains various categories like 'My Home', 'General Admin.', 'Faculty Center', etc. The left sidebar lists 'My Home' and 'Settings'. The main content area is titled 'Edit Personal Info.' and contains a form with the following fields:

영문성명	<input type="text"/>
한문성명	<input type="text"/>
Address of family register	<input type="text"/>
Current address	<input type="text" value="04763"/> <input type="text" value="서울특별시 성동구 왕십리로 222 (사근동, 한양대학교)"/>
Address in English	<input type="text"/>
Fax	<input type="text"/>
교내전화	<input type="text"/> * 지역번호 포함하여 입력하세요.(예: 031-400-1234)
E-mail	<input type="text"/>
개인홈페이지 URL	<input type="text"/>

On the right side of the form, there are additional fields for 'Cellphone' and '직장전화' (Work Phone), each with its own input field.

[Caption 3] How to update your HY-in Portal email address.