

# Log in to the digital application system with a personal user account

## Instructions for logging

If you are not (or are no 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 bruger"(1.) the first time you log in and the 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 login for a Danish university system, or you have a NemID, please see the instructions for:

- How to log in with NemID
- Log in 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.

The screenshot shows the 'Welcome to the Application Portal' page. At the top left, there is a Danish flag icon. A blue arrow points from a text box 'Click on the flag to change language' to this icon. Below the header, the page title is 'AO0001 - Welcome to the Application Portal'. The main content area says 'Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish Universities'. Under 'Select how you want to log in:', there are three buttons: 'Log in', 'Log in as self-registered user', and 'Log in with NemID'. A blue arrow points from a text box '2. When you want to log on to your application' to the 'Log in as self-registered user' button. Below this, there is a 'New user?' section with a 'Set me up as a user' button. A blue arrow points from a text box '1. When you start your application, choose "Set me up as a user"' to this button.

You type in:

Your first/middle name

Last name

Citizenship

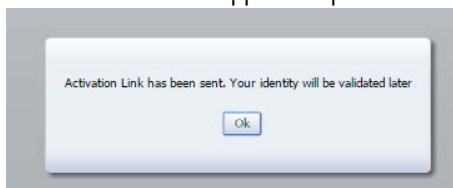
Email – make sure it is an email you will have full access to until the end of October

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".

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



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

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



Be aware that the password must have:

- Minimum 5 characters
- Maximum 10 characters
- Minimum 2 digits