

How to pick up and move your courses

1. Go to the site <http://www.joopas.fi/terveysnet-eng>
2. You see all TerveysNet courses, which are available and which you can enroll. (Clicking the name of the course, you see more course information)
3. Select "Add>>", if you elect to enrol on that course.
4. You see selected course in list by name "My courses" below left . You can consider and edit courses by clicking "My courses".
5. Go to the site "My courses" and click firstly "Save on browser" and then "Apply for study rights". Now you go automatically to the actual application/enrolment system JOOPAS. (You can change this site for English upside left). Your choices move automatically to the application, if you don't close your web browser between the session.

NB! You can use only one form in one course. If you want to enrol on many courses, you have to always fulfill a new application.

Enrolment

1. Now you are in JOOPAS-system. Please change the language to English.
2. You see that there is TerveysNet in "Select network. If it is not, please select TerveysNet from the list. Below this you see the list of Finnish Universities in "Select your home university". Select your own home Finnish university. After that you go automatically your university's login site, where you can sign in with your own university's username and password.
3. After that you get the first page, where you can check your information. Select "New application" from right under the list Your applications.
4. You see the application, which consists of six interleaves. You see chosen interleaf in grey. You get more information by clicking question mark. Fill in interleaves "Applicant information", "Study information", "Study rights applied for" and last "Send application". Save the each interleaf after filling in. We don't use attachments.

NB! If the field is signed with *, these information are compulsory. Please, fill these fields. For that matter, the system could not accept your enrolment. You can left only "Finnish personal identification number" -field open.

5. In interleaf "Study rights applied for" you can bring your course selecting. Click the "Select course units" and then choose. So you get your chosen course to the application automatically. Remember to save the interleaf before going to "Send the application"

Please take consideration that you can bring only one course in one application. Fill and send new application from each course where you enroll.

6. Send ready application from the sixth interleaf "Send the application" by clicking "Confirm sending the application". You can check your information "Application summary"
7. You can follow your application in site <https:haku.joopas.fi/verkosto> and you get e-mails of the progression of your enrolment.