LOGIN GUIDE

This login guide helps you to set up a login to apply for a single subject course or an education at the IT University of Copenhagen.

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LOGIN AND CREATION OF USER PROFILE

You log in on the application portal through WAYF ("Where Are You From"), a national login service, which is used by Danish universities, MitID, etc.

There are three different ways to log in:
- Login via an active WAYF login at a Danish university (WAYF-login)
- Login as self-registered user
- Login with MitID/NemID

FIRST LOGIN: THE APPLICATION PORTAL CREATES YOUR USER PROFILE

When you login to the application portal for the first time with one of the three ways to login, the application portal creates your user profile. After your first login, you decide which way to login you want to use as all three methods gives you access to your user profile and your applications.

Your profile data will be updated automatically with a MitID login or an institution login (WAYF-login)
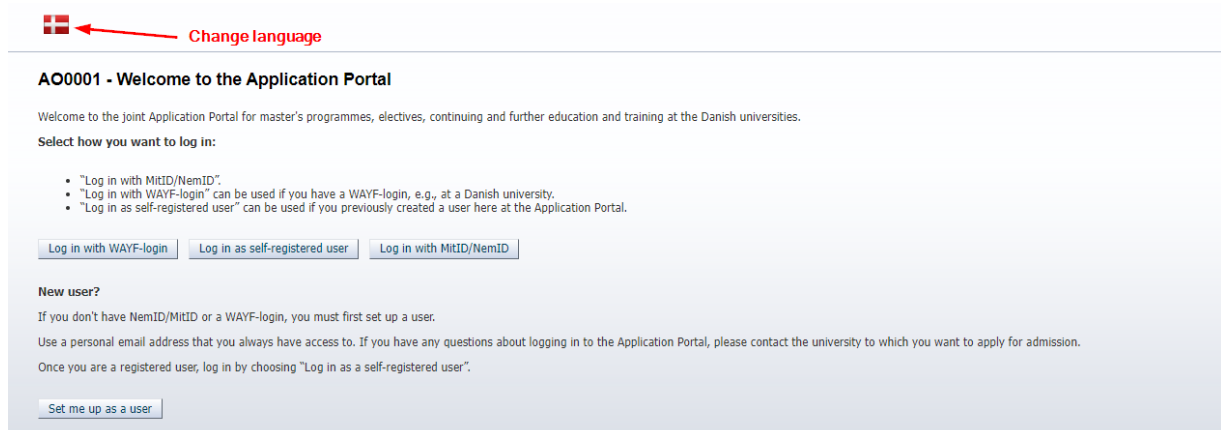Please note that if you login with MitID or an active WAYF login from a Danish university (WAYF-login), your user profile will be updated with data from these sources. If some of your profile data has been updated upon login, e.g., your first name or surname, the application portal shows you your profile with the updated data.

Change your email address on your profile whenever you want
When your user profile is created upon first login, you must fill in an email address to which we send all messages from the system. Your email address is not updated automatically. However, you can always change it on your profile. For more information, see the section "How to change email address on your user profile".

STEP BY STEP: CREATION OF YOUR USER PROFILE

Use this link to open the application portal. You start on the page "Welcome to the Application Portal":

Choose, e.g., "Log in with MitID/NemID". When you click the button, you will be taken to nemlog-in.mitid.dk to log in to the application portal. Subsequently, it sends you to "WAYF" (Where Are You From) where you see all the data about you that MitID sends to the application portal. Click "OK" to go to the application portal:

Upon first login, the application portal shows you the information that it is has used to create your user profile. Fill in citizenship and email address yourself and click "Save and continue":

When you click "Save and continue", you are asked to validate your email address via an activation link before you can use your profile.

NB. If you create a "self-registered user" instead of logging in with MitID, you must fill out the above information in a self-registration form. Find more information in the section "Set me up as a user".

NB. If you log in with an active login from a Danish university (institution login), you will only have to add an email address as your citizenship is prefilled.

LOGIN VIA AN ACTIVE WAYF LOGIN AT A DANISH UNIVERSITY (WAYF-LOGIN)

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

Click on "Log in with WAYF-login" 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 username and password.

Choose, e.g., IT University of Copenhagen if you are 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.

NB. If it is your first login, the application portal automatically creates your user profile where you are asked to fill in an email address. Find more information in the section "Creation of your user profile".

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:

- First/Middle Names
- Last name
- Nationality (choose from list)
- Email (Make sure that you have entered the right email address)
- Documentation for identity (we only accept a copy of your passport)
- 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.

LOGIN WITH MITID

Select how you want to log in:

- "Log in with MitID/NemID".
- "Log in with WAYF-login" can be used if you have a WAYF-login, e.g., at a Danish university.
- "Log in as self-registered user" can be used if you previously created a user here at the Application Portal.

| Log in with WAYF-login | Log in as self-registered user | Log in with MitID/NemID |

You can only use this option if you have a Danish MitID. Make sure that your tablet, smartphone or computer fulfill the technical requirements set up by MitID.

When you are ready, choose "Log in with MitID/NemID" as shown above after which the system sends you to "NemLog-in" to login to the application portal:

After logging in the MitID or NemID it sends you to the application portal where you can create one or more applications.

NB. If it is your first login, the application portal automatically creates your user profile where you are asked to state your citizenship and fill in an email address. Find more information in the section "Creation of your user profile".

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. Make sure that your CPR number are correct – check the field "National ID number". When you have accepted the information in the WAYF consent certificate, it sends you to the application portal:

HOW TO CHANGE EMAIL ADDRESS ON YOUR USER PROFILE

If you want to change the email address after the creation of your user profile, you can easily change it. We send all messages from the application portal to the email on your profile, and thus it is important that it is up to date.

When have logged in to the application portal, choose the tab "User Information". Here you can change the email address on your profile. When you have done that and click "Save", you must validate the email address to move on:

To validate your new email address, click "Send e-mail with validation code" to your new email address. When you have received an email with a validation code paste it in the field below and accept:

LOGIN AS SELF-REGISTERED USER IF MITID OR LOGIN WITH AN ACTIVE INSTITUTION LOGIN IS OUT OF FUNCTION

If you cannot log in with MitID or an active login from a Danish university if the services are out of function due a technical issue or the like, you can still login to the application portal via the login method "self-registered user".

Choose "Log in as self-registered user":

Then click "Forgot password?" to create a password to login as a self-registered user and thus to get access to your user profile:

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.