

# How to log in to the application portal

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## Overview: How to log in

You log in through the log in service WAYF (Where Are You From), which is a national login service that, among others, is used by Danish universities.

When you click on a link to the application portal, you will arrive at the system's welcome page.



### There are 3 different ways to log in.

It is recommended that you **log in with "NemID"**. (*This is only an option if you are a current Danish resident and have a Danish CPR number*). Check that your email is registered with NemID. See more below in the section "NemID login".

If you cannot get NemID, it is recommended that you log in as a **self-registered user**. See the detailed instructions below.

### Declaration of consent and choice of email

The first time you log in, you will be presented with a WAYF declaration of consent. In the declaration of consent, please check which email address is being transferred to the application system. This email address is important, as it will identify you in the application system, and each time a message is available for you in the application system, you will receive an e-mail alerting you of the new message. You cannot change the email address later.

When you accept the declaration of consent, you will be taken to the application portal. See detailed instructions about the declaration of consent in the last section of this manual.

## Log in with NemID

You must have a Danish CPR number to [get NemID](#).

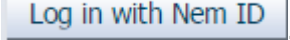
**First, check if your NemID transfers your CPR-number and email address.**

Register a personal email address, which you will always have access to.

Please note that your NemID must transfer your email address and CPR-number to the application system. This is not always the case, so you may have to set up your NemID to do this before logging on to application system for the first time:

1. Go to the NemID website: [www.nemid.nu](http://www.nemid.nu).
2. Log in to Self-service.
3. Make sure that you have registered an email address. Look at the right side of the page.
4. Select "Contact Details" in the menu on the left of the page.
5. Select "Edit contact details".
6. Click on "Save".
7. In order to confirm this change, you must sign with your NemID.
8. You are now ready to use NemID to log in through WAYF - once you have *restarted your browser*.
9. If it does not work, try restarting the computer.

### Log in with NemID

Go to the application portal and click on the login button .

This will take you to the NemID login page. Once you have logged in here, you will be directed to the WAYF list, from which you must search for and choose "NemID":

[NemID](#)

You will then be returned to the application portal.

## Other login options

If you cannot use NemID login, there are two other options:

- login as a self-registered user
- login via educational institution (not recommended).

Please note regarding login via your current educational institution (e.g. Aarhus University): If your enrolment at your current educational institution is terminated, you will no longer receive mails from the application system, which means that you will not be notified about news regarding your application.

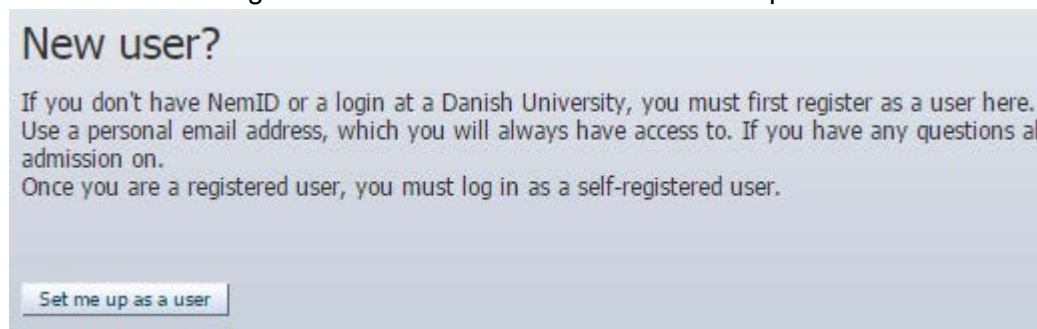
*It is therefore recommended that you use **self-registered user** as login, if you cannot use NemID.*

### Self-registered user

If you choose to log in to the application system using a self-registered user account, you must first create a user account and activate it.

#### Create a user account

To create a self-registered user account click on “Set me up as a user” on the welcome page:



You are then asked to enter your personal details: Name, nationality (citizenship), email address, proof of identity (photo ID, e.g. a copy of your passport) and Danish CPR-number if you have one.

**Register a personal email address, which you will always have access to.**

The email address that you select is used to identify you in the application system, and each time a new message is available in the application system (e.g. decisions on your applications), it will be sent to this email address and you cannot change it later on.

If you do not have a Danish CPR-number, you will be asked to enter your date of birth, gender, national ID and your address. "National ID" is your social security number or personal identification number from your home country, but you can also write "N/A" if this does not apply to you.

## Activate your user account

When you have entered your personal details and clicked on "Create", the application system will send an email, to the email address you provided, with a link to activate your account:

Welcome to the IT Department of the Ministry of Science, Innovation and Higher Education.

Please follow the link below to activate your new account.

<https://dans-test.stads.dk/SelfUserRegistration/faces/NewPassword.jspx?pswtoken=pyRH9EzIQZhcuvvdasnCzVi7rGhWd1ToiX9QUVAthET7rPXI&pURLBrowserLanguage=en>

Note: In future logins please select DANS as your institution at the WAYF login site. The link expires in 30 days.

To activate your account, click on the link in the activation email. If you do not see the activation email in your inbox, it may be caught in your spam filter. Check your spam folder and add [no-reply@umit.dk](mailto:no-reply@umit.dk) to your allowed senders list.

NB: You can only use the link in the activation email when you create your user account. When your account has been created, you can use the application system's [welcome page](#) when you want to log in – or use the links provided in the emails you will receive when new messages are sent to you from the application system.

When you click on the link in the activation email, you will be directed to a page in the application system where you have to create a new password for your account.

**AO0005 - New password**

Email address

\* New access code

\* Repeat access code

You will then be asked to log in (use the email and password you have chosen):



[Dansk](#) | [English](#)

### Enter your email and password

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

 Email

Password

### Help! I don't remember my password.

Click the button to activate the service that gives you a new password

When you click on “Login”, you will be directed to the digital application portal. The last step is the *declaration of consent*, see the last section in this manual.

### Logging in with a self-registered user account

When – at a later stage – you wish to log in to the application portal again, you must click on the button  at the [welcome page](#). If you log in via a link in a status email, a list (WAYF) will be shown. You must select “Application Portal (formerly STADS-DANS)” from the list:

[Application Portal \(formerly STADS-DANS\)](#)

## Log in via current educational institution

Please note regarding log in via your current Danish educational institution (e.g. Aarhus University): If your current enrolment is terminated, you will no longer have access via this login, and you will no longer receive e-mails from DANS with notifications concerning your application.

*It is recommended to log in with NemID – see the section “NewID log in” above.*

If you click on the button [Log in](#) or (Log in with an institution login), the WAYF list with Danish educational institutions etc. will be shown.

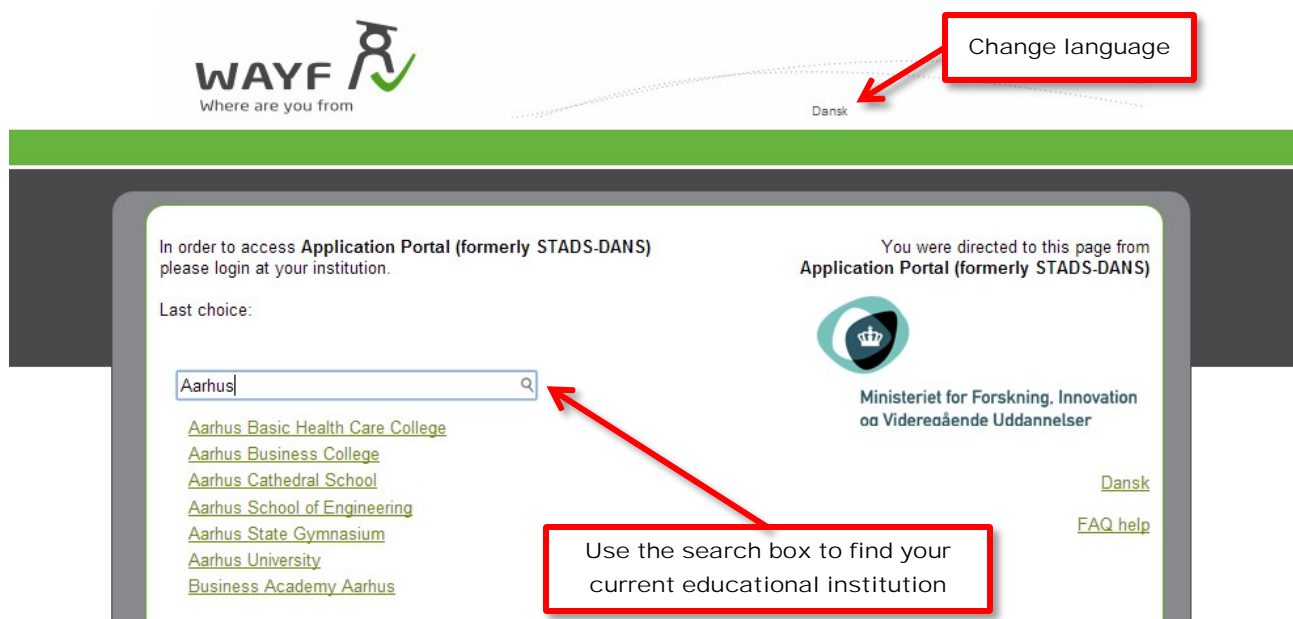
### Current students at Roskilde University

If you are a current student at Roskilde University (RUC) and you select Roskilde University from the list, you will be redirected to RUC’s login system. Enter your RUC username and password. Your RUC email will be tied to your application(s), and messages concerning your application(s) will be sent to your RUC email.

When your login is accepted, you will be sent back to the application portal DANS.

### Students enrolled at other Danish educational institutions

If you are currently enrolled at another Danish educational institution (e.g. Aarhus University), you can log in via that institution. Choose your institution in the WAYF list. Please note that you should *only select Roskilde University if this is where you are currently enrolled!*



The screenshot shows the WAYF (Where Are You From) interface. At the top left is the WAYF logo with the tagline "Where are you from". To the right, there is a "Dansk" language selector, which is highlighted with a red box and labeled "Change language". Below the logo, there is a green header bar. The main content area is a white box with a grey border. On the left, it says "In order to access Application Portal (formerly STADS-DANS) please login at your institution." Below this, it says "Last choice:" followed by a search box containing "Aarhus". A red arrow points to this search box with a label "Use the search box to find your current educational institution". Below the search box is a list of institutions: Aarhus Basic Health Care College, Aarhus Business College, Aarhus Cathedral School, Aarhus School of Engineering, Aarhus State Gymnasium, Aarhus University, and Business Academy Aarhus. On the right side of the white box, it says "You were directed to this page from Application Portal (formerly STADS-DANS)" above a logo for the "Ministeriet for Forskning, Innovation og Videregående Uddannelser". At the bottom right of the white box, there are links for "Dansk" and "FAQ help".

You will then be redirected to the login page of your current educational institution.

When your login is accepted, you will be returned to DANS.



## Declaration of consent

When your login has been accepted, a declaration of consent will be shown. You are asked to give your consent to your personal information being transferred from your login to the application system and to your online application.

You must consent in order to log in to DANS and create an application. If you save your consent, you will only be asked for it the first time you log in to DANS. If you give your consent without saving it, you will be asked for it every time you log in to DANS.

In the declaration of consent, please check which email address being transferred to the application system. This email address is important, as it will identify you in the application system, and each time a message is available for you in the application system, you will receive an e-mail alerting you of the new message. You cannot change the email address later.

The screenshot shows the WAYF consent form. At the top left is the WAYF logo with the tagline "Where are you from". At the top right is a "Dansk" link. The main content area contains the following text:

You are about to log into Application Portal (formerly STADS-DANS).

The purpose is the handling of applications for both graduate and elective courses – from both Danish and international students.

The data below is required to access the service. Do you accept to send it from NemLog-in to Application Portal (formerly STADS-DANS)?

Fields to be filled in:

- First name: Jan
- Last name: [redacted]
- Level of Assurance: 3
- Nick name: Jan
- E-mail: [redacted]@gmail.com
- National ID number: [redacted]
- Primary affiliation: member
- The organisation's nickname: NemLogin
- User ID: [redacted]
- Domain name of the institution: sikker-adgang.dk

Buttons: No, I do not accept; Yes, I accept; Yes, I accept, remember consent; [Incorrect personal information?](#)

[Consent management](#)

Annotations:

- A red box around the E-mail field with an arrow pointing to it and the text "Check the email being transferred".
- A red box around the "Yes, I accept, remember consent" button with an arrow pointing to it and the text "Give your consent to the transfer of your login information".

Footer:

WAYF-sekretariatet  
Rued Langgaards Vej 7, 5.  
2300 København S  
www.wayf.dk  
sekretariat@wayf.dk