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.

Content
In this guide you can read about the following:

Login Guide
  • Open the Application Portal
  • Login – first time
  • Login – after the first login
  • University WAYF-login
  • Login with NemID (NemLog-in)
  • Login with self-registration
  • What is the WAYF consent?

Tips and Help when using the Application Portal
  • Technical demands for attached files
  • How do I upload my documentation?
  • Upload further documentation – after request
  • Online Support in the Application System
  • Navigation in the screen display
  • Create multiple applications
  • Multiple Applications – use previous documentation
  • Priority of applications
  • Do you need more help?
Open the Application Portal

Use this link to open the Application Portal

You start at the Welcome page:

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.
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.

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

**Operating status**
- Normal operation

**More information**
- Security
- Help to log-on
- Log-on types
- About NemLog-in
- Terms
- Reset password
- Renew NemID

**Logout advice**
Click “Logout” button and then close all browser windows when you have been logged on with NemID.
‘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.

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.

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 I done, you are ready to use Nem ID for login.
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.
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:

![Image showing self-registration form]

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”

<table>
<thead>
<tr>
<th>Education name</th>
<th>Institution</th>
<th>Date passed</th>
<th>Source</th>
<th>Number of files</th>
<th>Remove education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add additional completed academic degree

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.
The file is now uploaded and placed as documentation.

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

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.
4. 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”.

5. Verify that your uploaded documentation is there. You are now ready to re-send the application.

6. Move on to “Send application” – and hit “Submit application” to re-send it.

7. 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.
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.

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.

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.