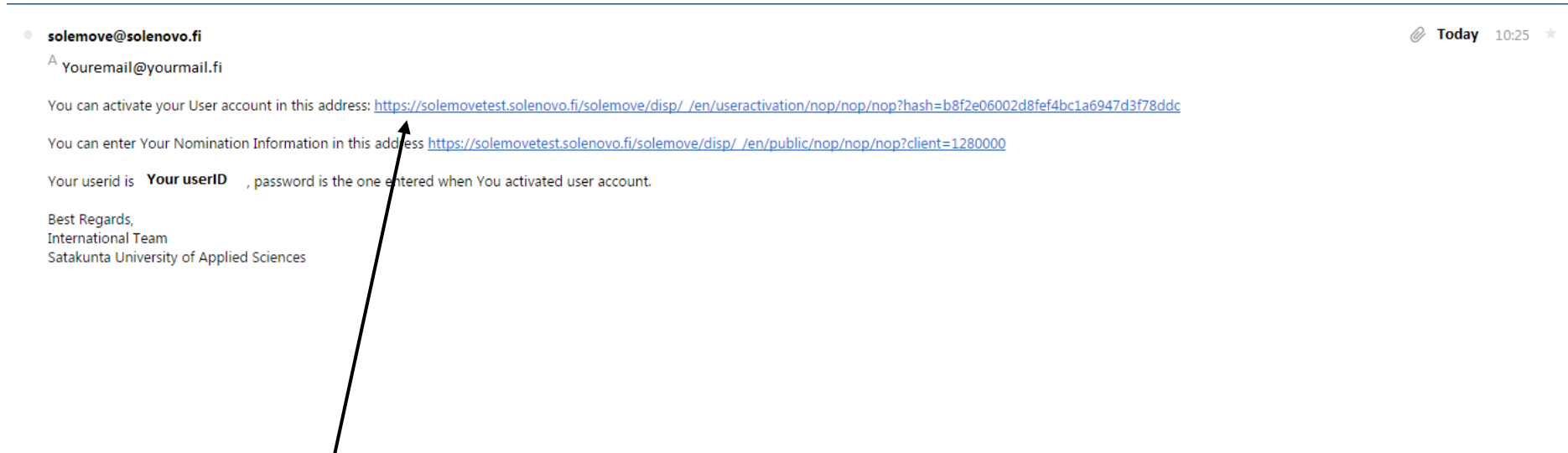


SoleMOVE guide to nomination.

After the contact person of the partner university has contacted the SAMK international office (see: <http://www.samk.fi/en/contact-us/#intoffice>), a UserID and a Password will be created and the contact person will receive a message – similar to the one shown below - to the e-mail provided:



Click on the first link and activate your account.

You will be asked to change/insert a password. Insert your new password and confirm it.

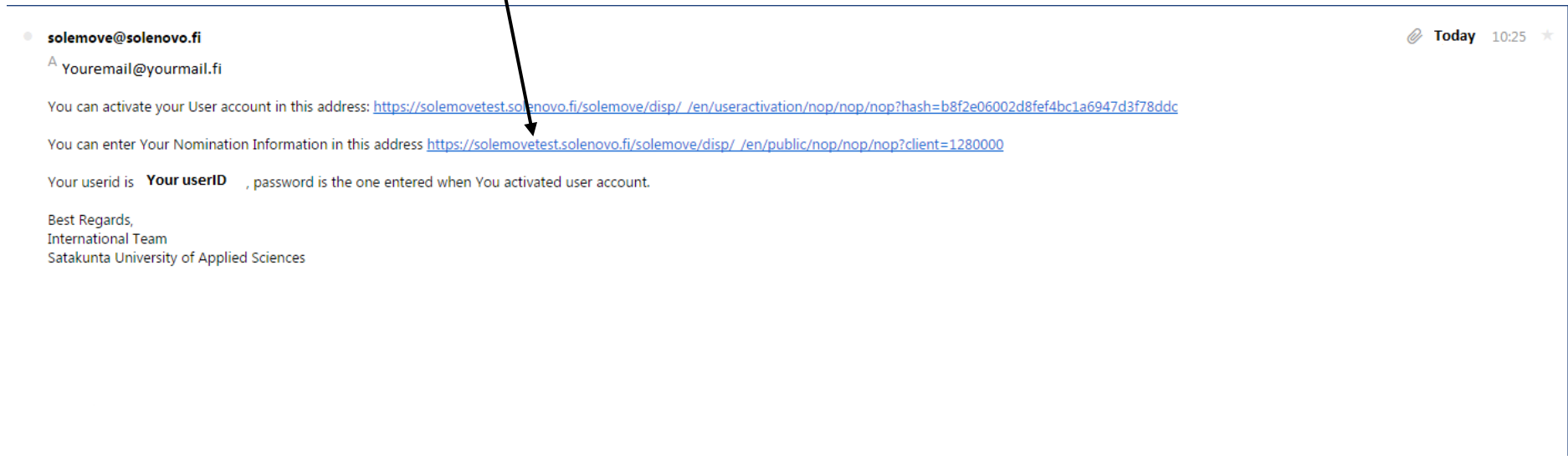
The screenshot shows a web application interface for SAMK. At the top, there is a navigation bar with 'SoleMOVE', a home icon, an envelope icon, a user profile icon, and a 'Log out' link. The main header area contains the SAMK logo and the text 'Change password'. Below this, there is a form with the following fields and buttons:

- Buttons: 'Change password' and 'Return' (top)
- Username* (text input)
- Current password* (password input)
- New password* (password input)
- Re-enter new password* (password input)
- Buttons: 'Change password' and 'Return' (bottom)

On the left side, there is a sidebar with the text 'Your name displayed here' and 'Satakunta University of Applied Sciences'.

Then Log out.

Now select the second link in the e-mail received previously and then log in using your UserID and your new password:



● solemove@solenovo.fi

Today 10:25 ★

A Youremail@yourmail.fi

You can activate your User account in this address: <https://solemovetest.solenovo.fi/solemove/disp/.en/useractivation/nop/nop/nop?hash=b8f2e06002d8fef4bc1a6947d3f78ddc>

You can enter Your Nomination Information in this address <https://solemovetest.solenovo.fi/solemove/disp/.en/public/nop/nop/nop?client=1280000>

Your userid is **Your userID** , password is the one entered when You activated user account.

Best Regards,
International Team
Satakunta University of Applied Sciences

Click on the *nomination link* in the left menu. If the information given to SAMK are corrected, your university information (Erasmus code and name) should be shown on the right side. Click on the *edit button*.




The screenshot shows the SoleMOVE web application interface. At the top, there is a header with the SoleMOVE logo, navigation icons, and a 'Log out' link. The main content area is titled 'Nomination' and features a search bar and a table of search results. The left sidebar contains a 'Nomination' link, which is highlighted by a red arrow. Below the search bar, there is a table with columns for 'Country', 'ERASMUS institutional code', 'Home institution', 'Exchange program', 'Contact person', 'Email', and 'Newest nomination created'. The table contains one row of data with the following values: 'Erasmus code of your university', 'Your university name', 'Your name', and 'Your e-mail'. A red arrow points to the 'edit button' (a small icon) in the first column of this row. The bottom of the page shows a horizontal line.


In the following page, click on the right tab *Nomination of students*.

Then select *New*.

The screenshot shows the SoleMOVE web application interface. At the top, there is a navigation bar with the SoleMOVE logo, a home icon, an envelope icon, a user icon, and a 'Log out' link. The copyright notice '© 2010-2016 Solenovo Oy' is visible in the top right corner. Below the navigation bar, the main content area is titled 'Nomination - Nomination of students'. On the left side, there is a sidebar with the 'samk' logo and the text 'Your name Satakunta University of Applied Sciences'. The main content area features a search bar with 'Search all' and a '+ New' button. Below the search bar, there are two tabs: 'Nomination' and 'Nomination of students'. The 'Nomination of students' tab is currently selected and highlighted in blue. Below the tabs, there is a large empty rectangular area, likely intended for a list of nominations or a form. At the bottom of the main content area, there is another search bar with 'Search all' and a '+ New' button.

You can now insert the student's data. Please note: it is very important to fill in the form with the exact information, especially regarding the *EU subject area*. After you have done the nomination, *Save* it!

SoleMOVE    Log out © 2010-2016 Solenovo Oy

samk 

Nomination - Nomination of students

Nomination

Your name
Satakunta University of Applied Sciences

Save **Return**

Country

Home institution **Your university name**

Last name*

Given name(s)*

Date of birth(dd.mm.yyyy)*

Gender* M - Male F - Female

Email*

Exchange program*

Duration of exchange* -

EU subject area at home

Additional information

0/2000

Save **Return**

Once saved, the student's information can be found in the *Nomination* tab. The process must be repeated for every student you want to nominate by selecting *New* from the top menu.

Nomination - Nomination of students

Search all + New

Country

Home institution University of Bergamo

Nomination Nomination of students

Search results 1.

Last name	Given name(s)	Email	Date of birth(dd.mm.yyyy)	Gender	Duration of exchange	EU subject area at home	Exchange program	Status
Your student's name		His/her e-mail	His/her date of birth		His/her duration of exchange	His/her Eu Subject area	Erasmus+ (or others)	Data saved

Search results 1.

Search all + New

After you have finished the nomination process, SAMK staff will have a look at the received information and create a UserID and a Password for every students.