Logon to the digital application system with a personal user account

Instructions for logging in to the application system for master programmes

Logon to the digital application system is done through WAYF ("Where Are You From"), which is a national logon service used by Danish universities and NemID amongst others.

If you do not have a valid logon for a Danish university system or a Danish "NemID", you can create a new user account in the application system instead and use this logon for WAYF.

Choice of language

When you click on a link for the application system, you will arrive at the system welcome page. In order to create a new user account, it is important that you change the language to English if you prefer this communication language for your application. If you use a Danish browser, you should choose English if you do not possess Danish or Nordic nationality.

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]

![Syddansk Universitet - University of Southern Denmark logo]

Setting up a new user account

To set up your user account, please click the button " Set me up as a user " on the welcome page.

You will now be directed to the Self-registration page in the Application Portal.

You will now be asked for the following information:

- Name, nationality (citizenship) and e-mail address
- Documentation on nationality (copy of your passport or national ID-card)
- Danish social security number (CPR number), if you already have one.

AO0002 - Self-registration

* First/Middle names	
* Last name	
* Citizenship	▼
* Email	

Documentation for identity		Gennemse...	**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) | |

Create

If you do not have a Danish CPR number, you will be asked to enter your date of birth, gender, national ID and home address.

AO0002 - Self-registration

* First/Middle names
* Last name
* Citizenship
* Email

Documentation for identity   Gennemse...   **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)

* Date of birth
* Sex   ○ Female ○ Male
National ID
* Address

* Country
Postcode   🔍   If you cannot find your postcode   * Postcode
                                               in the list, please enter postcode
City   and city here: * City

Create

When all information has been entered and you have created the user account, the system will e-mail a validation code to the provided e-mail address.

Activation Link has been sent. Your identity will be validated later

Ok
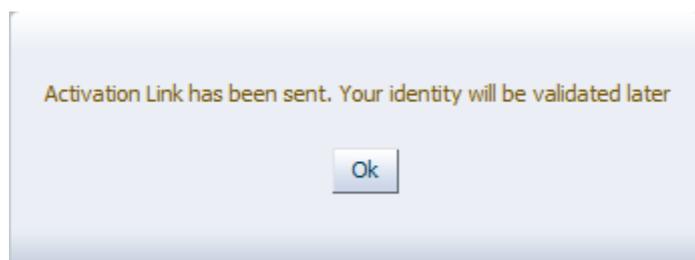
1. Open your e-mail account and click on the activation e-mail from "no-reply@ufm.dk". If you have not received the activation e-mail after a few minutes, it can be a good idea to check your spam folder.

no-reply   Activation of your account at the IT Department of the Ministry of Science, Innovation ...
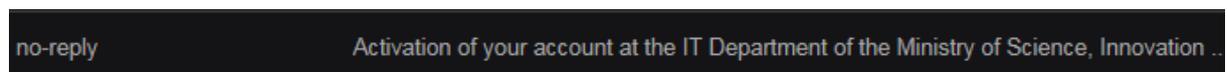
2. Read the activation e-mail thoroughly:

Dear James ,

Welcome to the IT Department of the Ministry of Science, Innovation and Higher Education.

Please follow the link below to activate your new account.

https://dans-test.stads.dk/SelfUserRegistration/faces/NewPassword.jspx?pswtoken=VFYcUWnw75fjuG2IFwXFoBlepAT4r6tNZ9jBJLtHCcSd&pURLBrowserLanguage=en

Note: The link expires in 30 days.

3. Click on the activation link. Once the page opens, you will be asked to enter a password:
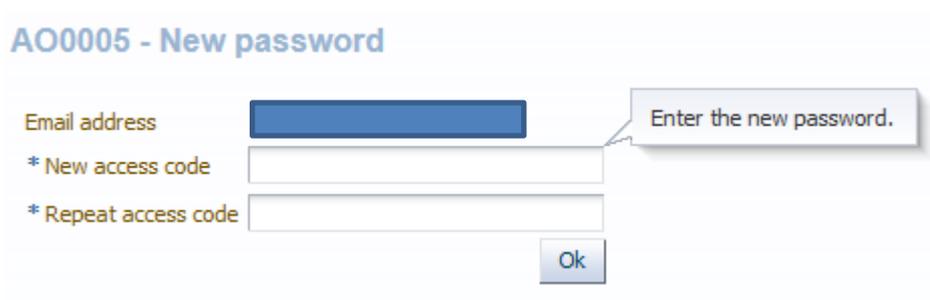

4. You will now receive a confirmation that your password has been changed. Click "OK".
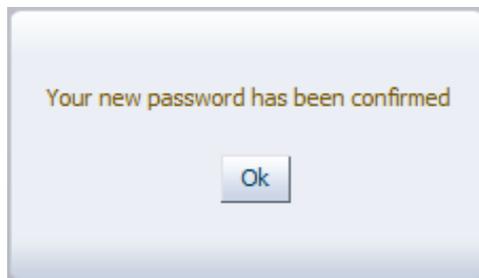
5. Now you will be redirected to your personal tart page where you can create applications, see status of applications and read messages.

Login to the Application Portal

Once you have set up your personal user account, you can use it to log on to the digital application system. You can access the Application Portal by clicking on the below link or via the activation link that was sent to your e-mail address.

https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx

When you log in to the system, you should do the following:

1. Click on the link to the Application Portal.
2. Choose the English flag if the Danish flag is shown
3. Choose Log in as self-registered user

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Log in   Log in as self-registered user   Log in with Nem ID

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Set me up as a user

4. To get to your user profile in the Application Portal, you should enter your e-mail and password:

Remember to change the language to "English".

Updated 20/02/2015