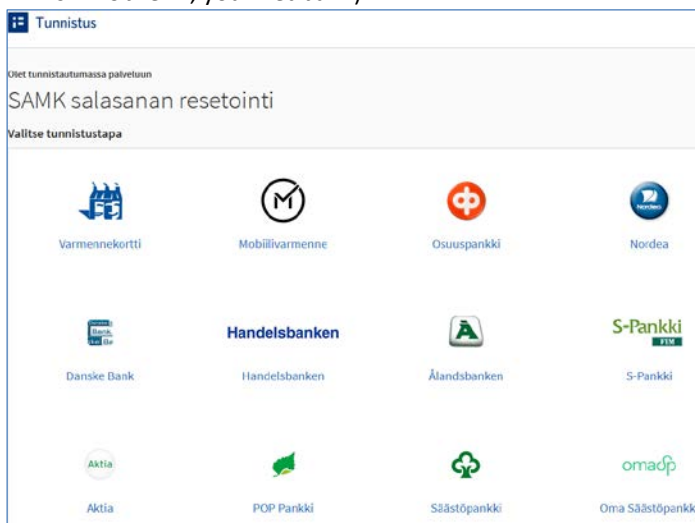


INSTRUCTIONS FOR NEW STUDENTS FOR REGISTERING SAMK USERNAME, RESETTING THE PASSWORD AND TESTING THE USERNAME

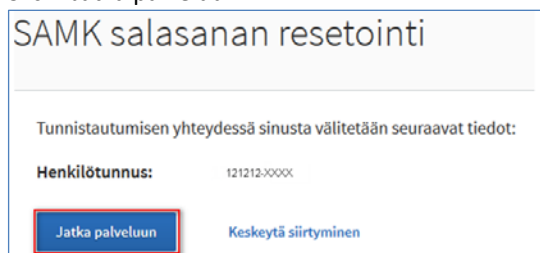
! This instruction is for students with a Finnish personal identity code and a means for electronic identification in Finland (i.e. Finnish electronic personal ID card, mobile ID or electronic bank identifiers)

You can register a new SAMK username with these directions from 15 August 2018.

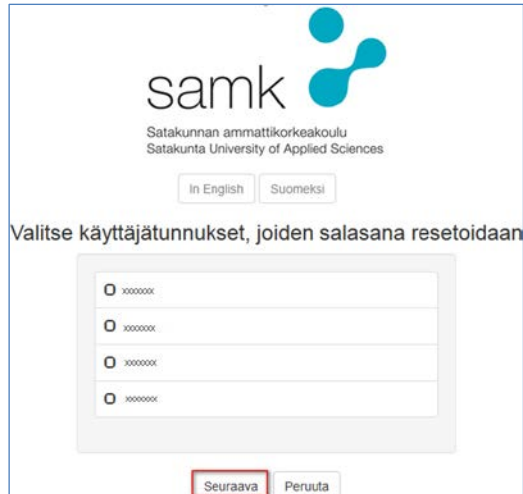
1. Click <https://kanava.samk.fi/passwordReset/SAML2/Login> (if required, allow opening a browser window).
2. Choose the means of identification (varmennekortti = Finnish electronic personal ID card, mobiilivarmenne = Finnish mobile ID, your net bank)



3. **Identificate yourself with the method you chose. Every method has its own way for identification.**
4. Click "Jatka palveluun"



5. If you have any previous SAMK User ID, you will see this window. Select the new user ID. Click "Next|Seuraava".



The screenshot shows the SAMK login page with the title "Valitse käyttäjätunnukset, joiden salasana resetoidaan". It features a language selector with "Suomeksi" selected. Below, there are four input fields for selecting a user ID, each with a radio button and a masked password field. At the bottom, the "Seuraava" button is highlighted with a red box.

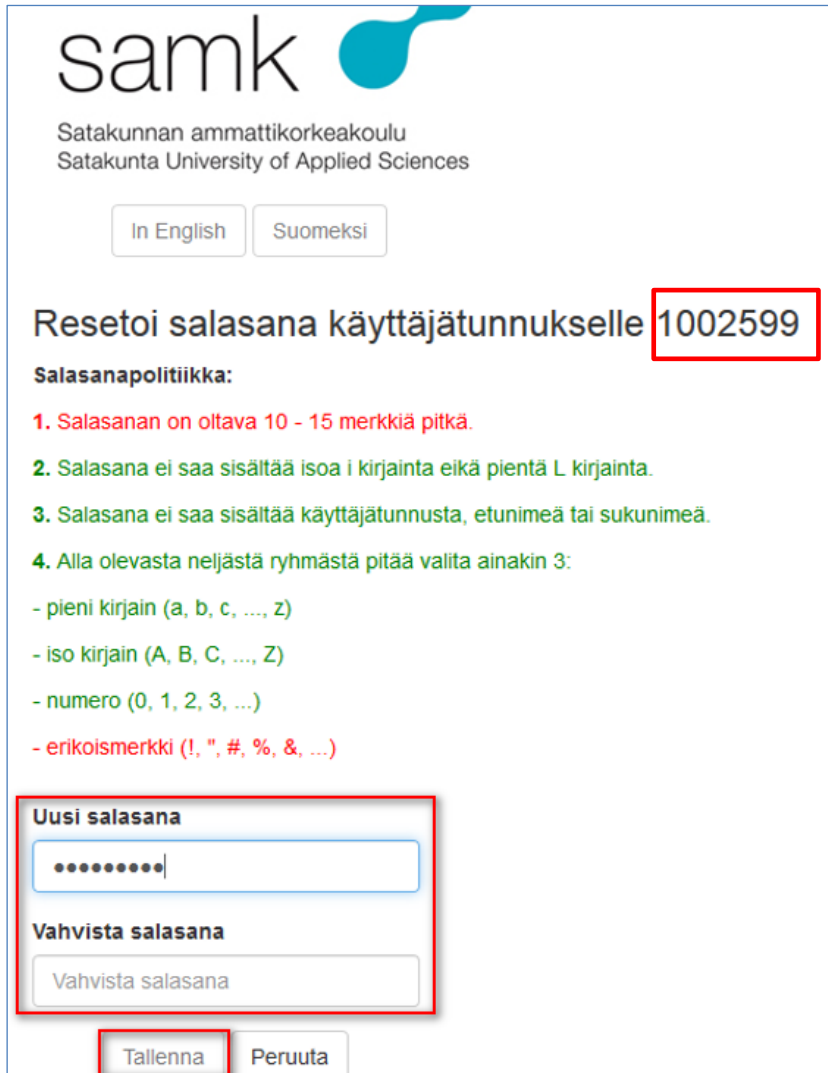


6. Read SAMK User ID Terms of Service with care and continue by clicking "I Agree to the Terms of Service".



The screenshot shows the "SAMK-tunnuksen käyttösitoumus" (SAMK User ID Terms of Service) page. The page is divided into two columns. The left column contains the title "SAMK-tunnuksen käyttösitoumus" and sections: "Käyttöoikeus ja käyttäjätunnukset", "Käytön periaatteet", and "Käyttöoikeuden voimassaolo". The right column contains the title "SAMK User ID Terms of Service" and sections: "Access control and user IDs", "Principles of use", and "Validity of user IDs". At the bottom, there are two buttons: "Hyväksyn käyttöehdot" and "Peruuta" on the left, and "I Agree to the Terms of Service" and "Cancel" on the right.

7. **VERY IMPORTANT:** Remember or write down your personal User ID shown in next window (SAMK User ID with 7 digits, e.g. in this instruction it is 1002599).
8. Reset your SAMK User ID password. Read SAMK password instructions with care and enter your new password. The user interface is dynamic and it shows you when your password is good enough. Click "Save|Tallenna".



The screenshot shows the SAMK password reset page. At the top, the SAMK logo and name are displayed, along with the text "Satakunnan ammattikorkeakoulu" and "Satakunta University of Applied Sciences". There are two buttons for language selection: "In English" and "Suomeksi". The main heading is "Resetoi salasana käyttäjätunnukseksi 1002599", where the user ID "1002599" is highlighted with a red box. Below this, the "Salasanapolitiikka:" (Password Policy) is listed with four numbered rules:

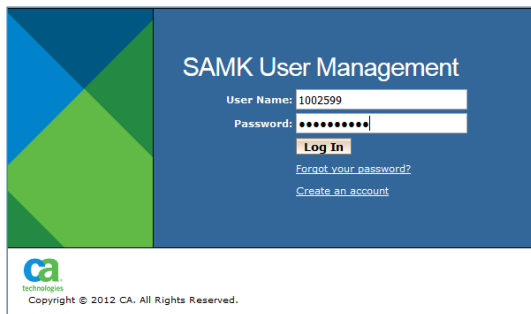
1. Salasanan on oltava 10 - 15 merkkiä pitkä.
2. Salasana ei saa sisältää isoa i kirjainta eikä pientä L kirjainta.
3. Salasana ei saa sisältää käyttäjätunnusta, etunimeä tai sukunimeä.
4. Alla olevasta neljästä ryhmästä pitää valita ainakin 3:
 - pieni kirjain (a, b, c, ..., z)
 - iso kirjain (A, B, C, ..., Z)
 - numero (0, 1, 2, 3, ...)
 - erikoismerkki (!, ", #, %, &, ...)

Below the policy, there are two input fields: "Uusi salasana" (New password) and "Vahvista salasana" (Confirm password). The "Uusi salasana" field contains eight dots and a cursor. The "Vahvista salasana" field contains the text "Vahvista salasana". At the bottom, there are two buttons: "Tallenna" (Save) and "Peruuta" (Cancel). The "Tallenna" button is highlighted with a red box.

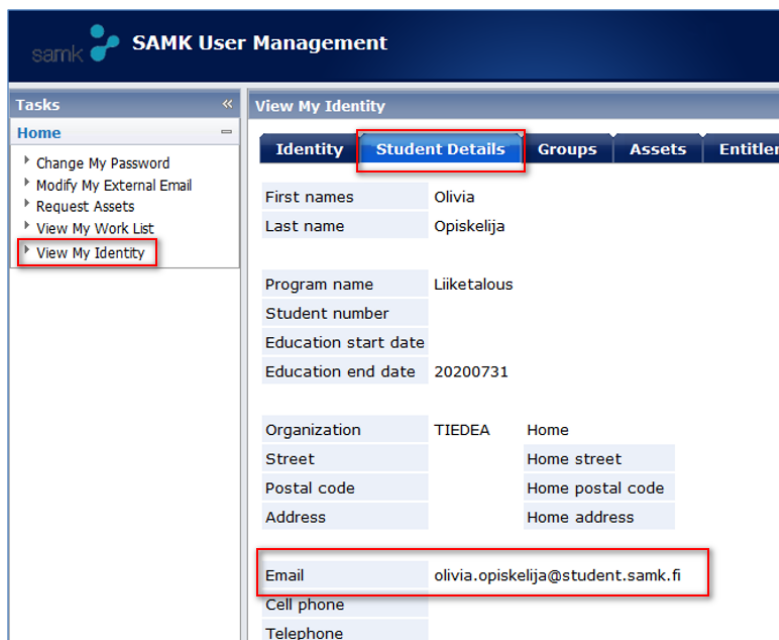
9. The password reset is done. Click "kanava.samk.fi"



10. Test your SAMK User ID. Enter your User Name and Password, click "Log In". If you fail to log in, please follow these instructions from beginning one more time. If you fail to register your SAMK User ID, please contact: servicedesk(at)samk.fi, +358 44 710 3080.



11. Click "View My Identity" → Student Details-tab: you can see your Email-address here



With your SAMK UserID you can log to e.g. www.samk.fi → Shortcuts (at the upper right corner) →

- Oiva / Into (Intranet for students)
 - TimeEdit (Timetables)
 - SAMK Webmail (E-mail)
 - SAMK Moodle (Learning environment)
 - SAMK EXAM (Electronic exams)
 - ServiceDesk (IT services)
 - Office365 Portal (i.e. OneDrive cloud service)
 - SAMK Finna (Library services)
 - VPN (Remote access)
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