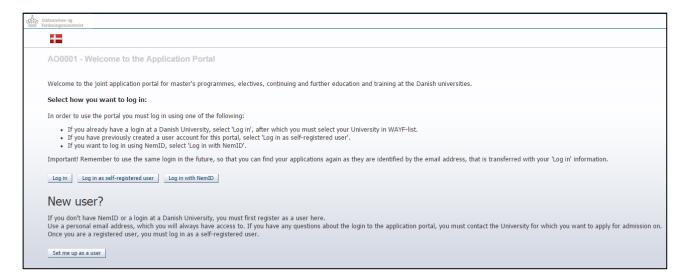
# HOW TO LOGIN TO STADS-DANS



Login to STADS-DANS: www.en.stadsdans.aau.dk

Login to STADS-STADS uses the Danish login service WAYF (Where Are You From).

## **LOGIN – FOR THE FIRST TIME**



There are three different ways to login to STADS-DANS using WAYF:

## **1.** 'Log in' – only for current Danish residents

Use this if you have an active login to a Danish university. Click the button, and find your university on the WAYF-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 STADS-DANS later on to read messages and to see the status of your application(s).

## 2. 'Log in as self-registered user'

Use this if you have already created a STADS-DANS user and chosen a password (via 'Set me up as a user' – read more on the following page).

**3.** 'Log in with NemID' – only for current Danish residents

Use this if you have Danish NemID and wish to login using this. Please note, however, that you must have an email address registered with NemID.

## 'Set me up as a user'

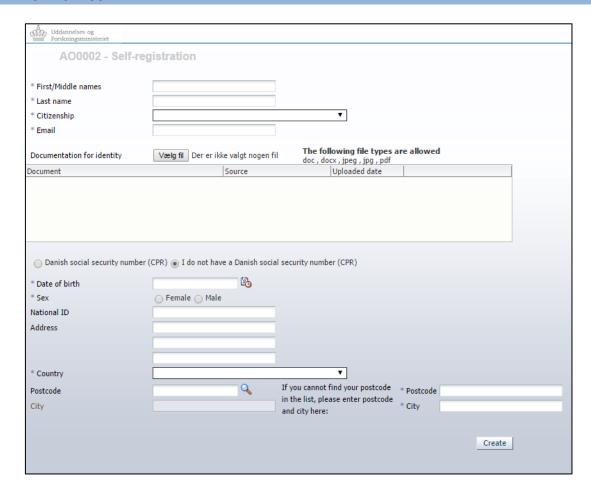
If you are not currently enrolled at a Danish university, you need to create a user in STADS-DANS. You will use your private email address and choose a password.

## **CONSENT CERTIFICATE**

Once you are logged in to STADS-DANS via one of the above option, you will be presented with the WAYF consent certificate. The certificate states what information will be transferred to STADS-DANS once you accept. Run through the information, and make particular note of the email address – this is the email inbox where messages from STADS-DANS will be sent to.

Once you accept consent, STADS-DANS will open.

## **SET ME UP AS A USER**



When creating a user, you will need to type in the following:

- Name
- Citizenship
- Email address
- Documentation of identity (copy of your passport, national ID or other picture ID)
- Danish social security number (in short "CPR") only for current Danish residents
- Date of birth
- Gender
- Address

Once you have typed in the required information, click 'Create'. The system will automatically send you an email with an activation link. Please note that the message can end up in your spam-folder. Click on the activation link, and choose a password.

From now on, when you login to STADS-DANS, choose 'Log in as self-registered user'.

# **LOGIN – AFTER YOUR FIRST LOGIN**

From now on, when you login to STADS-DANS to view messages or to check the status of an application, always login the same way as you did the first time.

### That is:

- If you logged in using your **AAU-login**, click 'Log in', and choose "Aalborg University" on the WAYF-list.
- If you logged in using a **login from another Danish university** (e.g. AU, KU, SDU), click 'Log in', and choose your university on the WAYF-list.
- If you created a user, click 'Log in as self-registered user'
- If you logged in using **NemID**, click 'Log in with NemID'

# **QUESTIONS**

If you have any questions regarding how to use STADS-DANS, you are welcome to send an email to STADS-DANS support: <a href="mailto:stadsdanssupport@aau.dk">stadsdanssupport@aau.dk</a>

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