HOW TO LOGIN TO THE APPLICATION PORTAL

Login to the application portal: [http://www.masteradmission.aau.dk](http://www.masteradmission.aau.dk)

Login to the application portal uses the Danish login service WAYF (Where Are You From).

LOGIN – FOR THE FIRST TIME

There are three different ways to login to the application portal using WAYF:

1. **‘Log in’ – only for current Danish residents**
   Use this if you have an active login to 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 inactive, e.g. if you complete your education. You need to be able to login 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 a user 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 login 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 a user in the application portal. You will use your private email address and choose a password.
CONSENT CERTIFICATE

Once you are logged in to the application portal via one of the above options, you will be presented with the WAYF consent certificate. The certificate states what information will be transferred to the application portal once you accept. Run through the information, and make particular note of the email address – this is the email inbox where messages from the application portal will be sent to.

Once you accept consent, the application portal will open.

SET ME UP AS A USER

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

Once 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 login to the application portal, choose ‘Log in as self-registered user’.
LOGIN – AFTER YOUR FIRST LOGIN
From now on, when you login to the application portal to view messages or to check the status of an application, **always login 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’

Last updated: 12.10.2016