

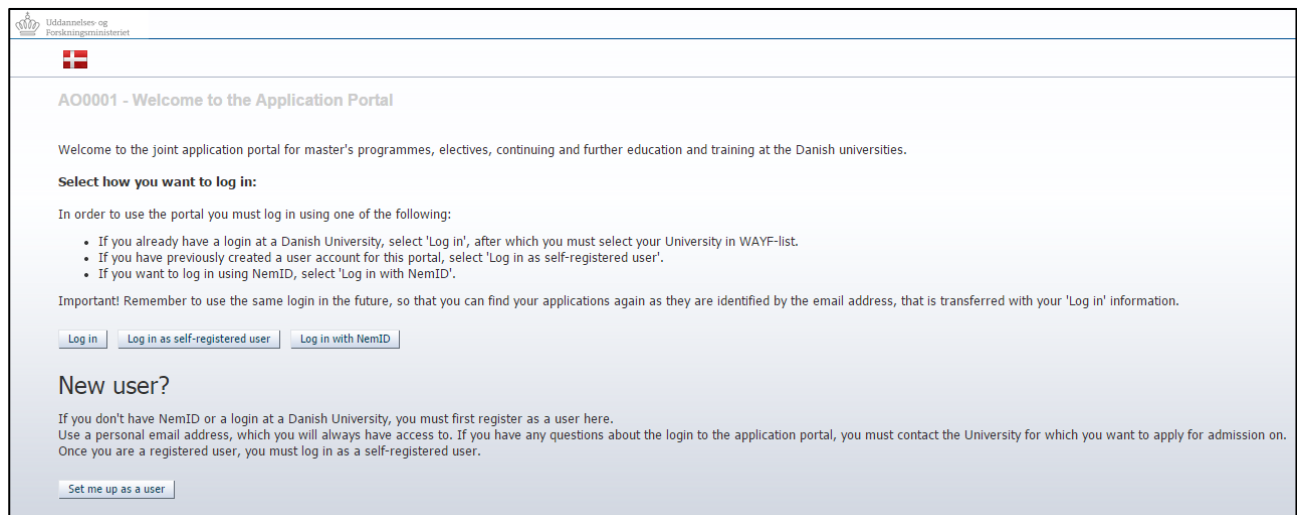
HOW TO LOG IN TO THE APPLICATION PORTAL

Log in to the Application Portal (STADS-DANS):

https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx?_afLoop=6330604946672481&_afWindowMode=0&_adf.ctrl-state=vwltaozfn_20

Log in to the Application Portal uses the Danish log in service WAYF (Where Are You From).

LOG IN – FOR THE FIRST TIME



Uddannelses- og Forskningsministeriet

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.

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.

There are three different ways to log in to the Application Portal using WAYF:

1. 'Log in' – only for current Danish residents

Use this if you have an active login account at a Danish university. Click the button and find your university on the WAYF list.

Please make sure that your current Danish university does not make your login account inactive, e.g. if you complete your education. You need to be able to log in to the Application Portal later on to read messages and to see the status of your application(s).

2. 'Log in as self-registered user'

Use this if you have already created an account in the Application Portal and chosen a password (via 'Set me up as a user' – read more on the following page).

3. 'Log in with NemID' – only for current Danish residents

Use this if you have Danish NemID and wish to log in using this. Please note, however, that you must have an email address registered with NemID.

'Set me up as a user'

If you are not currently enrolled at a Danish university, you need to create an account in the Application Portal. You must use your private email address and choose a password.

CONSENT CERTIFICATE

When you are logged in to the Application Portal via one of the above mentioned options, you will be presented with the WAYF consent certificate. The certificate states what information will be transferred to the Application Portal when you accept. Check the information and make particular note of the email address – this is the email account to which messages from the Application Portal will be sent to.

After you have given your consent, the Application Portal will open.

SET ME UP AS A USER

Uddannelses- og Forskningsministeriet

AO0002 - Self-registration

* First/Middle names

* Last name

* Citizenship

* Email

Documentation for identity Der er ikke valgt nogen fil **The following file types are allowed**
doc, docx, jpeg, jpg, pdf

Document	Source	Uploaded date
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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 in the list, please enter postcode and city here: * Postcode

City * City

When creating a user, you will need to type in the following:

- Name
- Citizenship
- Email address
- Documentation of identity (copy of your passport, national ID or other picture ID)
- Danish social security number (in short "CPR") – *only for current Danish residents*
- Date of birth
- Gender
- Address

After you have typed in the required information, click 'Create'. The system will automatically send you an email with an activation link. Please note that the message can end up in your spam-folder. Click on the activation link and choose a password.

From now on, when you log in to the Application Portal, choose **'Log in as self-registered user'**.

LOG IN – AFTER YOUR FIRST LOGIN

From now on, when you log in to the Application Portal to view messages or to check the status of an application, **always log in the same way as you did the first time.**

That is:

- If you logged in using your **AAU-login**, click 'Log in', and choose "Aalborg University" on the WAYF-list.
- If you logged in using a **login from another Danish university** (e.g. AU, KU, SDU), click 'Log in', and choose your university on the WAYF-list.
- If you **created a user**, click 'Log in as self-registered user'
- If you logged in using **NemID**, click 'Log in with NemID'

QUESTIONS

If you have any questions regarding how to use the Application Portal, you are welcome to contact our STADS-DANS support at studyit@aau.dk or phone +45 9940 9720.