

## General instructions for using online nomination tool SoleMOVE

1.) Always use SoleMOVE's own Return-button when going back a page or a tab in the system.

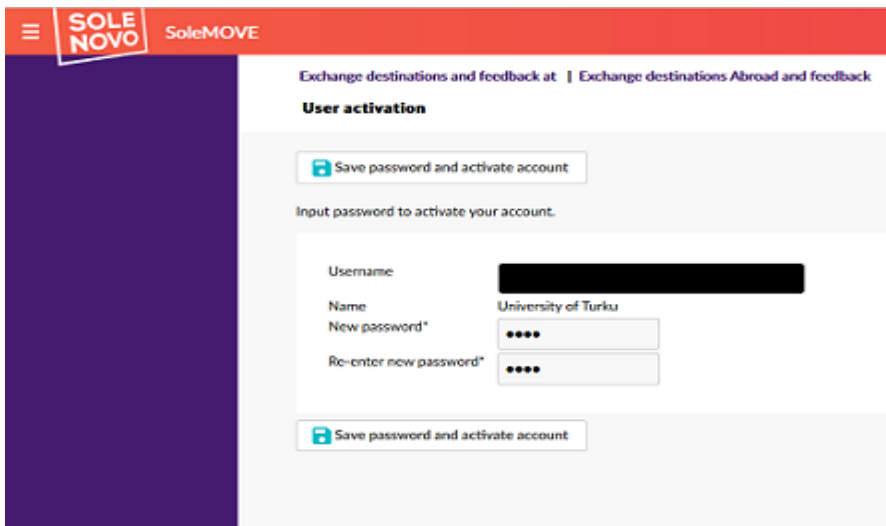


2.) To edit something, click the Edit-button. The Edit-button is a symbol of a pencil.



## Account activation

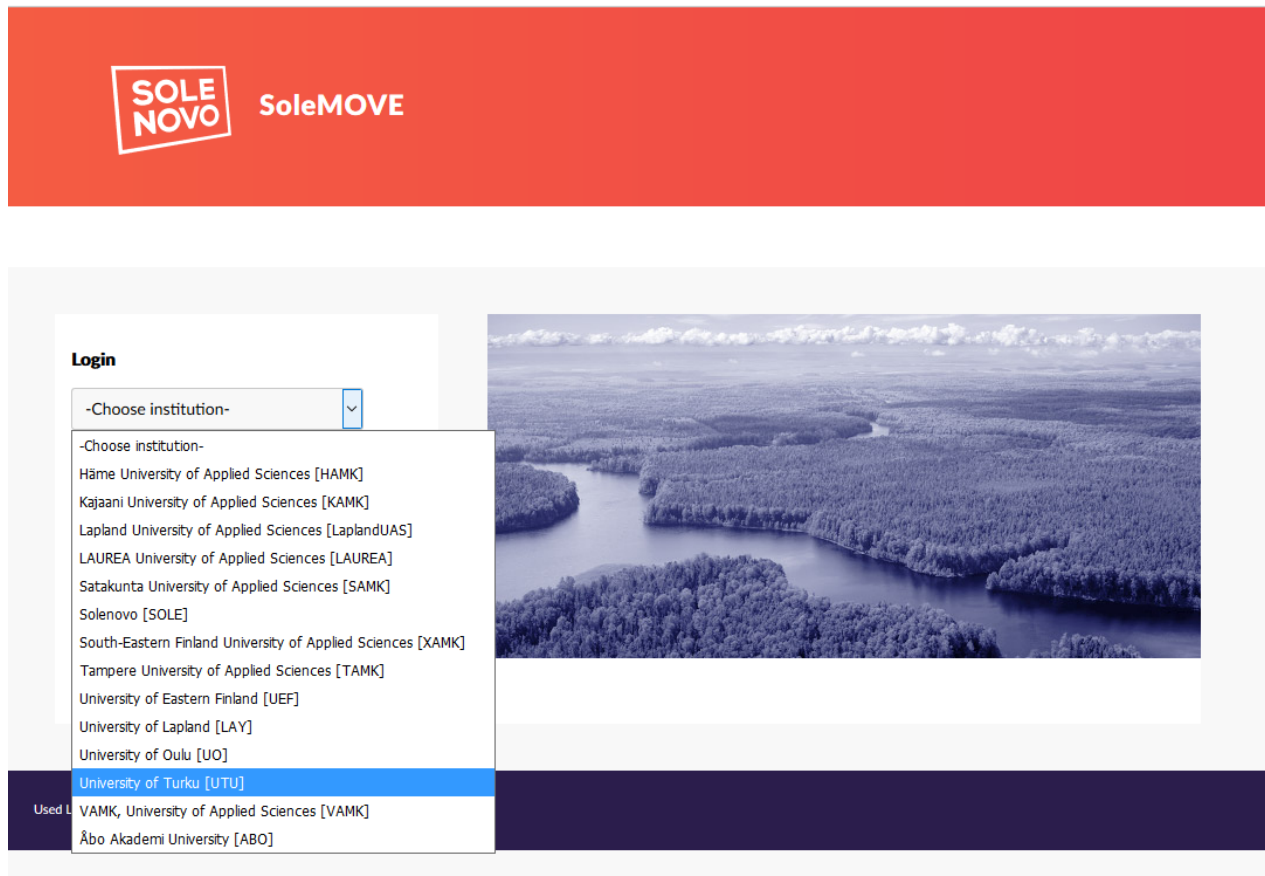
Click the activation link which you received by e-mail. Choose your password, your username is created automatically. Click "Save password and activate account" to activate your SoleMOVE account. Remember to choose a password which you can remember, the account is permanent and NOT created again for every nomination period. After you activate your account, you will be redirected to the front page. Now you can login to SoleMOVE.



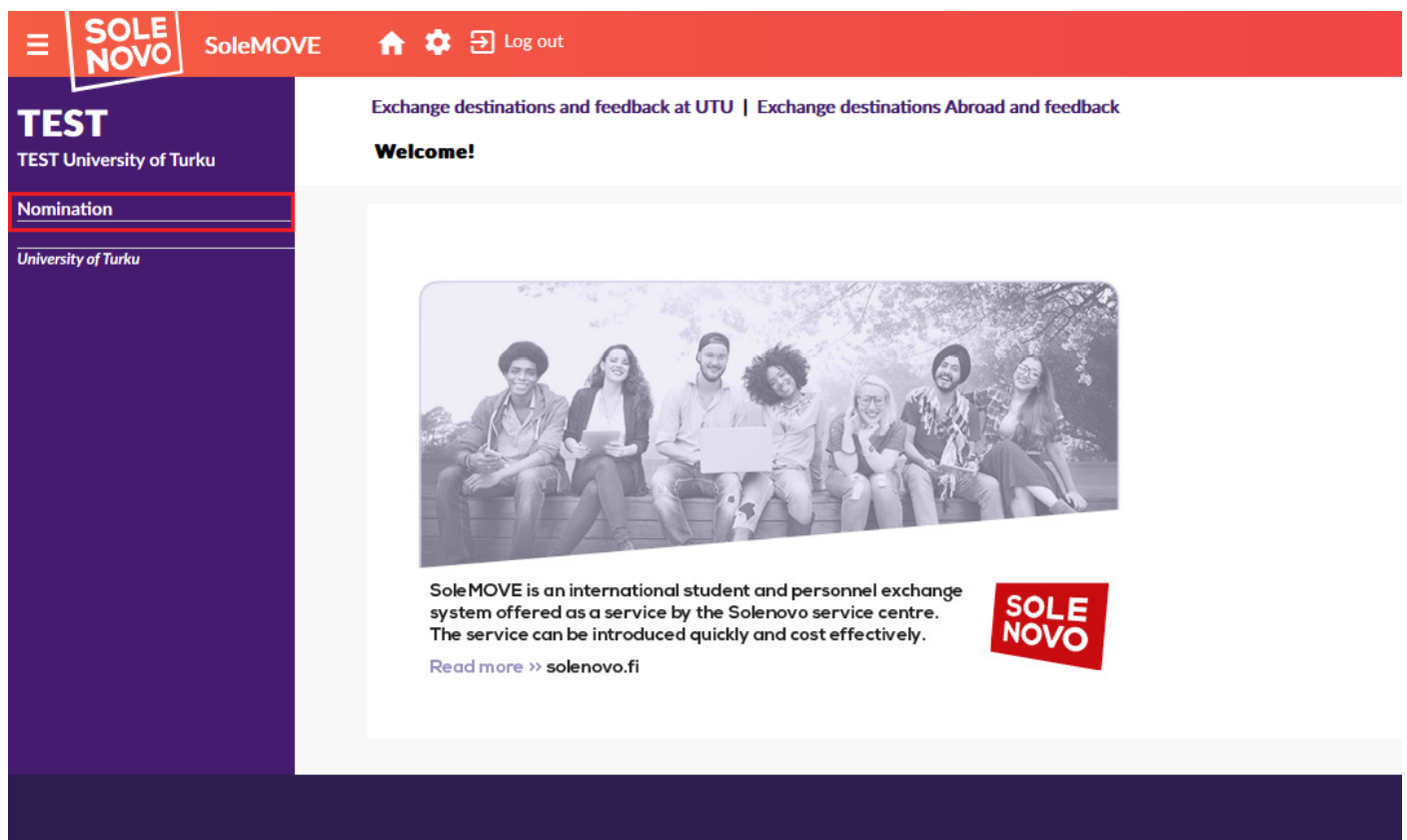
The screenshot shows the SoleMOVE user activation interface. At the top, there is a red header with the SoleMOVE logo and navigation icons. Below the header, the page title is "User activation". A button labeled "Save password and activate account" is visible. The main content area prompts the user to "Input password to activate your account." and contains a form with the following fields: "Username" (with a blacked-out value), "Name" (University of Turku), "New password\*" (with four dots), and "Re-enter new password\*" (with four dots). A second "Save password and activate account" button is located at the bottom of the form.

## Step-by-Step instructions for nominating students

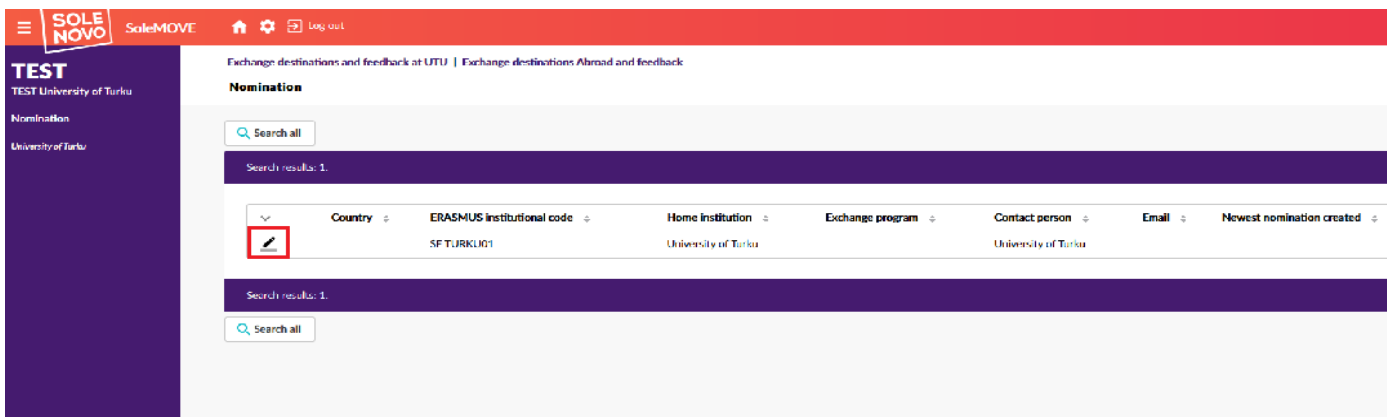
1.) Go to SoleMOVE front page (<https://saas.solenovo.fi/solemove/>) and select University of Turku from the menu. Login to SoleMOVE using your username and the password you chose when you activated your account.



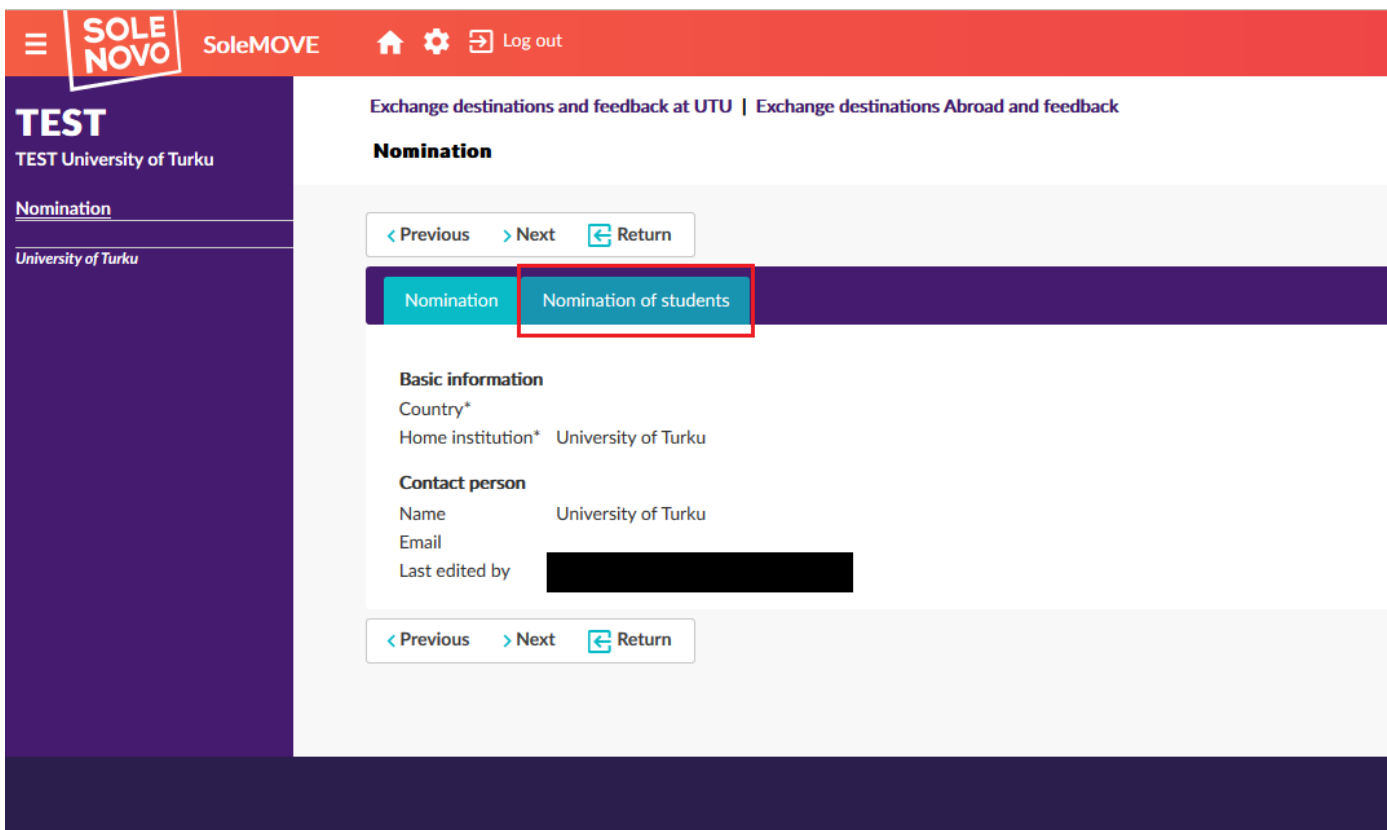
2.) Now you are logged in. On the left-hand side is a toolbar, which includes a Nomination-link. Please click this link.



3.) Now you can see your account information. Please click the Edit-button to be able to see your nominations and to make new nominations.



4.) Now you are able to see your account information and to nominate students. To nominate students, please click the “Nomination of students” tab.



5.) To enter the information of a new nomination, click “New””.

The screenshot shows the SoleMOVE web application interface. At the top, there is a red navigation bar with the SoleMOVE logo, a home icon, a settings icon, and a 'Log out' link. Below this is a purple sidebar with the text 'TEST University of Turku' and 'Nomination University of Turku'. The main content area has a header with the text 'Exchange destinations and feedback at UTU | Exchange destinations Abroad and feedback' and a sub-header 'Nomination - Nomination of students'. Below the sub-header, there are two search bars, each containing 'Search all' and '+ New' buttons. The first search bar is above a section titled 'Country' with the text 'Home institution University of Turku'. Below this, there are two tabs: 'Nomination' and 'Nomination of students'. The 'Nomination of students' tab is selected. Below the tabs, the text 'No information' is displayed. The second search bar is below the 'No information' text. The '+ New' button in the second search bar is highlighted with a red box.

6.) Enter the required information of your student you want to nominate. 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. To enter the duration of the exchange, please use the Edit-button to choose Autumn, Spring or Full year from the drop-down menu. Also please select the appropriate EU subject area for your student from the drop-down menu.

**To enter your nomination, please click the Save-button.**

☰ SOLE NOVO
SoleMOVE [Home](#) [Settings](#) [Log out](#)

**TEST**  
TEST University of Turku

[Nomination](#)

University of Turku

[Exchange destinations and feedback at UTU](#) | [Exchange destinations Abroad and feedback](#)

**Nomination - Nomination of students**

Save
Return

**Country**  
Home institution University of Turku

Last name\*

Given name(s)\*

Date of birth(dd.mm.yyyy)\*

Gender\*  M - Male  F - Female  N - Nonbinary  X - Prefer not to say

Email\*

Exchange program\*

Duration of exchange\*

EU subject area at home

Additional information

0/2000

Save
Return

**Duration of exchange** ✕

🔍 Search all

	Code	Name	Start date	End date
<input type="checkbox"/>	Autumn	Autumn semester	01.08.2018	31.12.2018
<input type="checkbox"/>	Spring	Spring semester	01.01.2019	31.07.2019
<input type="checkbox"/>	Full year	Full academic year	01.08.2018	31.07.2019
<input type="checkbox"/>	-1	Other, please specify	..	..

7.) Now the information you entered is saved to SoleMOVE and the nomination has been made. Please make sure that you see the "Status: Data Saved"-message (see picture below). To view your nominations, please click the Return-button. Here you can see information about your nominated students. To make a new nomination, please click the New-button and follow the instructions from Step 6.

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

The screenshot shows the 'Nomination - Nomination of students' form in the SoleMOVE system. The status is 'Data saved', highlighted with a red box. The form includes fields for last name, given name, date of birth, gender, email, exchange program (ERASMUS), and duration of exchange (Spring semester 01.01.2019 - 31.07.2019). A 'Return' button is highlighted with a red box at the bottom right.

The screenshot shows the 'Nomination - Nomination of students' list in the SoleMOVE system. The table displays search results for the nomination. The 'Return' button in the search bar is highlighted with a red box.

▼	Last name	Given name(s)	Email	Date of birth(dd.mm.yyyy)	Gender	Duration of exchange
✎	Last Name	Given Name	incoming@utu.fi	01.07.2018	F - Female	Spring semester

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

Best regards,

International Office  
University of Turku