

Accessing the online application system

The application system welcome page presents you with two options: *Login* or *Set me up as a user*.



- 1) Login. Chose this if you have:
 - a. Access to AU Self service (if you are a current or former student at Aarhus University) or if you have an active login to one of the other Danish universities.
 - b. NEM-ID (Only if you have a Danish CPR-number).
- 2.a) Set me up a user. Only choose this option if you do NOT have NEM-ID or access to AU Self service.

N.B.!

When you log on to the digital application system to check your messages and the status of your application(s), you have to use the same login information every time. Therefore, it is very important that you remember how you logged on to the digital application system the first time.

1.A) Login with username and password to the AU Self service

When you have pressed "Login" you will be re-directed to the page called WAYF (Where-Are-You-From). Please press "English" on the top of the page to have it translated from Danish to English.

If you are a current or former student at Aarhus University please select Aarhus University on the list on the site. If you are a student at one of the other Danish Universities please choose your home university on the WAYF list.

In order to access **STADS-DANS** please login at your institution.

You were directed to this page from **STADS-DANS**

Last choice:

[Dansk](#)

[FAQ help](#)

- [Aalborg Cathedral School](#)
- [Aalborg Studenterkursus](#)
- [Aalborg University](#)
- [Aarhus Basic Health Care College](#)
- [Aarhus Business College](#)
- [Aarhus Cathedral School](#)
- [Aarhus School of Engineering](#)
- [Aarhus State Gymnasium](#)
- [Aarhus University](#)
- [Adult Education Centre Djursland](#)

Once you have chosen your home university on the list, you will be redirected to your university's login site.

Aarhus University Students only

After choosing Aarhus University on the WAYF list you will be redirected to the "Login til Tjenester" website.

Please press "English" on the top of the page to have it translated from Danish to English.

LOGIN TIL TJENESTER

English | [Dansk](#)

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.



Username

Password

Login

Help! I don't remember my password.

Your identity is the same as on AU's self-service, [mit.au.dk](#).

- > Your username is your danish CPR-number or your AU-matriculation number or an e-mail address, known by the university
- > Your password is the one from AU's self-service, mit.au.dk. Try to reset it on mit.au.dk

[Forgotten accesscode / new user](#)

Read more on [WAYF on AU](#).

Enter your AU Self service username and password. If you have forgotten your password please press "Forgotten accesscode/new user".

1.B) NEM-Login

When you have pressed “Login” you will be re-directed to the page called WAYF (Where-Are-You-From). Please choose NemID-in on the WAYF list, if you wish to login with your NEM-ID.

You should be aware of the fact that your NEM-ID must supply the application system with both your email address and your social security number. This means that you may experience problems using NEM-ID, if your email address has not been registered to your NEM-ID account.

See the instructions below on how to configure your NEM-ID, so that it can be used in the application system.

How to configure your NEM-ID

- 1) Go to the NEM-ID website www.nemid.nu and log on to Self service (Selvbetjening).
- 2) To make sure that that you have a registered email address, look at the right side of the page.
- 3) If your email address is not connected to your NEM-ID, please do the following:
 - a. Click on *My NemID* in the menu on the left side of the page.
 - b. Click on *Certificates* in the menu on the left side of the page.
 - c. Click on *Edit* settings.
 - d. Choose *Yes* to the question *Do you want an email to appear on the certificate?*
 - e. Enter your email address. Click on *Save changes*.
 - f. A confirmation email with a PIN code will be sent to the email address you have entered. You have to use this PIN code to confirm the change you have just made. Please note that the email may be caught by your spam filter.
 - g. After you have entered your PIN code and pressed “*confirm*” you will be asked to confirm the certificate settings once again.
 - h. Your NEM-ID is now set up to work with the application system.
- 4) Please choose NemLog-in on the WAYF list and log on to the application system using your NEM-ID login information.

2. Create a user account

If you want to set up a new user account press: [Set me up as a user](#).

When setting up a user account you must provide the following information:

- First/Middle names
- Last name
- Nationality
- Email address (Your email address is the key to accessing your application(s) and all notification messages regarding your application(s) will be sent to this email address. It is not possible to change your email address after you have created your user account, so choose the right one!)

- Documentation for identity (e.g. a copy of your passport)
- Danish social security number, if you have one
- If you do not have a Danish social security number, you will be asked to provide additional information as demonstrated below. In the box marked *National ID* you should write your national social security number or personal identification number (e.g. your passport number). If you do not have a national ID or personal identification number just write N/A.

AO0002 - Self-registration

* First/Middle names

* Last name

* Nationality

* Email

* Documentation for identity The following file types are allowed
doc , docx , jpeg , jpg , pdf .

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

* Birth data

* 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 you have entered the required information click . Once the account has been created the system will send an activation link to the email address you have provided. Please check your spam filter, if you have not received the email in your inbox after a few minutes.

To access the application system you must activate your account with the link you have received by email. Your account is activated by creating a password. Once you have created a password you will be redirected to the page called WAYF (Where-Are-You-From), where you must choose **Application portal** as the institution on the list. You can now login with your username, which is your email address, and your chosen password. The next time you log in using your new user account, select on the welcome page. Remember that you should always choose **Application Portal** as your institution and login with your email address, and chosen password.

WAYF consent

Regardless of how you logged in you will be presented with a consent form once you have entered your username and password.

The consent form demonstrates which information is passed on to the application system by the login account. On this page please check if your email address and social security number are transferred.

Please note that all email notifications sent through the application system will be sent

to the registered email address.

If the registered information is incorrect please contact helpdesk@au.dk to register the correct information. It is important that you do not consent or create any applications before all the information is correct.

Once you have checked that the information is correct, you accept and the application system is opened.

Help

If you have problems with your login, you can get help by filling out this [form](#).

For instructions on how to fill out the application please read the [Guide on how to complete your application](#).