GENERAL INFORMATION

It is possible for you to register as an attending or non-attending student in WebOodi. You can pay the student union membership fee as well as make other payments through the internet banking link provided by the WebOodi service. In order to make payments online, you must have an existing internet banking agreement.

In case you do not have access to the internet banking services, you can make the payment at a local bank or with a bill payment ATM. The payment form can be printed out in WebOodi. The reference number in the payment form is created automatically by the system according to the student identification code of the student logged into WebOodi. In order to complete the registration, you will need to register at the Student Center and show the receipt.

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A. REGISTERING FOR ATTENDANCE

Step 1/4: Verifying personal information

Remember to verify that your contact and address information are correct. In case the information needs to be changed, choose from the top header user information section in dropdown menu “Personal data” and “Edit”.

If you want to change your primary right to study, please contact the Students Affairs Office.

You can add or change an email address in your contact information.

If your place of residence is abroad, select Ulkomaat as your place of residence. If your address is outside Finland, type your entire address in the home address field. Please leave the postal code field empty (the field is reserved for Finnish addresses only). When changing the address in WebOodi, please remember to notify the University Library and the Student Health Services about the change. The contact information databases of these organisations are not updated according to WebOodi.

You must register as attending or non-attending at the Tools menu at top header of the page in the registration field Annual registration. If you choose to register as non-attending, you can change your registration status to attending in WebOodi later on within the registration period. After the registration deadline you need to contact the Students Affairs Office in order to change your registration status.

After you have filled in and verified your personal information, click the checkbox next to the text: "I have checked my personal data". After this you can move on to the next step of the registration process by choosing “Continue registration”.

Step 2/4: Selection of Necessary Payments

On this page you are asked to specify which payments you make when registering. The required payments are marked with an asterisk (*). The remaining unmarked payments are optional. You may select the optional payments you wish to make by selecting a check box next to a payment.

If you have paid the student union membership fee of another Finnish student union that includes the Student Health Services payment, we recommend you register at the Students Center. It is not possible to pay a concessionary student union membership fee in WebOodi. When ready, click the Continue button.
Step 3/4: Verifying the payment form and moving on to the internet banking service

This page contains the actual payment form. You can use Paytrail service to pay the registration fee. Click Paytrail icon to proceed.

In order to make changes in one or more of the optional payments, choose “Revise”. This will take you back to the previous step.

To use other methods than internet banking for paying the registration fee, click the “A printable payment form for the membership fee” link. Once you have paid the fee, follow the instructions on the form to finish the registration process.

To return to the beginning of the registration, choose “Return to beginning”. If you did not select any payments on the previous page, the message “You don’t have any payments to make” is displayed. Continue the registration process by clicking the Continue registration button.

Paytrail

Follow Paytrail instructions. After you have made the payment, return to WebOodi. After you have made the payment, you should check that the payment is registered also in the WebOodi database.
Step 4/4: Printing the payment form

Print the invoice by clicking the “A link to printable payment form” button. Proceed with the registration according to the instructions given on the form.

Step 4/4: Confirming the registration

On this page, the university registration for terms is confirmed. You can return to the WebOodi front page by clicking the Return to beginning button.

Finally you should verify that the registration you have made (either attending or non-attending) is displayed correctly on the WebOodi Personal Information page.

B. REGISTERING FOR NON-ATTENDANCE

Step 1/2: Verifying personal information

Remember to verify that your contact and address information are correct. In case the information needs to be changed, choose from the top header user information section in dropdown menu “Personal data” and “Edit”.

If you want to change your primary right to study, please contact the Student Center.

You can add or change an email address in your contact information.

If your place of residence is abroad, select Ulkomaat as your place of residence.

If your address is outside Finland, type your entire address in the home address field. Please, leave the postal code field empty (the field is reserved for Finnish addresses only).

When changing the address in WebOodi, please remember to notify the University Library and the Student Health Services about the change. The contact information databases of these organisations are not updated according to WebOodi.

You must register as attending or non-attending at the Tools menu at top header of the page in the registration field Annual registration. If you choose to register as non-attending, you can change your registration status as attending in WebOodi later on within the registration period. After the registration deadline you need to contact the Student Center in order to change your registration status.
After you have filled in and verified your personal information, click the checkbox next to the text: "I have read and verified my personal information". After this you can move on to the next step of the registration process by choosing “Continue registration”.

The University does not offer a non-attending student right to use the general purpose servers maintained by the IT Administration Services.

**Step 2/2: Confirming the registration**

You will see a page confirming the terms you are registered for. You can return to the front page of the WebOodi by choosing “To the WebOodi start page”.

Finally you should check that the registration you have made (either attending or non-attending) is correct on the WebOodi **Personal Data** page.