E-IDENTIFICATION IN SELF-SERVICES

Suomi.fi e-Identification is needed when you use University’s web services to:

- set a password for a new user account
- set a new password if you have forgotten an old one
- activate a locked user account
- check your user account, if you have forgotten it
- check the validity and rights of your user account
- set a mobile phone number for a strong authentication with VPN
- activate an OTP mobile application for a strong authentication with VPN (only for the staff).

Suomi.fi e-Identification can be used with staff and student accounts. The bank identification require user to have a **Finnish social security number** and **online banking ID** with one of the Finnish banks.

You can choose certificate card or mobile certificate as the medium of identification too. Read more about them: [https://www.suomi.fi/page/about-identification](https://www.suomi.fi/page/about-identification).

**Step 1 Choose the service**

There are several services of the University of Oulu, which are using Suomi.fi e-Identification. The links of the services are on the page [https://account.oulu.fi/](https://account.oulu.fi/)

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**THE LINKS ARE:**

A) Change password  
B) Check account status  
C) Change VPN SMS phone number  
D) Activate VPN OTP for sa.oulu.fi

**A)** Choose **Change password**, if you need to change or set a password:

- **I remember my old password**  
Change password with old password

  If you remember the old password, you can change it without the e-Identification.

- **I don’t know my password**  
Authenticate via suomi.fi portal with bank account

  If you do not know or remember the old password, you need to identify in Suomi.fi service and set a new password after that.
B) Choose **Check account status**, if you want to check the status of your user account:

C) If you want to set or change the mobile number for VPN Service, choose **Change VPN SMS phone number**:

D) If you want to activate OTP application of your mobile phone before the first use, then choose **Activate VPN OTP for sa.oulu.fi**:

**Step 2 Choose the identification method**

Only the bank identification is used in these examples. If you are using mobile certificate or certificate card as the medium of identification, read more about them: [https://www.suomi.fi/page/about-eidentification](https://www.suomi.fi/page/about-eidentification).
**Step 3 Identification with online banking ID**

Choose that method you always use in online banking and follow the instructions provided by your online banking service:

![Pankkitunnukset](image)

**Step 4 Transmission of identification data**

It is shown what information will be released to the provider (Population Register Centre / Väestörekisterikeskus) and to the University. To continue, click **Jatka palveluun**.

![Oulun yliopiston käyttäjätunnuspalvelu](image)

Now you can jump in this guide directly to the section of the chosen service:

A) **Change password**
B) **Account status**
C) **Change VPN SMS phone number**
D) **Activate VPN OTP for sa.oulu.fi**
Step 5 Continue in the service

A) Change password:

Become acquainted with the rules of IT service use (http://www.oulu.fi/ict/rules) and accept them by ticking the clause **Hyväksyn ylläolevat käytön säännöt**.

Now you see your user account in the field **Tunnus/Account**. If your account is new, write it down or remember it.

Create a password for your account. Do not set the same password you have used recently. The new password must be 8 – 15 characters long of which at least one lowercase letter, one uppercase letter and one number. It must differ on at least five characters from the previous one and furthermore, there must be at least one character in it, which was not found in the previous password. Do not use special characters or Scandinavian letters. Take a look at guidelines to get to know what a good password is: http://www.oulu.fi/ict/node/11216.

Enter your new password twice and then click **Vaihda salasana / Change password**.

At the end click **Logout**.
B) Check account status:

Now you see information of your user account. If you did have problems to log in the systems, examine especially the validity of the account and the fact whether more than half a year has elapsed from the previous changing of the password:

If you cannot solve the problem based on the given information, you can send a request to the IT Services. Your account information on the screen will be included and you may write more information in the field and then send it to the Student Helpdesk in case of student account or to Staff Helpdesk in case of staff account.

Logout by clicking the key **Logout**.
C) Change VPN SMS phone number:

You can set the mobile phone number to which a one-time-password will be sent for VPN strong authentication. The number is valid until you change it.

Enter the mobile phone number without a county code (e.g. 0501234567). Use primarily the phone number of the university and its number in form 040... or 050.... Then click Add number:

Logout by clicking the key Logout.

More information about VPN secure access service: http://www.oulu.fi/ict/vpn
D) Activate VPN OTP for sa.oulu.fi:

Activate the OTP mobile application to function with your user account and do it before the first time of OTP use. After the activation, the OTP will show a needed one-time-password which is needed with VPN strong authentication. NB! This feature is only for staff use.

1. **Configure the App**: Use the OTP application to read the **QR code** or alternatively enter click this text and then enter it in the OTP application.
2. **Store Backup Codes**: Copy these codes in case of exceptional situation.
3. **Enter the token code that the application generates**: The OTP is showing you a token code, enter it here and then click **Sign In**.

Now the OTP application is linked with your user account and you can use the application. Logout by clicking the key **Logout**.