

# Partner Organisations and Outsourced Services' Staff

These instructions apply to partners working in Metropolia who need Metropolia information systems (such as OMA and email) in their work.

Examples of partners: the student union (Metka), porters, restaurant workers, non-military service personnel, translators, public health nurse services, school priests, members of longer projects and outsourcing service staff, who need a Metropolia e-mail address.

1. Contact personnel varies and cannot be named in advance, but a contact person will be specified when a partnership begins.
2. Contact person provides Metropolia Helpdesk with the required information.
3. Required information:
  - **first names**
  - **last name**
  - **personal identity code**
  - **job title (Finnish and English)**
  - **campus**
  - **validity time for the username**
  - **owner/contact personnel (if other than requester).**
  - Concerning those working in Metropolia premises required is also **Metropolia phone** (if available).
  - For exchange teachers' user accounts, also **Date of birth, mother tongue and nationality**
  - Will the user be added as an **instructor to an implementation** in OMA? YES/NO. If YES, please read through also "N.B. Concerning a teacher's permissions in OMA, note the following".
4. Helpdesk creates the user account and sends the account details to the contact person.
5. The partner organisation's representative activates the account using [a net banking ID or a mobile certificate](#). If this is not possible, the account is activated using an [activation password](#).

## **N.B. Concerning a teacher's permissions in OMA, note the following:**

An instructor needs permissions to manage specific workspaces. Other instructors/main users can add an instructor as a main user directly to a workspace in Users and Groupd tab.

An instructor is added to an implementation's tasks. A work role in OMA must be requested from Helpdesk. A workspace will be then added for the instructor by default.

An instructor must be able to assign grades on Teacher's Desktop, which must be specifically requested from Helpdesk. The request will be assigned to the main user.

## **User account locked**

The partner organisation's staff must contact their contact person, who will be in contact with Metropolia Helpdesk.

[Account Expiration](#)

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