Quick guide: registering with Virtu

If you currently do not have an account

You can start using the services by creating an account. By creating an account, you agree to Senate Properties' <u>terms and conditions</u>. For help, see our <u>instructions for</u> <u>creating an account or new user's quick start guide</u>. <u>E-service's privacy policy</u>. <u>Identity and Access Management privacy policy</u>.

1. Click "Create an account"

SENAATTI

Create an account >

Sign up for a Senaattila account
Sign up for a Senaattila account
Choose your method of registration
Choose your method of registration (ISO)
Choose your method of registration
Choose your me

2. Select "The single sign-on solution (SSO) Virtu..." as the registration method



3. Select your home organisation

Test IdP	
Test IdP	
Login to Senaatti-kiinteistöt IAM	
Username	Forgot your passwor
vvirkamies	> Need Help?
Password	
·····	
Don't Remember Login	
Clear prior granting of	
permission for release of your information to this service.	

4. Log in to your agency with your Virtu account

Disease divise and address	e required information	More help	
		Ø More nep	
3iven name	Ville		
Surname	Virkamies		
Mobile phone numer example -358401234567)	+358-44-1234567		
Email address	ville.virkamies@testivirasto.fi		
Your organisation	Testivirasto		

5. Check and complete the details, then press "Done"

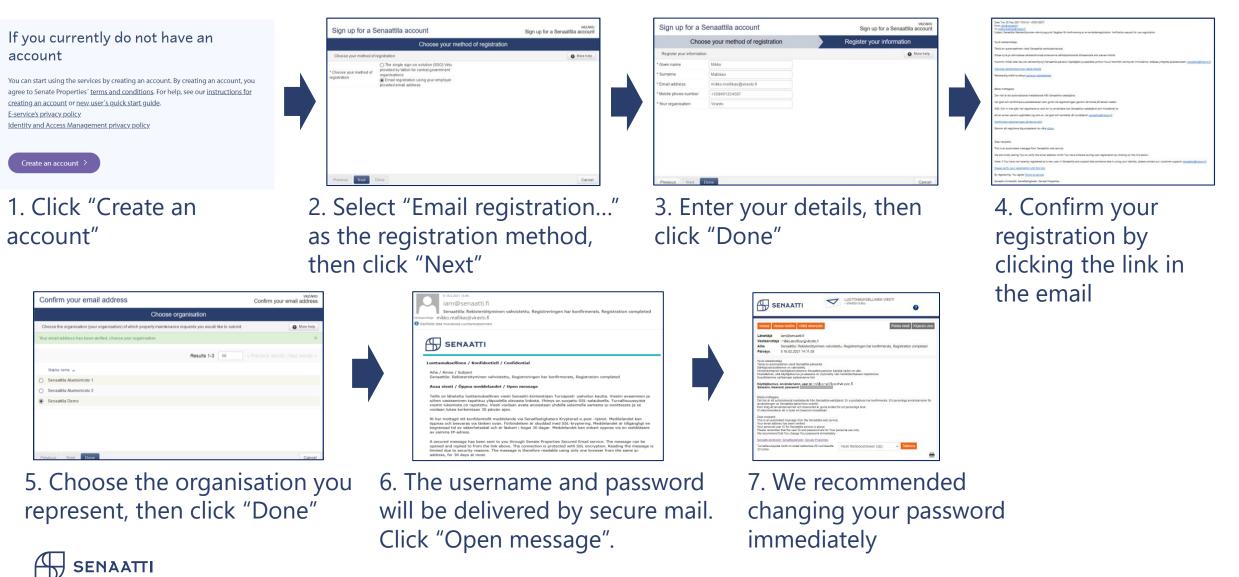
6. Choose the organisation you represent, then click "Done"



7. You will receive a confirmation of your registration by email



Quick guide: registering with a work email address



User support: asiointi.senaatti@netum.fi, tel. +358 9 425 77 800 (weekdays 8 am-4 pm)

Quick guide: changing your password

Manage your account

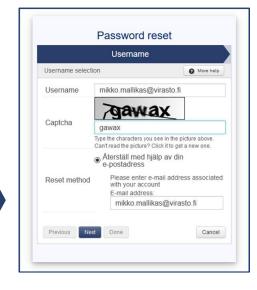
- > Update your personal information
- > <u>Update your organisation's</u> <u>information</u>

> <u>Change your password</u>

> Link your Virtu ID to your email address

5	Login with email	
1	Username	
	Password	
	Login	
	Did you forget your password?	

1. Click "Change your password" under "Manage your account" OR "Did you forget your password?" on the login page



2. In the "Captcha" field, enter the numbers and letters you can see in the image above, then click "Next" 3. Complete the change of password by following the instructions you receive by email

iam@senaatti f

Suorita Senaattilan käyttäjätun olevaa linkkiä:

aattila: Unohtuneen salasana

To finalize the password reset for your Sepattila accourt

naatti-kiinteistöt, Senatfastigheter, Senate Propertie

los linkin avaaminen ei onnistu, kopioi osoite ja liitä se internetselaimesi osoitekenttää

genom att följa länken nedantill

Om länken inte fungerar som sådan, konjera adressen och lägg in den i adressfältet nå din webbläsare

If clicking the link doesn't work, please copy the URL and paste it to the address bar in your browser instea

slutför återställandet av lösenordet för Senaattila användarkontot med anvä

This function requires you to register with a work email address and have a valid work email address



4. Enter your new password. The minimum password length is eight characters. Click "Done"

please click the link below