LOG IN AT THE APPLICATION PORTAL

You log in to 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:
- Log in via an active WAYF log in at a Danish university
- Log in as self-registered user
- Log in with NemID

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

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 log in, you used, when starting the application.

Use this link to open the Application Portal

You start at the Welcome page:

LOG IN VIA AN ACTIVE WAYF LOG IN AT A DANISH UNIVERSITY

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

Choose your university from the WAYF institution list. 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 option.

For future logins – when you enter the system to see messages and status of your applications – you have to use the same log in, you used, when starting the application, so please be aware of for how long time after graduation your home university keep your mail and WAYF-logon active.

LOG IN AS SELF-REGISTERED USER

Please note that you have to set up a user (self-registration) to use this login option.
SET ME OP 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.

Click “Set me up as a user”

**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)
- 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 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 your spam filter may catch this e-mail.

**LOG IND WITH NEMID**

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

Please be aware that your NemID must provide both your name, email address and your civil registration no. for the Application Portal. This is not always the case, so you might have to set up your NemID for this.
Check your NemID settings:

- Go to the NemID 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 NemID will transfer your e-mail address).
- Write/confirm your e-mail address.
- Choose “Save changes”.
- To confirm this change you must enter the PIN, which is send to the e-mail address you have given. Please note that the e-mail may be caught by your spam filter.
- When you have entered the pin and confirmed it, you are asked to confirm the certificate settings once more.
- When this is done, you are ready to use NemID for login at the Application Portal.

WAYF CONSENT

After you have logged in using one of the above methods you will be presented with a WAYF Consent form that 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.
DO YOU NEED MORE HELP?

If you have any questions regarding the application procedure or just need help, please contact Student Affairs and Programmes.