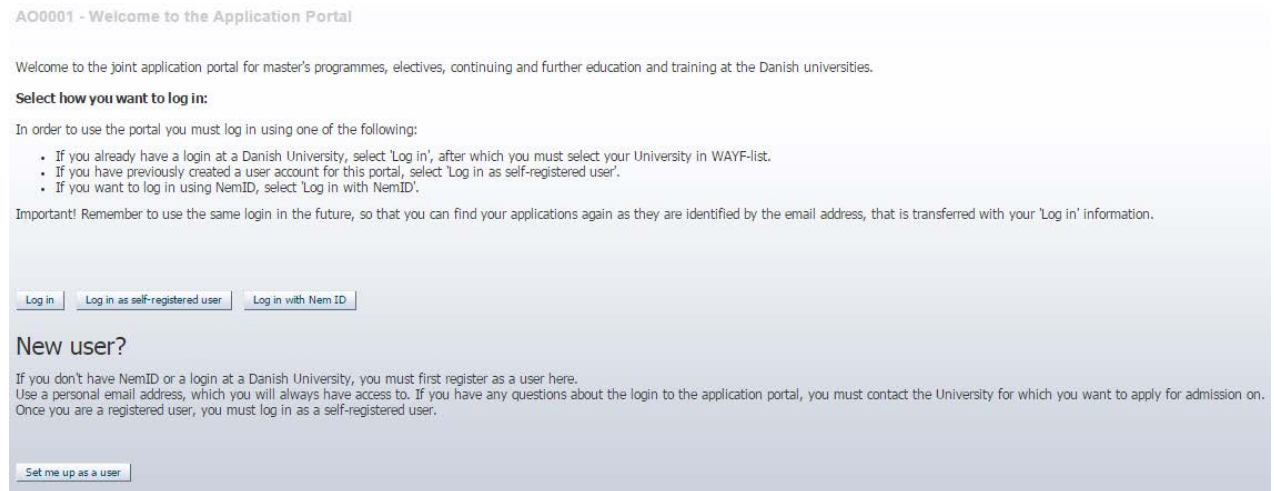


**Accessing the online Application portal** You can access the application portal through the blue button on the right side box

The application portal welcome page presents you with four options: *Log in*, *Log in as a self-registered user*, *Log in with NemID* and *Set me up as a user*.



### **N.B.!**

When you log on to the digital application portal 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 portal the first time.

If you are a current or former student at Aarhus University and have access to mit.au.dk (Self-Service) or if you have an active login to another Danish university, you can *Log in*

*as a Danish student* [Log in](#)

If you have a Danish social security number (CPR number) and have obtained a so called *Nem ID* you can *Log in with NemID* [Log in with Nem ID](#)

If none of the above applies to you, you must set up a new user account first (use the "Set me up as a user" button in the bottom left corner) in order to log in to the application portal.

## Set up a user account

Please choose this option, if do not have a Danish Nem ID and you are not a current or former student at Aarhus University or have an active login to one of the other Danish universities.

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

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

- First/Middle names
- Last name
- Citizenship
- Email (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. Therefore it is important that you use an email address that you have permanent access to!)
- Documentation for identity (e.g. a copy of your passport). Must include nationality, name and date of birth.
- Danish social security number (CPR number), if you have one
- If you do not have a Danish social security number (CPR number), please select “I do not have a Danish social security number (CPR)”. You will then 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 you can proceed without filling out this particular field.

### AO0002 - Self-registration

\* First/Middle names

\* Last name

\* Citizenship

\* Email

Documentation for identity  Der er ikke valgt nogen fil

The following file types are allowed  
doc , docx , jpeg , jpg , odt , pdf

Document	Source	Uploaded date
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Danish social security number (CPR)  I do not have a Danish social security number (CPR)

\* Date of birth

\* 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: [Create](#).

Once the account has been created an activation link will be sent to the email address you have used to set up your user account. Please check your spam filter, if you have not received the email in your inbox after a few minutes.

To access the application portal 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 login page. If the page is in Danish please click the British flag at the top left hand side of the page. You can now log in with your username, which is your email address, and your chosen password.

The next time you log in using your new user account, select [Log in as self-registered user](#) on the welcome page. Remember always to log in the same way with your email address, and chosen password.





Please note that this does not exempt you of missing a deadline.

**NB!**

**Please note that all email notifications sent through the application portal will be sent to the registered email address, so it is important that you have permanent access to the email address you use to create your user profile.**