

Activation and Password Change using Activation Password

Students, staff and members of partner organizations should activate their new user account [using a mobile certificate or a netbank user ID](#).

If neither of the proposed ways is possible, or you have an external user's account, activate your user account using the activation password printed on the password slip.

The activation password is valid for 45 days. After that a new activation password is needed. The [instructions for getting a new activation password](#) are the same as when the password is forgotten.

Activation:

1. If you don't have an activation slip with an activation password on it, follow these instructions: [Forgot Your Password?](#)
2. Browse to <https://activation.metropolia.fi>
3. In the activation window, enter your user account and password as they are written in the activation slip.
4. Click on **Login**:



5. Read and accept Metropolia policy, regulations and terms and conditions.
6. By clicking on **I agree** you agree to comply with the rules:



Activation of Metropolia account

Logout

Accepting the terms and conditions

The use of IT services and activation of the user ID offered by Metropolia University of Applied Sciences is conditional on the user agreeing to comply with the valid regulations and guidelines of Metropolia and other service providers, which apply to the activation and use of IT services. In short, the key general principles of all use and interpretation of the Terms and Conditions are:

- The user ID and the offered IT services may only be used for the purposes described in the regulations and guidelines.
- All users entitled to use the IT services are allowed to use these services in a reasonable and appropriate manner.
- It is not permitted to cause harm or damage to other users, organisations or information systems in the telecommunications network.
- The privacy of others must be respected.
- The user rights granted by the university of applied sciences are personal.
- Users are responsible for all actions taken using their user rights.
- As a user, you are responsible for the [information security](#) of your user ID.
- If you suspect or find out that your user ID or the IT services have been misused, you should immediately contact helpdesk@metropolia.fi.

☐ I have read the policy, regulations and terms and conditions stated below and I accept them in order to activate my user ID and use the IT services.

- [General Policy on the Use of Information Systems](#)
- [Regulations for Handling Email](#)
- [Terms and Conditions for the Cloud Services](#)

I Agree

7. In the **New password** field, type a new password. The password must be at least 8 characters long. Retype the password in the **Confirm new password** field. Click on **Change password**.



Activation of Metropolia account [Logout](#)

Change Password

New password

Confirm new password

9. Your account is now activated. Exit by clicking on **Exit** in the upper right corner.

 Metropolia

Activation of Metropolia account [exit](#)

Your Metropolia account is now activated.

You can now login systems of Metropolia with account **johns** using recently changed password.

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Setting up cloud services

Log in as Metropolia cloud services user

1. [Google Workspace for Education](#)
2. [Microsoft Office 365 Education](#)