



## Digiavain

Opintoverkko 3 uses the Digiavain user access service to log in. You can get your own Digiavain at the [www.digiavain.fi](http://www.digiavain.fi) website. Digiavain is free to its users and provides single key access to a range of different services. To register your own Digiavain, click Register on the [www.digiavain.fi](http://www.digiavain.fi) web page title bar, fill in the requested information and then click Send. Next, fill out the form that opens up and save a copy of your username and password. It is particularly important that you complete the e-mail addresses section. Should your password become lost, provision of your username and your primary e-mail address enables us to return the lost password to you via e-mail. Click Send once you have entered your information. Your password will then be sent to your e-mail as a backup.

## Forgotten passwords

Retrieval of a forgotten password can be performed via the [www.digiavain.fi](http://www.digiavain.fi) web page. On the title bar, click on forgotten passwords and fill in the requested information. The password will then be returned to your e-mail within a few moments.

## Changing passwords and updating personal information

To update your personal information or change your password, visit the [www.digiavain.fi](http://www.digiavain.fi) web page. Click Personal info on the title bar. Log in by typing in your username and password. Update the information you want and/or change your password by typing the new password in the Digiavain identification information section. You cannot change your username, however. Once you have changed the information you want, click the Send button at the bottom of the page to save the information in the database. Log out at the top edge of the form.

## Logging in to Opintoverkko 3

The Opintoverkko 3 workspaces are accessed via the [www.opintoverkko.fi](http://www.opintoverkko.fi) web page. The site provides information and news on workspaces and related topics. To access the workspaces click the Log in button. Next, enter your Digiavain username and password in the page that opens up and click Log in.

**Lobby** - You have now entered your personal Lobby. In the Lobby you can view all of your workspaces, your portfolio, your personal information and your internal mail. You also can apply for membership of other workspaces via the Lobby by completing a membership application. You can switch to different workspaces from the Lobby by clicking the name of the workspace you want either in the table in the middle or in the top right-hand corner.

**Front page** - On the front page you can see, e.g., the menu bar—a standard feature on each page, the name of your workspace and the Quick list, which contains information on the latest notices and messages.

**Communication** – In this folder you can view, e.g., notices, the calendar and your internal mail.

**Discussion**—this consists of folders, titles (discussion topics) contained within these folders and any replies related to the topics. By clicking on the title you want you can follow the discussion in its entirety on the left-hand side and view a summarized version on the right-hand side. To reply to a message simply click Reply next to the message you want to respond to. To send a new title, simply click on New topic.

**Own**—this folder contains all of your own objects, texts, files, statistics etc. These objects are not directly visible to other users of the workspace, but you can make them visible to other users by attaching them to the Common objects folder. If you use several different workspaces, you can view your own objects in all workspaces in the Own folder.

**Common objects** —in this folder you can view the common objects of all users of the workspace. You can add your own objects to any folder you wish by clicking the folder in question and then selecting the object you want from beneath “Import object from your portfolio”. Finally, click Attach.

**Tools**—this folder contains the plagiarism checker, calculator and, for certain clients, also working hours monitoring.