Enrolment application –
Authentication with a SI-PASS username and password
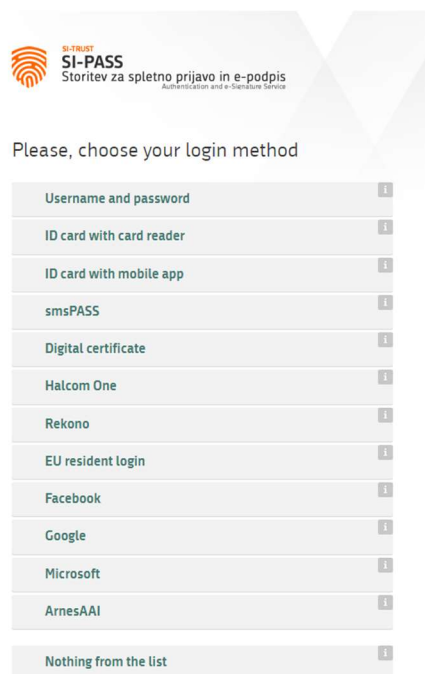
The application can be entered on web address: https://portal.evs.gov.si/prijava/?locale=en

What is SI-PASS?
SI-PASS in Slovenia enables different types of authentication.
Citizens coming from other countries than Slovenia, **submit their enrolment application for study with a username and password**.
When you complete your enrolment application form, you will have to print it, sign it and sent it by registered post to the designated higher education institution together with all the supplemental documents within the application deadline set by the call for enrolment. The address will be indicated in the upper left corner of the printed application form.

1. Upon first entry you have to complete the registration - Login. Click on the button "**New user**".

2. **Registration into SI-PASS**:

Enter your registration data:
- **Email**: enter your contact email for notifications regarding registration and enrollment. This email address will also be provided on the application form when entering personal information.

- **Password**: must be at least 6 characters long and contain at least one (1) uppercase, lowercase and numeric character.

- **Repeat password** that you entered in the previous box.

- **Security question and answer**: feel free to specifiy your security question and answer. **DON'T FORGET IT**! It will help you if you forget your password.

- In the last box copy the **security code** that appears in the box above.

CAUTION! Write down your username and password. You will need them both to complete the registration and for entry to the application.

Confirm your Registration by clicking the »**Confirm**« button, and check the »**I accept the terms of use**« checkbox beforehand.

3. After entering reistration data and confirming it, you recieve a notification:

»You have successfully completed the first step in your registration. A message with further instructions has been sent to the email address you have provided.«

4. Please close the website and wait for a message to be sent to your email address: »**User account registration I SI-PASS**«. The notification will be sent from the SI-PASS email as soon as the new user has been registered.
The message will include a web link throuh which you will be able to enter the enrolment application fort he first time. You have to confirm the registration of your SI-PASS account.

Example of the email with the link to complete the registration of a user account in SI-PASS:
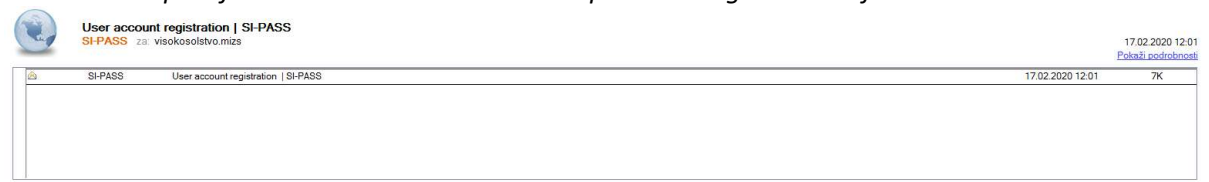
5. After clicking on the »CLICK TO CONFIRM« link, the following window opens – Continue registration:
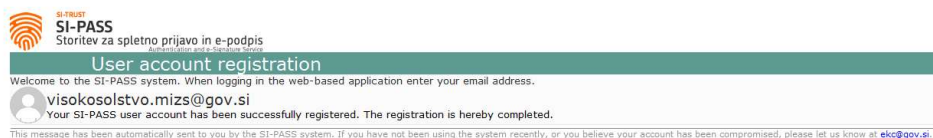
Enter data: your email and password. Click on the »Continue« button.

6. You will see a notification that your account has been successfully registered:
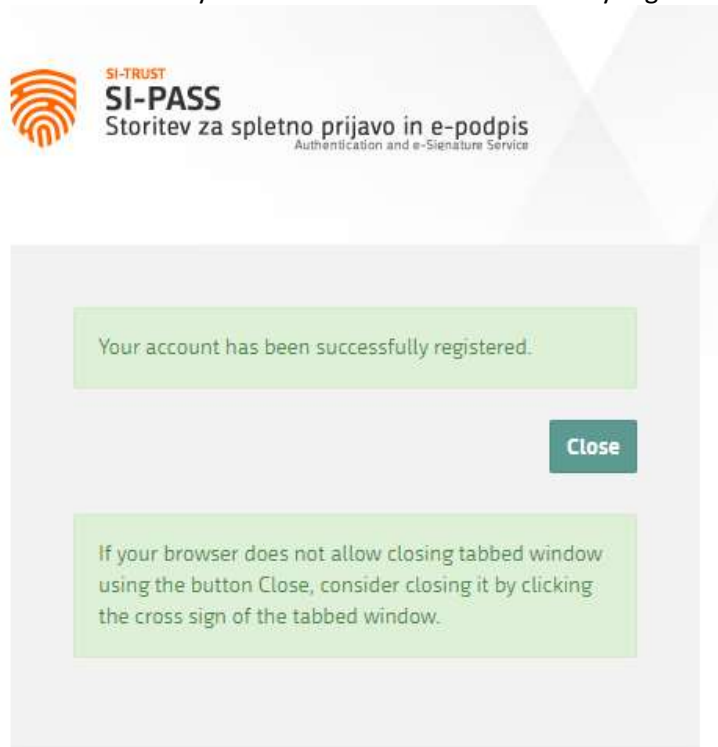
7. After clicking on the »**Close**« button, you will recieve on your email the message »User account registration I SI-PASS«. The registration process is now complete.
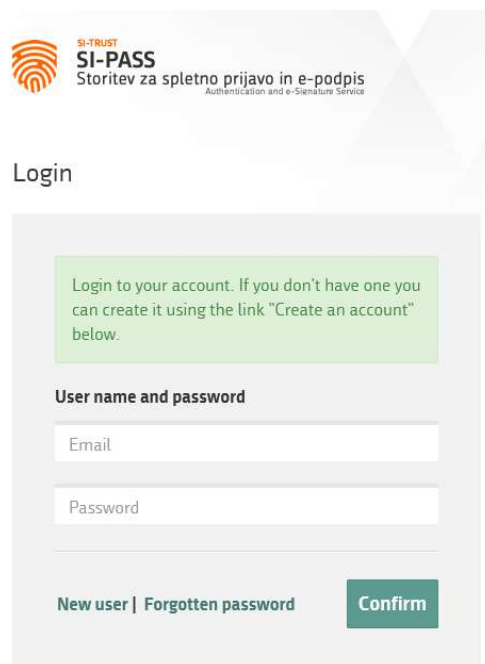
Example of an email when registration of a SI-PASS user account is completed:

8. Enter the electronic enrolment application: https://portal.evs.gov.si/prijava/?locale=en, where, after clicking on the »Continue to login with SI-PASS«, you select the method »Username and password«.

9. Login to your account. First enter your email and password.

    Complete the process by clicking on the »Confirm« button.
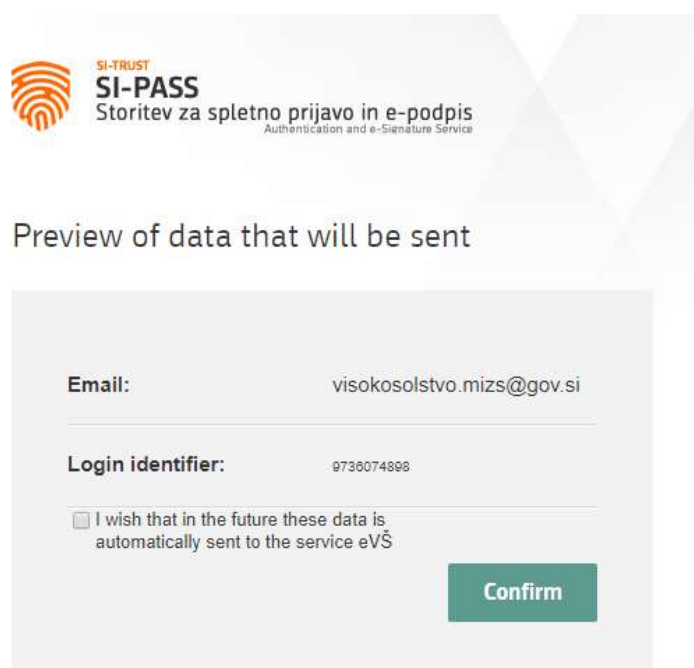
11. Your information will be displayed: the email from the registration procedure and your login identifier that will be determined automatically. By clicking the »Confirm« button, you confirm the information.

12. By clicking »Confirm«, the Enrolment apllication for study will open. Now you can start filling out the enrolment application.