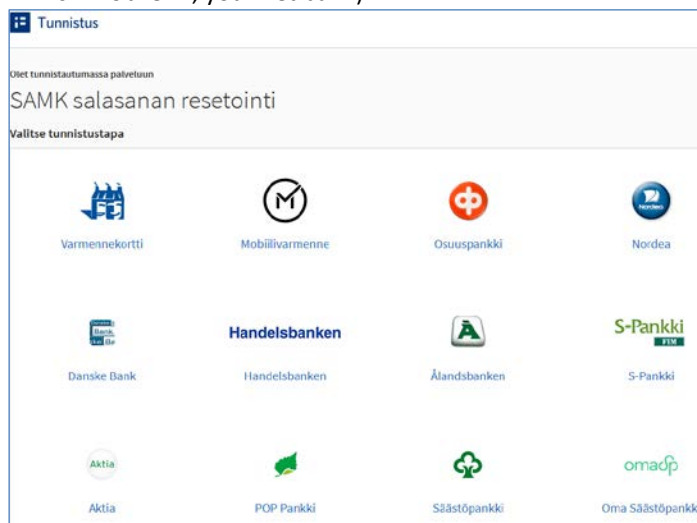


INSTRUCTIONS FOR NEW STUDENTS FOR REGISTERING SAMK USERNAME, RESETTING THE PASSWORD AND TESTING THE USERNAME

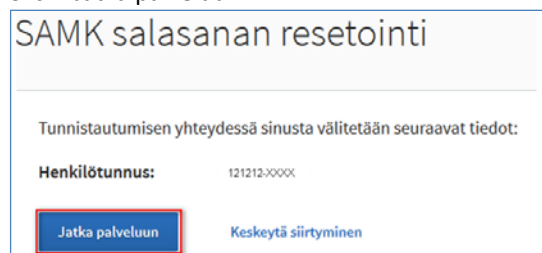
! This instruction is for students with a Finnish personal identity code and a means for electronic identification in Finland (i.e. Finnish electronic personal ID card, mobile ID or electronic bank identifiers)

You can register a new SAMK username with these directions when you start your studies.

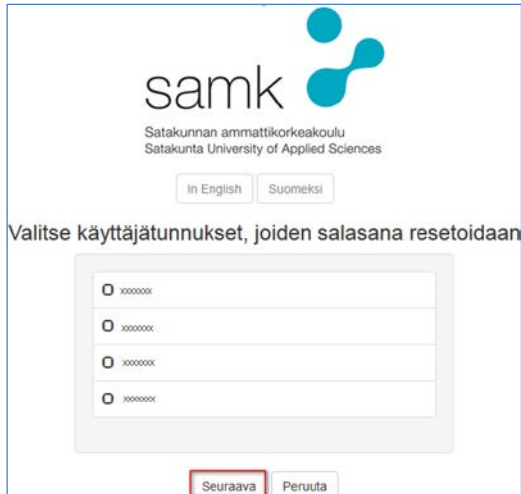
1. Click <https://kanava.samk.fi/passwordReset/SAML2/Login> (if required, allow opening a browser window).
2. Choose the means of identification (varmennekortti = Finnish electronic personal ID card, mobiilivarmenne = Finnish mobile ID, your net bank)



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 text "Valitse käyttäjätunnukset, joiden salasana resetoidaan" (Select user IDs whose password will be reset). There are four input fields for selecting user IDs, each with a dropdown arrow and a "xxxxxxx" placeholder. At the bottom, there are two buttons: "Seuraava" (Next) and "Peruuta" (Cancel). 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 User ID Terms of Service page. The title is "SAMK-tunnuksen käyttösitoumus" (SAMK User ID Terms of Service). The page contains several sections of text, including "Käyttöoikeus ja käyttäjätunnukset" (Access control and user IDs), "Käyttöoikeuden saadakseen käyttäjä sitoutuu noudattamaan" (In order to get a user ID, the user agrees to follow the rules and guidelines on information systems of the University of Applied Sciences, good manners and Finnish legislation), "Käyttäjälle myönnetään rooliin perustuva käyttöoikeus" (The user will be granted accounts to specific information systems based on the user's role), "Käyttöoikeutta ei saa luovuttaa edelleen" (The user may not share his/her access to these systems with any third party), "Käytön periaatteet" (Principles of use), "Käyttöoikeuden voimassaolo" (Validity of user IDs), and "Käyttöoikeuden voimassaolo" (Validity of user IDs). At the bottom, there are two buttons: "Hyväksyn käyttöehdot" (I Agree to the Terms of Service) and "Peruuta" (Cancel). The "Hyväksyn käyttöehdot" button is highlighted with a red box.

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".

samk

Satakunnan ammattikorkeakoulu
Satakunta University of Applied Sciences

In English Suomeksi

Resetoi salasana käyttäjätunnukselle 1002599

Salasanapolitiikka:

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 (!, ", #, %, &, ...)

Uusi salasana

••••••••|

Vahvista salasana

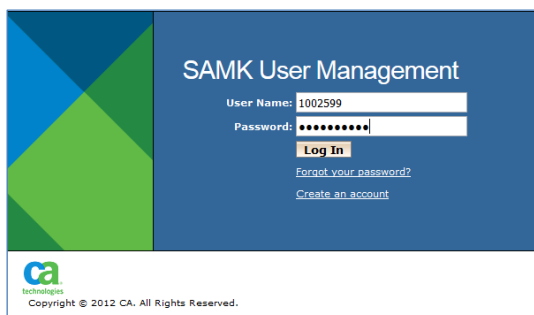
Vahvista salasana

Tallenna Peruuta

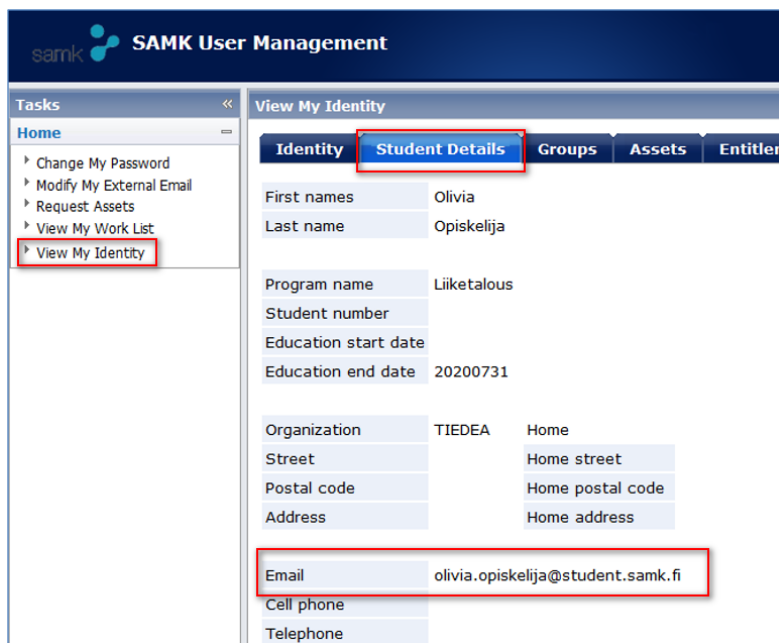
9. The password reset is done. Click "kanava.samk.fi"



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 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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