INSTRUCTIONS FOR NEW STUDENTS FOR REGISTERING SAMK USERNAME, RESETING 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. Identify 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".

6. **Read SAMK User ID Terms of Service with care and continue by clicking “I Agree to the Terms of Service”.**
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".
9. The password reset is done. Click "kanava.samk.fi"

![Password Reset Image]

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.

![SAMK User Management Image]

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

![Email Address Image]
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)