

LOGIN GUIDE

This login guide helps you to set up a login in order to apply for a single subject course or an education at the IT University of Copenhagen. Setting up your login takes place via our online Application Portal (see p. 2).

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LOGIN ON THE APPLICATION PORTAL

You log in on the Application Portal through WAYF (“Where Are You From”), a national login service, which is used by Danish universities, NemID, etc.

There are three different ways to log in:

- Login via an active WAYF login at a Danish university
- Login as self-registered user
- Login with NemID

The below instructions describe the three ways to login. It is important to use the same login method each time you log in on the Application Portal.

When you create an application, it will be connected to the email address you use to login on the system. For future logins – when you enter the system to see messages and status of your applications – you have to use the same login you used, when you started the application.

[Use this link to open the Application Portal](#)

You start on the page “Welcome to the Application Portal”:

Uddannelsens og
Forskningsministeriet

Change language

AO0001 - Welcome to the Application Portal

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

Select how you want to log in:

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

Log in Log in as self-registered user Log in with NemID

New user?

If you don't have NemID or a login at a Danish University, you must first register as a user here.
Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on.
Once you are a registered user, you must log in as a self-registered user.

Set me up as a user

LOGIN VIA AN ACTIVE WAYF LOGIN AT A DANISH UNIVERSITY

You can only use this login method if you have an active WAYF login at a Danish university.

Click on “Log in” and choose your **current university** from the WAYF institution list (see the pictures below). After you have chosen your institution, you are directed to the login page of your institution. Enter your user name and password.

Choose IT University of Copenhagen if you are, or previously have been, enrolled at the IT University.

Select how you want to log in:

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

Log in

Log in as self-registered user

Log in with NemID



Feedback Dansk



Change language!

To access **Application Portal (formerly STADS-DANS)** please login at your institution.



Recent choices:

[IT University of Copenhagen](#)[Application Portal \(formerly STADS-DANS\)](#)[Design School Kolding](#)

University



Use search box to find your university

[Aalborg University](#)[Aarhus University](#)[IT University of Copenhagen](#)[Metropolitan University College](#)[Roskilde University](#)[State and University Library - employees](#)[Technical University of Denmark](#)

If you get an error message, it may be because you do not have an active WAYF login from your home university. Please contact the IT Department at your home university or choose another login method.

Be aware of how long time after graduation your home university keeps your email and WAYF-login active. This is important in relation to your future logins – when you enter the system to see messages and status of your applications – as you have to use the same login method as you used when you initiated the application process. Are you in doubt as to how long time your home university keeps your WAYF-login active, we recommend that you use one of the other login methods.

LOGIN AS SELF-REGISTERED USER

Please note that you have to set up a user (self-registration) to use this login method (see guide below on how to set yourself up as a user).

Select how you want to log in:

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

Log in

Log in as self-registered user

Log in with NemID



Enter your email and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.


 Email

Password

Help! I don't remember my password.

Click the button to activate the service that gives you a new password

If you have not created a user, you can do this by clicking on "Set me up as a user". See guide below.

SET ME UP AS A USER

New user?

If you don't have NemID or a login at a Danish University, you must first register as a user here. Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on. Once you are a registered user, you must log in as a self-registered user.

Click "Set me up as a user"

If you are already registered as a user (e.g. from an earlier application or if you have applied for admission to another university), you do not have to set up a new user, you just login using the same email address that you have used earlier.

If you have a Danish CPR number, you must fill in the following fields when setting up a user (see picture below):

- First/Middle Names
- Last name
- Nationality (choose from list)
- Email (Make sure that you have entered the right email address)
- Documentation for identity (a copy of your passport – we do not accept a driving licence)
- Your Danish social security number (CPR).

Uddannelses- og Forskningsministeriet

AO0002 - Self-registration

* First/Middle names

* Last name

* Citizenship

* Email

Documentation for identity No file selected. **The following file types are allowed**
doc , docx , jpeg , jpg , pdf

Document	Source	Uploaded date	
Copy of passport.docx	Applicant	11-Nov-2016	<input type="button" value="Delete"/>

Danish social security number (CPR) I do not have a Danish social security number (CPR)

* Danish social security number (CPR)

If you do not have a Danish social security number (CPR), you must also fill in the date of birth, sex and address:

Danish social security number (CPR) I do not have a Danish social security number (CPR)

* Date of birth

* Sex Female Male

National ID

* Address

* Country

Postcode
City

If you cannot find your postcode in the list, please enter postcode and city here:

* Postcode
* City

Click "Create" when you have entered your information. The system will now send you an email regarding activation of your account to the email address you have registered. The email contains a link to a webpage, where you activate your account by entering the password you wish to use. Please note that this email may end up in your spam filter.

LOGIN WITH NEMID

Select how you want to log in:

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

Log in

Log in as self-registered user

Log in with NemID

You can only use this option if you have a Danish NemID.

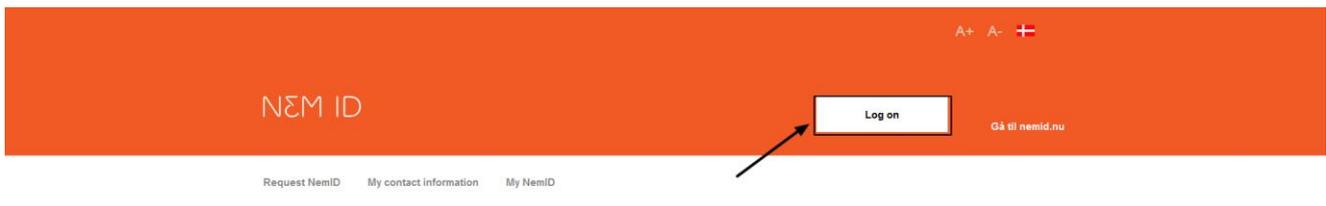
Logging in with NemID requires the following:

- 1) Your computer and browser must work with the software technology used by NemID. Read more about the technical requirements when using NemID [here on NemID's website](#).
- 2) You have registered your email address as a secure email on the certificate on your NemID profile. If you have not registered your email as secure, an error message will appear on the Application Portal when you try to login via "Log in with NemID".

Please be aware that your NemID must provide your name, email address and your civil registration no. for the Application Portal. This is not always the case, so you may have to set up your NemID for this. Login to the self-service portal on NemID's website to add these informations.

In addition, to register your email address as a secure email on your NemID certificate, you also have to login to the NemID self-service portal on <https://www.nemid.nu/dk-en/>. Access the portal by clicking on "Self-service" at the top of the page:

When you have accessed the self-service portal, you will find the “log on” button at the top of the page:



NemID self-service

You must log on to Self-service, with user-id and password, in order to access self-service functionality. If you cannot log on, please find help here:

- **Forgotten user-id** - if you forgot your user-id
- **Forgotten password** - if you forgot your password
- **Lost code card** - if you have lost your code card

Log on to Self-service

Request NemID here >

Here you can request NemID
Request NemID (in Danish - new window)
Note, that you can only obtain NemID online, if you have

- a CPR number
- an address listed in The National

Maintain contact-information >

Here you can maintain your contact information: You can change your address, mobile phone number, and provide an e-mail address.
[My contact details](#)

Go to My NemID >

Go to My NemID
[Go to My NemID](#)

When you are logged in, click on “My NemID”, which you will find in the menu on the left side:



Self-service

What you can do here in self-service:

- change your user ID
- change your password
- enter an alternative dispatch address
- update your e-mail address and mobile phone number
- view and block code card(s)
- request extra code card(s)
- view and revoke certificates
- monitor the event log

My NemID

Then click on "Certificates" and then "Edit settings" in the menu under "My NemID":

The screenshot shows the NemID user interface. At the top, there is a navigation bar with 'NEM ID', 'Log out', and 'Gå til nemid.nu'. Below the navigation bar, there are links for 'Request NemID', 'My contact information', and 'My NemID'. The main content area is titled 'My NemID / Certificates'. On the left, there is a sidebar menu with the following items: 'Contact Details', 'My NemID', 'User ID and password', 'Code cards', 'Certificates', 'Edit settings', 'Search for certificate', 'Event log', 'Delete NemID', and 'Support'. The 'Certificates' and 'Edit settings' items are highlighted with a blue box and a blue arrow. The main content area shows 'Certificates' with a sub-header 'About certificates'. Below this, there is a section titled 'Information on your active certificate' which displays details about the active certificate, including its name, email address, and validity dates. There are also links for 'Revoke', 'Download certificate', and 'Download vCard'. Below this, there is a section titled 'Other certificates' which displays a table of other certificates.

Under "Edit certificate settings", it is important that you:

- 1) click "Yes" as answer to the question "Do you wish your e-mail to appear on the certificate?" and that you write/confirm your email address in the field below and
- 2) click "Yes" as answer to the question "Do you wish your name to appear on the certificate?".
- 3) Click on "Save changes" when have done this (see the picture below).
- 4) To confirm this change, you must enter a pin code that will be sent to the email address, you just confirmed. Beware that this email can end up in your spam filter.
- 5) When you have entered the pin and confirmed it, you are asked to confirm the certificate settings once more.

The screenshot shows the NemID user interface. At the top, there is a navigation bar with 'NEM ID', 'Log out', and 'Gå til nemid.nu'. Below the navigation bar, there are links for 'Request NemID', 'My contact information', and 'My NemID'. The main content area is titled 'My NemID / Certificates / Edit settings'. On the left, there is a sidebar menu with the following items: 'Contact Details', 'My NemID', 'User ID and password', 'Code cards', 'Certificates', 'Edit settings', 'Search for certificate', 'Event log', 'Delete NemID', and 'Support'. The 'Edit settings' item is highlighted with a blue box and a blue arrow. The main content area shows 'Edit certificate settings' with a sub-header 'Edit certificate settings'. Below this, there are two questions: 'Do you wish your e-mail to appear on the certificate?' and 'Do you wish your name to appear on the certificate?'. The 'Yes' options are selected, and the 'Yes (required if you wish to use NemID for secure e-mailing)' option is selected for the first question. There is a text input field for 'E-mail address' and a checkbox for 'Publish in public certificate database'. The 'Save changes' button is highlighted with a red circle.

Now you have registered your email address as a secure email on the certificate, and now you are ready to use NemID as a login method on the Application Portal.

WAYF CONSENT

When you have logged in using one of the above methods, you will be presented with a WAYF consent form that informs you what information the user account transfers to the application system. You must make sure that your email address and CPR number are transferred – check the fields “E-mail” and “National ID number”. When you have accepted the information in the WAYF consent certificate, the Application Portal starts.

You are about to log into Application Portal (formerly STADS-DANS).

The purpose is the handling of applications for admission to Danish universities – from both Danish and international students.

The data below are required for access to the service.

Nick name ?	
First name ?	
Last name ?	
E-mail ?	
User ID ?	
National ID number ?	
Primary affiliation ?	
The organisation's nickname ?	
Domain name of the institution ?	
Level of assurance ?	

OK

If your personal information is not correct you must contact the institution (IT University of Copenhagen), where they originate.

The service / identity provider combinations below are registered in this browser. Thus

- you have been informed about the data that are passed from the identity provider to the service
- the identity provider might be selected automatically when you log in from the corresponding service

If you want to be able to use another identity provider with a service you can un-register the service / identity provider combination by clicking on X

X Application Portal (formerly STADS-DANS) / IT University of Copenhagen

You can always go to my.wayf.dk to see the the pairs registered in this browser.

DO YOU NEED MORE HELP?

If you have any questions regarding the login procedure or just need help in general, please contact [Student Affairs and Programmes](#).

If you need help regarding the application process, you can read more about this in the application guide, which you will find on our website. The guide helps you through the application process step-by-step.