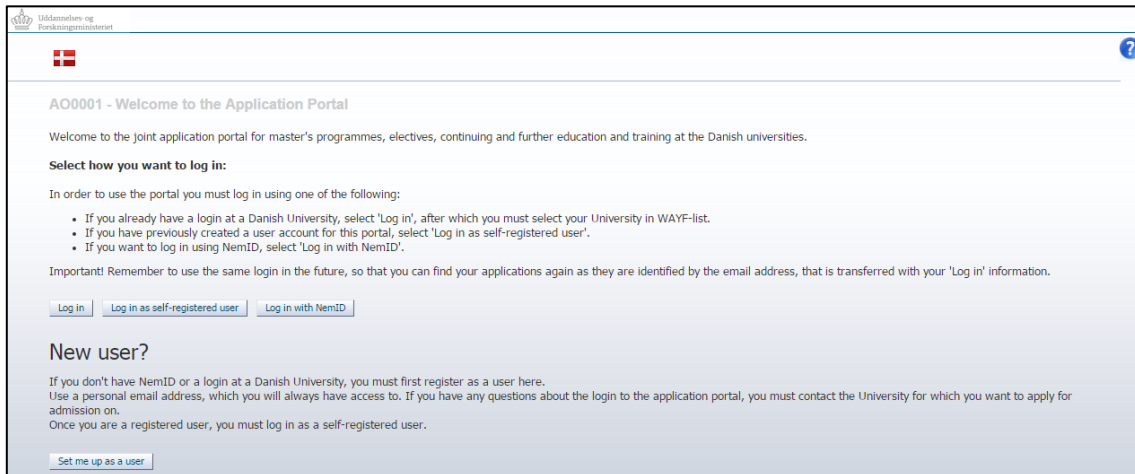


HOW TO LOGIN TO THE APPLICATION PORTAL

Login to the Application Portal uses the Danish login service "WAYF" (Where Are You From).

LOGIN



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.

[Log in](#) [Log in as self-registered user](#) [Log in with NemID](#)

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](#)

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

- 1. [Log in] – only for applicants currently studying at a Danish university**
 - Use this way to login if you have an active login to a Danish university.
 - Click the button, and find your university on the 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 way to login if you already created a user and password in the Application Portal (via **[Set me up as a user]**)
- 3. [Log in with NemID] – only for current Danish residents**
 - Use this way to login if you have Danish NemID and wish to login using this.
 - This requires that your NemID is registered with an email address.
 - If you encounter an error from NemID, e.g. regarding your email address, you *cannot* use this way to login. Instead, create a 'self-registered' user via **[Set me up as a user]**.

Important!

- Always login to the Application Portal the same way to be able to view the status of your application(s) and read messages.

CREATE A USER

Click the button **[Set me up as a user]** if you want to create a user.

Once you have created a user, you will be able to login with your email address and a password chosen by yourself.

If you click **[Set me up as a user]**, you will be transferred to this page:

The screenshot shows a web form titled "AO0002 - Self-registration" from the "Uddannelsen og Forskningsministeriet". The form contains the following fields and options:

- * First/Middle names: text input
- * Last name: text input
- * Citizenship: dropdown menu
- * Email: text input
- Documentation for identity: "Vælg fil" button, "Der er ikke valgt nogen fil" text, and "The following file types are allowed: doc, docx, jpeg, jpg, pdf". Below is a table with columns "Document", "Source", and "Uploaded date", currently showing "No data to display".
- Danish social security number (CPR): Danish social security number (CPR) and I do not have a Danish social security number (CPR)
- * Date of birth: text input with a calendar icon
- * Sex: Female and Male
- National ID: text input
- * Address: three stacked text inputs
- * Country: dropdown menu
- Postcode: text input with a search icon and a note: "If you cannot find your postcode in the list, please enter postcode and city here:"
- * City: text input

A "Create" button is located at the bottom right of the form.

You will be asked to state the following information:

- Name
 - Citizenship
 - Email address
 - Documentation for identity (copy of your valid passport or valid National ID showing citizenship)
 - Danish social security number (in short "CPR") – *only for current Danish residents*
- OR
- Date of birth
 - Gender
 - Address

1. Type in above-mentioned information, and click **[Create]**
2. The Application Portal will automatically send you an email with an activation link. Please check that the message doesn't end up in your spam-filter!
3. Open the activation link in your browser
4. Choose a password for the Application Portal
5. You can now login to the Application Portal via **[Log in as self-registered user]**

Important!

- From now on, when you login to the Application Portal, always choose **[Log in as self-registered user]**

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 opens, and you can begin creating your application.

We recommend that you follow the guide **How to apply**, found at the same website, where you found this guide.