



Harri Virtanen / 23.7.2009 (TL/18.8.2009)

A guide to my.laurea.fi

1. **Logging in:** Use your web browser and go to the address <https://my.laurea.fi/> that will look like this:

Please fill in your credentials.

Account ID:

Password:

[Log in](#)

[Vaihda kieli suomeksi](#)

Tip: If the page is in Finnish by default, you can change it to English by clicking “Switch to English” button below the fields.

2. Put your credentials in the fields and click “Log in”. This will take you to a page that looks like this:

[Show personal information](#) **Personal information**

[Change password](#)

[Log out](#)

[Vaihda kieli suomeksi](#)

Account ID: TESTIYL

Family name: Ylläpito

Given name: Testi3

E-mail address: Testi3.Yllapito@laurea.fi

Telephone:

Status: IT-asiantuntija

Account group: I-TUNNUS

Password expires: 18.11.2009

You can always view your personal info by clicking “Show personal info” from the menu on the left.

3. **Changing your password:** you can change your personal password by clicking on the “Change password” on the menu. Guidelines to forming a new password can be found on the righthand side of the page.

Changing your password

Current password

New password

Repeat new password

Change password

Input your old and new password as guided and click “Change password”.

4. **Logging out:** after you are finished, be sure to always log out of my.laurea.fi. You can do this by clicking the “Log out” button in the menu.

Tip: You can change the language to Finnish by clicking the “Vaihda kieli Suomeksi” from the menu.

5. **If your password has expired:** if your password has expired, the site will prompt you to change your password to a new one immediately when you try to log in.

Your password has expired and needs to be changed immediately.

Changing your password

New password

Repeat new password

Change password

Enter a new password into the fields and click “Change password”. Guidelines to forming a password can be found on the righthand side of the page.

Password changed successfully.

Your account is now ready for use.

Please note:

- You can now use your account to log in Laurea's IT systems.
- If you cannot log in, please allow the system about 30 minutes to refresh itself before contacting IT-info.
- Keep your user name and password secure from others.
- You may now close the browser.

Leave

Click “Leave” and log in again with your new password.