Please read this guide **before** you begin your admission test.
Which web browsers work best with WISEflow?

You must use your PC/MAC and not your smartphone or Ipad

The two latest versions of the following browsers support WISEflow:

- Mozilla Firefox
- Safari
- Google Chrome
- Internet Explorer (only IE 11 is supported)
- Opera

WISEflow recommends using either Firefox, Safari or Google Chrome, as these browsers ensure a better experience of the user interface, but also because these browsers regularly update themselves.

From April 3 at 12 noon CET to April 14 at 12 noon CET you can work on your admission test or tests.

A few days before April 3 you will get access to WISEflow. You will receive an e-mail from WISEflow. In this e-mail you must activate yourself as a user and create your own password – if you have not activated yourself as user, you cannot see the admission test.

IMPORTANT! Even if you are already a student at KEA you must use the instruction below in order to get access to the admission test. You must not login using your KEA profile.

If you experience any technical challenges then please write an e-mail to KEA admission at applicant@kea.dk. We respond to e-mails all weekdays, however, KEA is closed during Easter from April 9 up to and including April 13.

NB! We do not answer any questions about the contents of the test.
This is how you activate yourself as a user:

When you receive an e-mail from WISEflow, you will get this message:

![Email screenshot]

Click here to activate yourself as a user.

Your e-mail address will already be in the user name space.

When you write your own password it must meet the following requirements:

- Minimum 8 characters
- Minimum one letter
- Minimum one capital letter
- Minimum one number
When you have activated your profile and written your own password, you are logged into WISEflow and will be able to see the flows. You will find a list with all the active admission test flows where you are registered as a participant. Each flow contains an admission test – it is possible for you to look through each admission test. Click on one of the flows to see the admission test.

Then you get to the flow page. The example below shows what the flow page looks like when it is “Open for participation” which it will be from April 3 at 12 noon CET.

How do I log into Wiseflow in the future?

IMPORTANT! Even if you are already a student at KEA then you must use the instruction below in order to get access to the admission test. You must not log in using your KEA e-mail.
Option 1: You can either log in via the link you have received in your mail or via this link: http://dk.wiseflow.net/kea-optag

Option 2: You can also log in using: https://europe.wiseflow.net/login/index.php

- Click “log in” in the top right corner.
- This picture will appear. Choose “Københavns Erhvervsakademi (optag)” and choose WF-LOGIN and not nemid.

In the space for user name, you write your e-mail address and in the space for password you write the password you have made when you activated yourself as a user.

If you cannot remember your password just click on “forgot password”

REMEMBER: you must not log in using Nemid.
How to hand in your admission test:

You can only upload one document, your paper must therefore be uploaded as one PDF-document (max 200 MB).

It is **important** that you upload your paper in the flow from where you have taken the admission test. If you have e.g. solved the assignment for Marketing & Communication Design (int) it **MUST** be handed in, in the flow Marketing & Communication Design (int). **Please double check that you have handed in your paper in the right flow.**

You must go through 3 phases:

1. Paper
2. Cover sheet
3. Hand in state

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Under “1. paper” you must upload your admission test. You can only upload one document; your paper must therefore be uploaded as one PDF-document.

If you – before deadline - find out that you have missed something in your paper you can simply cancel it and upload it again before deadline.
2. **Cover sheet**

When you have uploaded your paper, you must prioritise your chosen specialisation directions under "cover". You can maximum choose two specialisation directions within each study programme for which you have applied. Even if you only apply for one specialisation direction, you must still fill in the prioritisation form in Wiseflow.

Choice of specialisation directions does not apply for the study programmes:

- **BA in Jewellery, Technology and Business**
- **Entreprenørskab og Design** (former E-designer)
- **Design, Technology and Business**

as there are no specialisation directions on these study programmes.

**OBS! All applicants must fill in the part on the Cover Sheet: “I hereby declare that this admission test is my own work”.

1. **Hand in state**

You must hand in your paper at the latest April 14 at 12 noon CET. After this time you are not able to upload or make changes to your paper.

It is not possible to click “Hand in” without having filled in the cover sheet.

Hand in your paper by clicking “Hand in”.

**NB! If you have not clicked “Hand in”, KEA has not received your paper, and your application will therefore not be considered.**
If you want a receipt for handing in your paper, you must click on the blue button "Request receipt". **If you have logged in with Nemid, you cannot get a receipt.**

If you hand in your paper on April 14, please note that there may be waiting time to get the receipt.

You can cancel and make corrections to your admission test up to hand in deadline April 14, at 12 noon CET.