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”:

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.
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).
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**

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 or driver’s license)
- Your 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:

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.
 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](https://www.nemid.nu/dk-en/).

2) You have registered you 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/](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:

When you are logged in, click on “My NemID”, which you will find in the menu on the left side:
Then click on “Certificates” and then “Edit settings” in the menu under "My NemID":

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.
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.

**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.