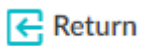
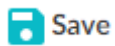


## General instructions for using online nomination tool SoleMOVE

### Important to Know Regarding the Online System and Its Functions



Always use the return command for navigating in SoleMOVE. Do NOT use back and forward arrows of your internet browser because this might cause any saved data to be lost.



Please remember to save the nomination when you are ready.



By clicking the pencil icon you can edit information.



If in doubt, please read each information point. These will help you provide the correct information in each field.

### Activating the account

Click the activation link which you received by e-mail. Choose your password, your username is created automatically. Click "Save password and activate account" to activate your SoleMOVE account. Remember to choose a password that you can remember, the **account is permanent** and NOT created again for every nomination period.

After you activate your account, you are redirected to the front page. Now you can login to SoleMOVE.

Exchange destinations and feedback at | Exchange destinations Abroad and feedback

**User activation**

Save password and activate account

Input password to activate your account.

Username: tranktesti1176

Name: Testi Ankara

New password\*: .....

Re-enter new password\*: .....

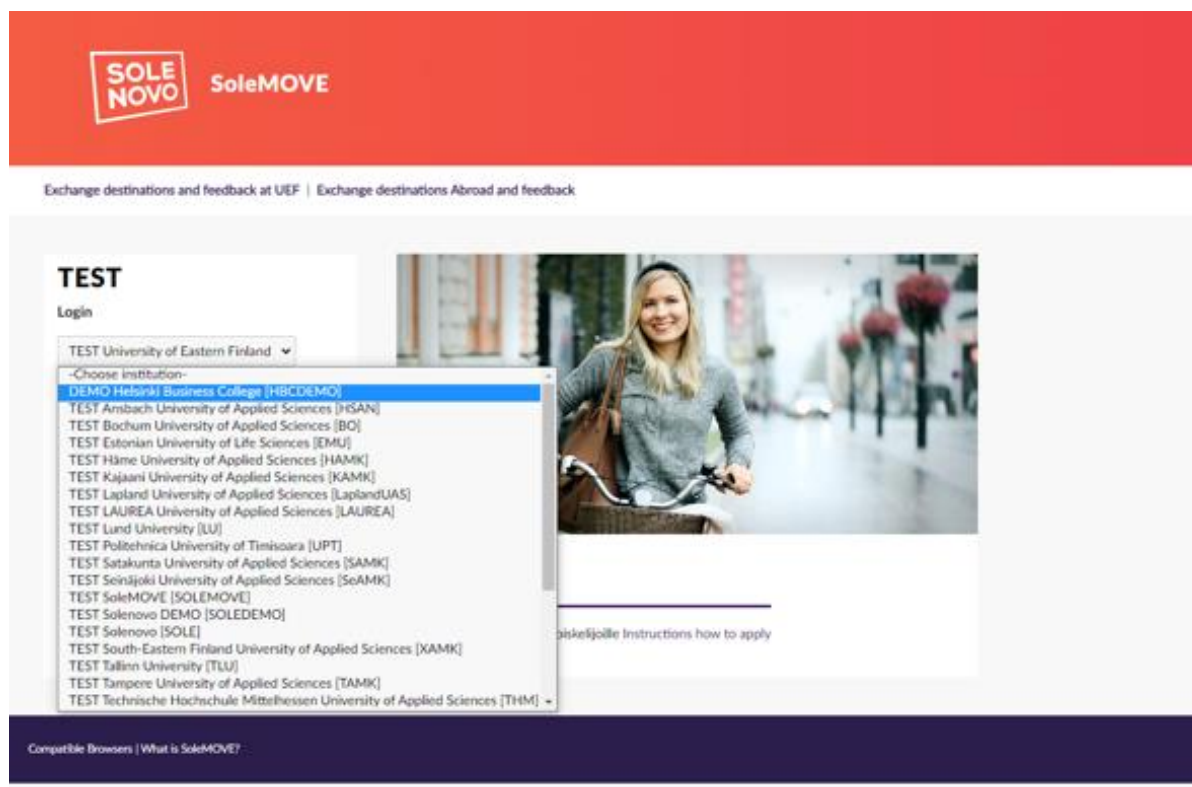
Save password and activate account

In some cases, the link takes to directly to the login page. You choose University of Eastern Finland from the drop-down menu, enter your username and use “Forgot password” button. Now you can create a password to the system.

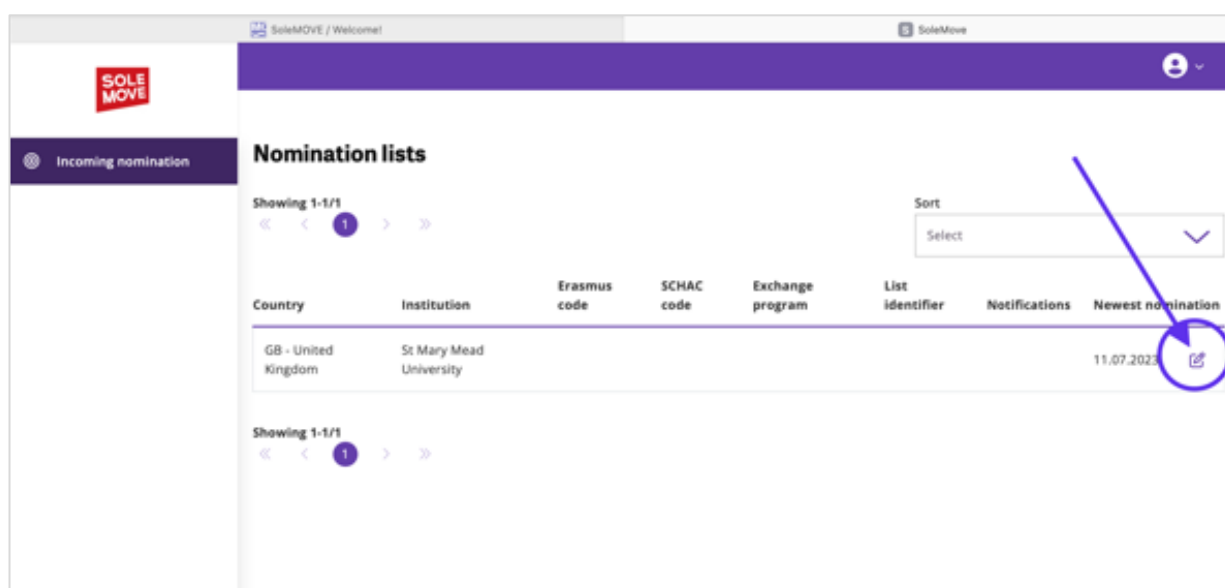
## Nominating the student/s

- 1) Go to SoleMOVE front page (<https://saas.solenovo.fi/solemove/>) and select University of Eastern Finland from the menu.


Login to SoleMOVE using your username and the password you chose when you activated your account.



- 2) Now you can see your account information. Please click the pencil icon to be able to see your nominations and to make new nominations.



- 3) You can see the former nominated students, and you can create a new nomination.
- 4) Nominate a new student by selecting the button “Nominate” from top of the page, a pop-up window opens.

 Save

### Nominated student


#### Basic information

Last name \*

Given name \*

Email \*

Date of birth \*


dd.mm.yyyy 

ESI


Gender

☐ Male
 ☐ Female
 ☐ Nonbinary
 ☐ Prefer not to say


Duration of exchange \*


Planned arrival date \*

dd.mm.yyyy 


Planned departure date \*

dd.mm.yyyy 

Agreement


Exchange program \*


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#### Additional information


EU subject area at home

Type to search 


EU subject area at host

Type to search 

EQF level during nomination

EQF level during exchange

Additional information

- 5) Enter the mandatory information of the student you want to nominate.
- Give the name as it appears in the passport/official ID of the student. **Do not use ALL CAPS.** You can enter the date of birth by entering the student’s date of birth in the form of dd.mm.yyyy or you can select it from the drop-down menu.

- Choose the duration of the exchange (Autumn, Spring, or Full academic year) from the drop-down menu. These options follow the actual starting and ending dates of our semesters. The option "Other" allows to set dates manually.
- The option "Other, please specify" should be used when nominating trainees
- Additional information box can be used to give more information, for example, "The student is nominated for a traineeship" or any other necessary information on the nominated student.
- Select Save to save changes, the system informs "Data saved", the pop-up view can be closed, and new nomination can be done if wanted.

You can edit nomination data if the status of nomination is "Data saved". You can also see progress of the student's nomination when you log in the system.

Once the nomination has been entered into our system, we will send instructions on how to activate their user account and how to apply for an exchange at University of Eastern Finland using SoleMOVE to the nominated students.

If you have any questions about the nomination process, please do not hesitate to contact us at [international@uef.fi](mailto:international@uef.fi).

Best regards,  
International Mobility Services  
University of Eastern Finland



