REGISTERING TO WIP (EXCHANGE STUDENTS)

Before your first login to WIP you have to register into it. When you register to WIP you receive an initial password to your school email.

Here are the instructions:

1. Start your browser and go to url: http://wip.savonia.fi
2. Change the language to English by clicking **In English**-text at the upper right corner of the window.
3. Roll to the bottom of the page and click **Register**-text.

Registering to WIP

Input your social security number and WIP user name, that consists of organizational unit code and your student number.

Social security number ☐

User name ☐

[Register]

Organizational unit codes

Kuopio Academy of Design	KA
Business, Iisalmi	IK
Business, Kuopio	KK
Business, Varkaus	VK
Agriculture, Iisalmi	PM
Tourism and nourishing, Kuopio	SA
Rescue, Kuopio	PO
Social and health care, Kuopio	KS
Social and health care, Iisalmi	IS
Engineering, Kuopio	KT
Engineering, Varkaus	VT
Kuopio Academy of Music and Dance	KO

4. Ladies: type xxxxxx-**028?** in the *Social security number*-box
   Gents: type xxxxxx-**029?** in the *Social security number*-box
   The xxxxxx stands for your birthday.
   If Michael was born at 1st of November 1988, his social security number is 011188-029?
5. Type your WIP user name to *User name*-box.
   Your User name to WIP is written to the paper you had at the first it-lesson with me.
6. Then click **Register**-button.
7. You will then see your personal details on the screen.
   Click **Register**-button again.
8. The program will send your initial WIP password to your school e-mail.
9. Start email and copy or write down your initial WIP password.
10. Then click the link in the email message to jump to the WIP login page.
11. Login with your WIP user name and initial WIP password.
12. In WIP you can change your password.
    You can also change some of your personal information.

If you ever forget your WIP password go to page http://wip.savonia.fi and click **Forgot my password**. Type in your WIP user name and you will receive a password to your email.