

Staff

Metropolia staff - user account procurement process

1. The superior makes a work contract with the employee.
2. Personnel management approves the contract and the information is transferred to the HR system
3. The system exports the user data automatically into the account management service "Amme" and creates a user account.
4. The superior informs the employee about the date when the user account can be activated as explained in [How to Activate User ID](#).
5. The employee activates the new user account.

If the employee does not have a Finnish net banking account or a mobile certificate, he a she can request an account slip from Human Resources Services. Identity will be checked when the account slip is picked up.

The activation password is valid for 45 days.

The [instructions for getting a new activation password](#) are the same as in the case of a forgotten password.

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