

Pop & Jazz Conservatory and Helsinki Conservatory Staff

1. The employee and the employer sign the contract.
2. The employer sends the personal data needed by IT Services to the contact person. Required information:
 - **first names, last name, identity number, title (finnish and english), validity time for the username.**
 - For exchange teachers' user accounts, also **mother tongue and nationality**
3. The contact person checks the information and submits it to the Metropolia Helpdesk.
4. Helpdesk creates the user account and sends the account details to the contact person.
5. The employee activates the new user account [via netbank identifiers or mobile certificate](#).

If neither of the proposed ways are possible, Metropolia IT Services sends the account slip to the contact person who gives it to the employee. The user [activates](#) the account <http://activation.metropolia.fi>, accepts the terms of use and changes the password. The activation password is valid for 45 days, after that you have to get a new activation password. Instructions for getting a new activation password are same in case of [forgotten password](#).

Contact persons

Helsinki Conservatory

- Harri Pellikka ([harri.pellikka\(at\)konservatorio.fi](mailto:harri.pellikka(at)konservatorio.fi))
- substitute during vacations etc. Maria Hyvärinen ([maria.hyvarinen\(at\)konservatorio.fi](mailto:maria.hyvarinen(at)konservatorio.fi))

Pop & Jazz Conservatory

- Sanna Marjanen ([sanna.marjanen\(at\)popjazz.fi](mailto:sanna.marjanen(at)popjazz.fi))
- substitute during vacations etc. Jyrki Hautamäki ([jyrki.hautamaki\(at\)popjazz.fi](mailto:jyrki.hautamaki(at)popjazz.fi))

[Forgotten passwords](#)

[PopJazzin ja Hgin Konservatorion henkilökunta](#)