

The Application Portal

Guide to login, tips and help

This guide is meant as a help for applicants to the MSc Programmes at the IT University of Copenhagen to successfully login to the application system. Your application for admission is submitted digitally through the Application Portal. It is only possible to apply within the stated application periods.

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Open the Application Portal

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

You start at the Welcome page:

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 Nem ID](#)

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 – first time

You login to the application system through a common login service called WAYF (Where Are You From). You can login to the application system through WAYF in three different ways.

1. 'Log in'

The button can be used if you are already enrolled in a Danish university and have an active WAYF login. Click the button and select the institution at which you are a student from the list, and enter your login details.

WAYF Where are you from

In order to access Application Portal please login at your institution.

Last choice:

University

Use search box to find your university

- Aalborg University
- Aarhus University
- Copenhagen University College of Engineering
- IT University of Copenhagen
- Metropolitan University College
- Roskilde University
- State and University Library / AU Library
- Technical University of Denmark
- University College Capital
- University College Lillebaelt
- University College Nordjylland
- University College South Denmark
- University College Zealand
- University of Copenhagen
- University of Iceland
- University of Southern Denmark
- VIA University College

You were directed to this page from Application Portal


Ministeriet for Forskning, Innovation og Viderevalende Uddannelser


Change language Danish FAQ help

If you are a student at a Danish university wishing to apply for a programme at a different Danish university through the portal, please notice that you may lose access to use your current university login once you have finished your current degree, and you will need to log into the portal again using the same login later in the process. If you are in doubt about that, you can use one of the other two login options described below.

2. Log in as self registered user


The button can be used if you have created your own user profile with an email address and password, which you can enter to login here.





Indtast E-mailadresse og adgangskode

En web-tjeneste har bedt om at du tilkendegiver dig. Det betyder, at du skal indtaste din E-mailadresse og kodeord herunder

 E-mailadresse

Kodeord [Log ind](#)

Hjælp! Jeg har glemt min adgangskode


Klik på knappen for at aktivere at tjenesten giver dig en ny adgangskode [Glemt adgangskode?](#)


If you wish to create a new profile, you can do so with the button “Set me up as a user” at the bottom of the page.

3. Log in with Nem ID

If you have a Danish Nem ID, you can use this option.

The public login community - NemLog-in

 Log on with code card >

 Log on with code file >

Operating status

Normal operation

More information

- Security
- Help to log-on
- Log-on types
- About Nemlog-in
- Terms
- Order NemID
- Renew NemID

Logout advice

Click "Logout" button and then close all browser windows when you have been logged on with NemID

NEM ID

NemLog-in- Offentligt Log-in-fællesskab

User ID

Password

[Forgot your password?](#)

[Next](#)

'Set me up as a user'

This button is used to set up a new user profile, which can be used to log in to the portal with an email address and password of your choosing.

Uddannelses- og Forskningsministeriet

AO0002 - Self-registration

* First/Middle names

* Last name

* Citizenship

* Email

Documentation for identity The following file types are allowed
doc , docx , jpeg , jpg , odt , pdf

Document	Source	Uploaded date

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

* Danish social security number (CPR)

Consent

Once you have used one of the three buttons to log in, you will be presented with the WAYF consent page. On this page, you can check which email address is being transmitted along with your login details. It is to this address, that you will receive email about new messages for you in the portal. Once you have accepted, you will be taken into the portal.

**Login – after the first login**

When you create an application, it will be connected to the e-mail address you use to login to 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 starting the application.

In other words:

- If you used **an ITU login** when you created your application, you must also choose “The IT University of Copenhagen” in the WAYF list for all future logins.
- If you used a login from **another Danish university** (e.g. Aarhus, University of Southern Denmark or Copenhagen University) you will also have to choose this in the WAYF list for future logins.
- If you used **NemLog-in (NemID)**, when you created your application, you must also choose “NemLog-in” in the WAYF list for future logins.

- If you **used the self-registration option** when creating your application, you will also have to choose Application Portal in the WAYF list for future logins.

University WAYF login

You can only use this login option if you are already enrolled in a Danish university and have an active WAYF login.

- Click the login button
- WAYF opens
- You must choose **your home university** on the list and login the way you usually do. Please note that you should only choose “The IT University in Copenhagen” if this is where you are currently enrolled.

If you receive 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 option.

WAYF Where are you from

Dansk

In order to access **Application Portal** please login at your institution.

Last choice:

University

Use search box to find your university

Aalborg University
Aarhus University
Copenhagen University College of Engineering
IT University of Copenhagen
Metropolitan University College
Roskilde University
State and University Library / AU Library
Technical University of Denmark
University College Capital
University College Lillebaelt
University College Nordjylland
University College South Denmark
University College Zealand
University of Copenhagen
University of Iceland
University of Southern Denmark
VIA University College

You were directed to this page from **Application Portal**

Ministeriet for Forskning, Innovation og Videregående Uddannelser

Change language Dansk
FAQ help

Login with Nem ID (NemLog-in)

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

Check your Nem ID settings

Start by checking that your Nem ID is set to transfer your name, your e-mail address, and your CPR number to the application system. This is not always the case, so you may have to set up your Nem ID to do this:

- Go to the Nem ID website: www.nemid.nu
- Log on to Self-service.
- Make sure that your name is displayed correctly – look at the right side of the display.
- Choose “Certificates” in the menu on the left side of the display.
- Choose “Edit settings”.
- Tick the box “Yes” in the section: “Do you wish your e-mail to appear on the certificate” (this is necessary to make sure that Nem ID will transfer your e-mail address).
- Write/confirm your e-mail address.
- Choose “Save”.
- To confirm these changes you must create a pin, which will be sent to the e-mail address you have given. Please note that this e-mail may be caught by your spam filter.
- When you have entered the pin and confirmed it, you will be asked to confirm the certificate settings once more.
- When this is done, you are ready to use Nem ID for login.

NEM ID ABOUT NEMID | BUSINESS | CITIZEN

Self-service

Front page / Self-service / Certificates / Edit settings

Edit certificate settings

Do you wish your e-mail to appear on the certificate?

If you wish to use NemID for secure e-mailing, your e-mail address must appear on the certificate associated with NemID. If your e-mail address is listed in the public certificate database, others can find it and send you secure e-mails.

Yes (required if you wish to use NemID for secure e-mailing)

E-mail address:

Publish in public certificate database

No (Default)

Do you wish your name to appear on the certificate?

Yes (Default)

No, I do not wish my name to appear on the certificate

[Save changes](#) [Cancel](#)

Logged on as: HANSEN [Log off](#)

NemID no.: [redacted]

E-mail: @hotmail.dk

Mobile: 6 [redacted]

Postal address: Hansen

DK

[Edit >](#)

Digitaliseringsstyrelsen, Landgreven 4, Postboks 2193, 1017 København K [About this website](#)

Login with Nem ID (NemLog-in)

- Open the Application Portal
 - Click the login button at the Welcome page
 - WAYF opens
 - Choose "NemLog-in" on the list
- When you choose "NemLog-in" you will be sent to the "NemLog-in page", where you log in using your key card.

WAYF Where are you from

Dansk

In order to access Application Portal please login at your institution.

Last choice:

Nem [NemLog-in](#)

Use search box to find NemLogin

You were directed to this page from Application Portal

Ministeriet for Forskning, Innovation og Videregående Uddannelser

Dansk [FAQ help](#)

Login with self-registration

If you have not already set up a user in the application system you have to do so now to use this login option. Below, you will learn how to register yourself 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 e-mail address that you have used in an earlier login.

Self-register

- Click “Set me up as a user” on the Welcome page.
- The screen display “Self-registration” opens.

If you have a Danish CPR number you must fill in the following fields:

- First/Middle names
- Last name
- Nationality (choose from list)
- Email (Make sure that you have entered the right e-mail address)
- Documentation for identity (a copy of your passport)
- Danish social security number (CPR) - if you have one.

If you do not have a Danish social security number (CPR), you must also fill out the fields you see in the image below:

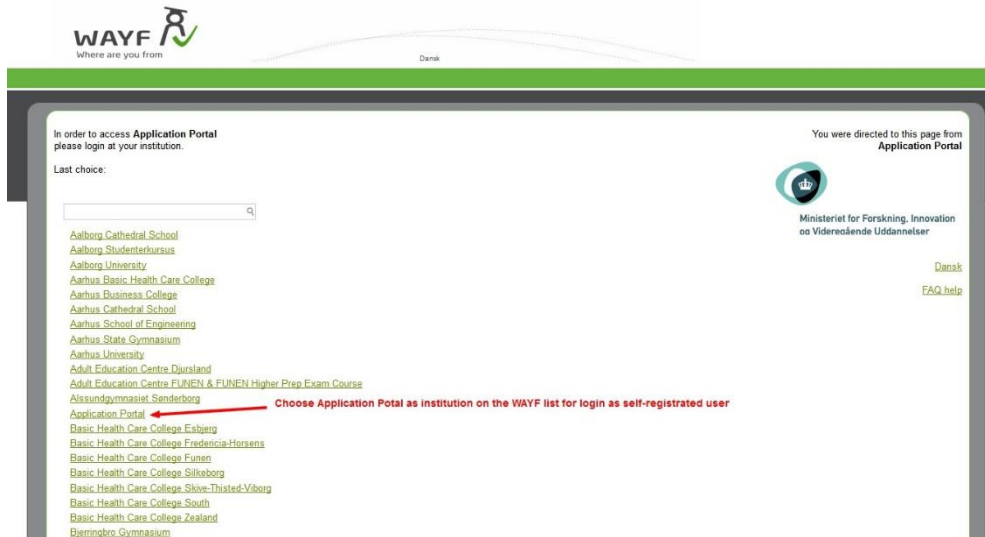
When you have entered your information, click “Create”. The system will now send an e-mail regarding activation of your account to the e-mail address you have registered. The mail contains a link to a webpage, where you activate your account by entering the password you wish to use.

Please note that this e-mail may be caught by your spam filter.

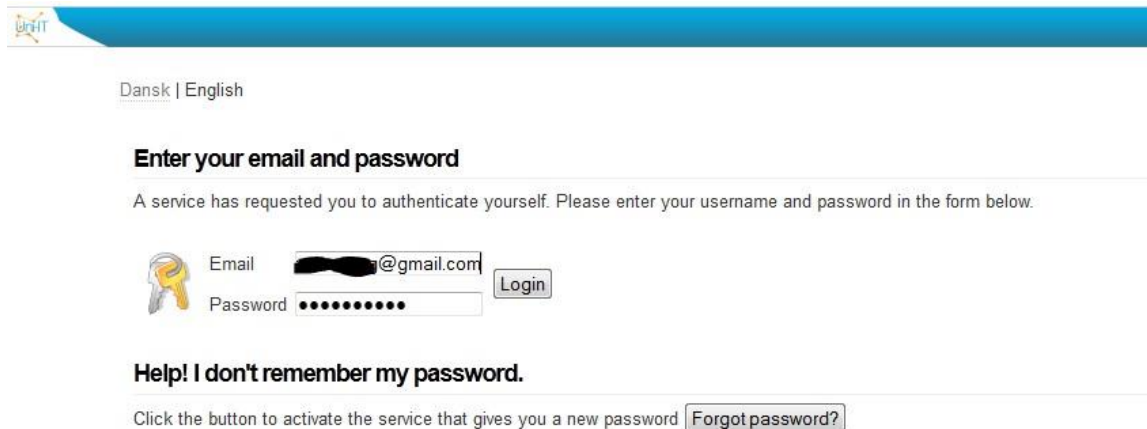
Login with self-registration

When you have set up a user and activated your account you are ready to login to the Application Portal.

- Click the "Login" button on the Welcome page.
- The WAYF list will present itself
- Choose Application Portal as institution on the list.



A screen display for entering e-mail address and password opens, and you can login with your e-mail address and your chosen password.



What is the WAYF consent?

When you have entered your user name and password and are logged in to the application system, you will be presented with a WAYF Consent Certificate. The certificate will inform you on which information the user account transfers to the application system.

You must make sure that your e-mail address and CPR number is transferred – check the fields “E-mail address” and “National ID number”. When you have accepted the information in the WAYF Consent certificate, the application system will open.

Tips and help when using the application system

Technical demands for attached documents/files

Before you start your application, we recommend that your documentation is ready. [Learn more about the demands for documentation on our website.](#)

- Upload documents in PDF-format
- Each PDF-file cannot exceed 10 MB.
- All pages in your diploma (incl. grades/marks) must be compiled in one PDF-file. If you are scanning your documents, please set your scanner to scan multiple pages into one file.
- When you scan your documents you must set your scanner to scan text (as opposed to images) to make sure that the file will not exceed the 10 MB.
- All pages in your document must have the same viewing orientation to make sure that they can be opened and read directly on the computer screen (they should not be horizontal or upside down)
- Documentation must be uploaded under the question to which it belongs.


How do I upload my documentation?

This is an example of uploading documentation for completed academic degrees. Choose “Add additional completed academic degrees”

* Completed academic degrees:

Education name	Institution	Date passed	Source	Number of Files	View/Edit upload	Remove education
No data to display.						

Add additional completed academic degrees

Use documentation from previous application 

Fill in the fields in the pop-up box “Upload to higher educations” and click “Browse” or “Gennemse” to find the relevant document.

You will now be able to see the file name in the pop-up box.

If this is the right file, click “Yes” to upload and save.

A00136 Upload to higher educations

Create additional documentation for passed and not passed education

* Institution name: Universitetet i X-by * Education: Ba i xxxxxxx

* Date passed/expected passed: 31-December-2013

* Documentation: Ingen fil valgt.

Testdok 4 - Eksamenbevis bestket A.doc

Upload documentation and save:

The file is now uploaded and placed as documentation.

Completed academic degrees:

Education name	Institution	Date passed	Source	Number of Files	View/Edit upload	Remove education
Ba i xxxxxxx	Universitetet i X-by	12/31/2013	MAN	1		<input type="button" value="Remove"/>

Upload further documentation – after request

If you receive a request for submitting further documentation, the specific question(s) in your application will be open for upload of further documentation.

1. Log in to the Application Portal. Use same login as when you started the application.
2. Go to the tab "See status of applications". Hit the link "Edit Application" in the rightmost column called Action.

The application is shown with status: "Request for documentation".

Depending on your screen size, you might have to scroll a bit to see the column Action

O0251 Personalized Home/See the status of applications

Welcome to your personal start page on the common application portal.
The tab 'Create application' shows the offers to which you can apply for admission.
The tab 'See status of applications' allows you to follow your already submitted applications.
The tab 'Messages' allows you to read messages from the case workers.

Create application Exchange – not available during the intake **See status of applications** Messages User Information

Institution	Education name	Status	Priority	Status date	Action
IT University of Copenhagen	MSc in Software Development and Technology, Software Engineering	Request for documentation	1	24-Jan-2014 18:02:53	<input type="button" value="Request documentation"/> <input type="button" value="Edit Application"/> <input type="button" value="View Application"/>
IT University of Copenhagen	Kandidatuddannelsen (MSc) i Digital Innovation and Management (E-Business)	Under treatment	3	02-Jun-2013 23:57:43	<input type="button" value="Cancel Application"/> <input type="button" value="View Application"/>

3. The tabs and relevant question(s) in your application will be re-opened enabling you to upload the requested supplementary documentation.

The button you must use will be orange.

It will not be possible to upload further documentation in other fields.

Below is an example with request for further documentation to the questions regarding Academic degrees and Documentation of English test.

Collection of data Person Applied education/Course **Requirements and prerequisites** Misc Show application Send application Next

If we have obtained information about your educational background, your degrees will appear below. It is also possible to add additional information about your educational background. If we have not obtained any information about your educational background, you must fill in the boxes below.

* Completed academic degrees:

Education name	Institution	Date passed	Source	Number of Files	View/Edit Upload	Remove education
Bachelor	University of X-by	1/31/2013	MAN	1		Remove

Add additional completed academic degrees Use documentation from previous application

* In-progress academic degrees:

Education name	Institution	Missing ECTS	Source	Number of Files	View/Edit upload	Expected completed date	Remove education
No data to display.							

Add additional in-progress academic degrees Use documentation from previous application

If you lack 60 ECTS or more you have to upload an explanation of how you will complete your bachelor before study start

Description	Document Name	Source	Download	Remove
No data to display.				

Short description of attachment: Gennemse... Ingen fil va/et. **Upload** Use documentation from previous application

* Is your qualifying exam from the educational institution that you are applying for? No. MAN

* Choose English test and upload documentation. Use "Other" for English B level and document it with high school diploma. TOEFL

Description	Document Name	Source	Download	Remove
Toefl-test	Testtok 8 - Fagniveau bestket A.pdf	MAN		Remove

Short description of attachment: Gennemse... Ingen fil va/et. **Upload** Use documentation from previous application

- Upload additional documentation. After completing your upload of the requested documentation (there may be more than one question you need to upload to) move on to "Show application".
- Verify that your uploaded documentation is there. You are now ready to re-send the application.
- Move on to "Send application" – and hit "Submit application" to re-send it.

Collection of data Person Applied education/Course Requirements and prerequisites Misc Show application **Send application**

Submit application

The application has not yet been posted

- The application is re-sent when you see the confirmation on the screen. And there will be a new message for you under the tab "Messages" stating that the IT-University has received your amended application.

Collection of data Person Applied education/Course Requirements and prerequisites Misc Show application **Send application**

Submit application

Applications are submitted on 24 January 2014 at 16:39

Application confirmation

The application has been received. Find your confirmation of received application at the tab "Messages". An email has been sent to your email address. Check your spam filter if you do not find it in your mail box.

Ok

Online support in the application system

The application system has an online support function:

Open Help with the little arrow in the right side of the screen display.

Or by clicking the question mark in the top right corner.



Navigation in the screen display

You cannot use the arrows in the browser to navigate back and forth in the screen display. Instead, use the process line for navigation:



Create multiple applications

You can only apply for one education at a time. If you want to apply for multiple applications you must go back to the “Create application” tab and start again.

UO126 Personal startpage/Create application

Create application Exchange – not available during this intake See status of applications Messages User Information

Applicant

First name: WAYF Civil reg. no.: WAYF
 Last name: Hansen WAYF Mail address: @gmail.com WAYF

Choose educational and training

* Institution name: IT University of Copenhagen
 * Type of education: Master
 Education name:
 Start of study from: to

Multiple applications. Use previous documentation

You do not have to upload identical documentation for each application you create. Instead use the function “Use documentation from previous application”.

Use documentation from previous application 

Priority of applications

If you only submit 1 application to the IT University of Copenhagen it will automatically be your first priority. If you submit multiple applications for the IT University of Copenhagen, you will be asked to prioritize the application before submission. When you submit a new application you can re-prioritize the applications you have submitted previously.

A00133 Priority of applications

You have more than one application to the same educational institution. Therefore, you are requested to set the priority before you submit.

Priority	Education name	Status
1	IHAN Tilbud til test af disp. for kandidat	Final
2	IHAN Tilbud til test: Tilbud som DDK på PROD	Under treatment
3	Kandidatuddannelsen (MSc) i Spil, Teknologi	Received
4	Kandidatuddannelsen (MSc) i Digital Innovation and Manager	Under treatment
	Kandidatuddannelsen (MSc) i Spil, Analyse	Draft

Sort

Submit with the selected priority Cancel

Do you need more help?

If you have any questions regarding the application procedure or just need help, please contact the Student Affairs and Programmes on e-mail: sap@itu.dk or telephone: +45 72 18 52 05. The telephones are open Monday to Friday 10:00 – 12:00.