Logon to the digital application system with a personal user account

Instructions for logging

If you are not (any longer) a student of a Danish University or if you do not have a NemID, you must select "Set me up as a user/Opret mig som burger"(1.) the first time and next time you log in you should choose "Log in as a self-registered user/Log ind som selvoprettet bruger"(2.).

If you do have a valid logon for a Danish university system or you have a NemID, please see the instructions for:

- How to log on with NemID
- Logon to the digital application system as a current student at a Danish University

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 understand Danish or another Nordic language.

You type in:

AO0002 - Self-registration

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

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

Document | Source | Uploaded date
No data to display

○ Danish social security number (CPR) ○ I do not have a Danish social security number (CPR)

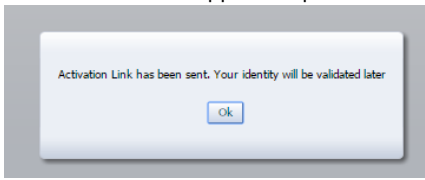* Danish social security number (CPR)

[Create]

Your first/middle name
Last name
Citizenship
Email – make sure it is an email you will have full access to until the end of October

You need to upload proof of your citizenship – e.g. passport – make sure that the document clearly states your citizenship. Documentation without your citizenship will not be accepted.

If you have a Danish social security number (CPR.-Number) you MUST type it in.

Then press "Create".

Then the small box appears – press "OK" and you will be redirected to the front page of Graduate Admission Portal.

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

[Ok]

You will then receive an email with a link and instruction on how to activate your profile.

When you press the link you are redirected to a page which asks you to choose your password:

ma 07-11-2016 13:46

no-reply@umit.dk

Activation of your account at the IT Department of the Ministry of Science, Innovation and Higher Education.

Til

Dear Birgitte ,

You have received this email because this email address has been used to create a new user profile for the application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

Before you can use the new user profile to login, you must first activate the profile and create a password. You activate the profile and create a password by clicking the link below.

https://dans-test.stads.dk/SelfUserRegistration/faces/NewPassword.jspx?pswtoken=j2VWPt3DejjOSigMQsIrPNiipqs1PzdRO1Fvry5RIYHGdx8e7J&pURLBrowserLanguage=en

The link will expire after 30 days. If you require a new activation link, you can acquire one from the portal welcome page, by clicking "Log in as self-registered user" and then "Forgot password?". The email you will receive will contain a new link that lets you chose a password for the portal.

If you have any questions about the login process or about the application portal, please contact the educational institution to which you intend to apply.

Kind regards,
The online application portal

AO0005 - New password

Email address
* New access code
* Repeat access code

[Ok]

Be aware that the password must have:

- Minimum 5 characters
- Maximum 10 characters
- Minimum 2 ciphers