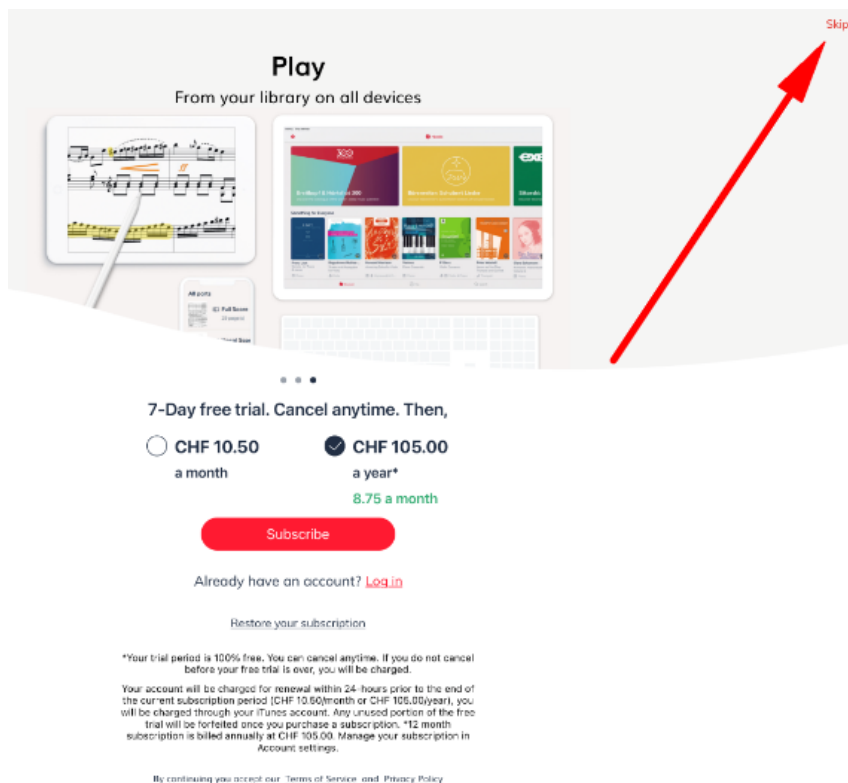# Institutional Sign In Process - Zürcher Hochschule der Künste

NOTE: Please follow these steps carefully, to ensure that you are signing in as a member of ZHdK. Anyhow, the workflow or the screens can differ depending on the device or operation system you use. In any case always look for the "Institution" button to sign in.

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1. Download the nkoda app on your device(s); use the relevant App Store links below to download the app:

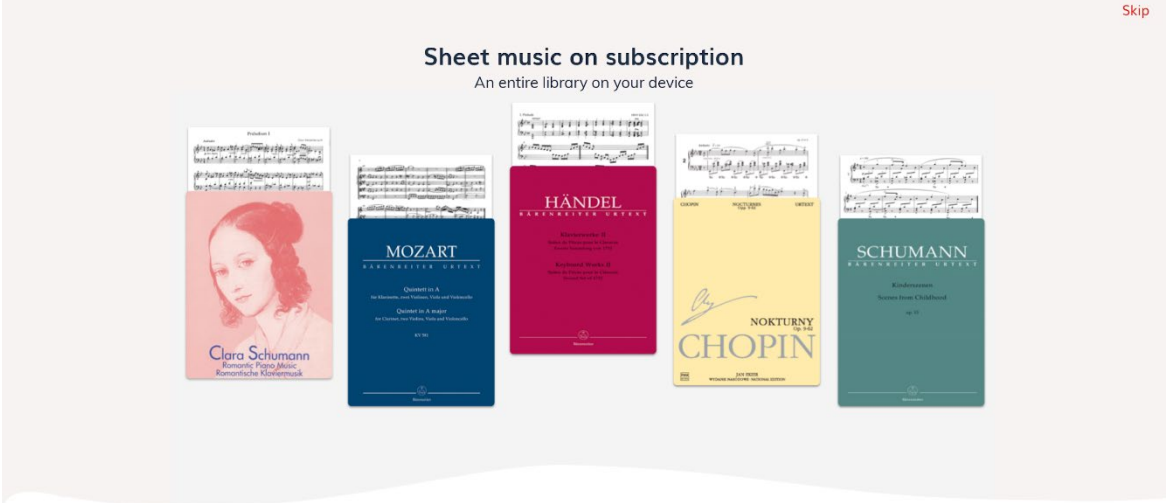2. Once you've downloaded and opened the app, you'll be presented with either one of the following screens:

   a. In this screen **click or tap "Skip" in the upper-right hand corner**. Then continue with b.
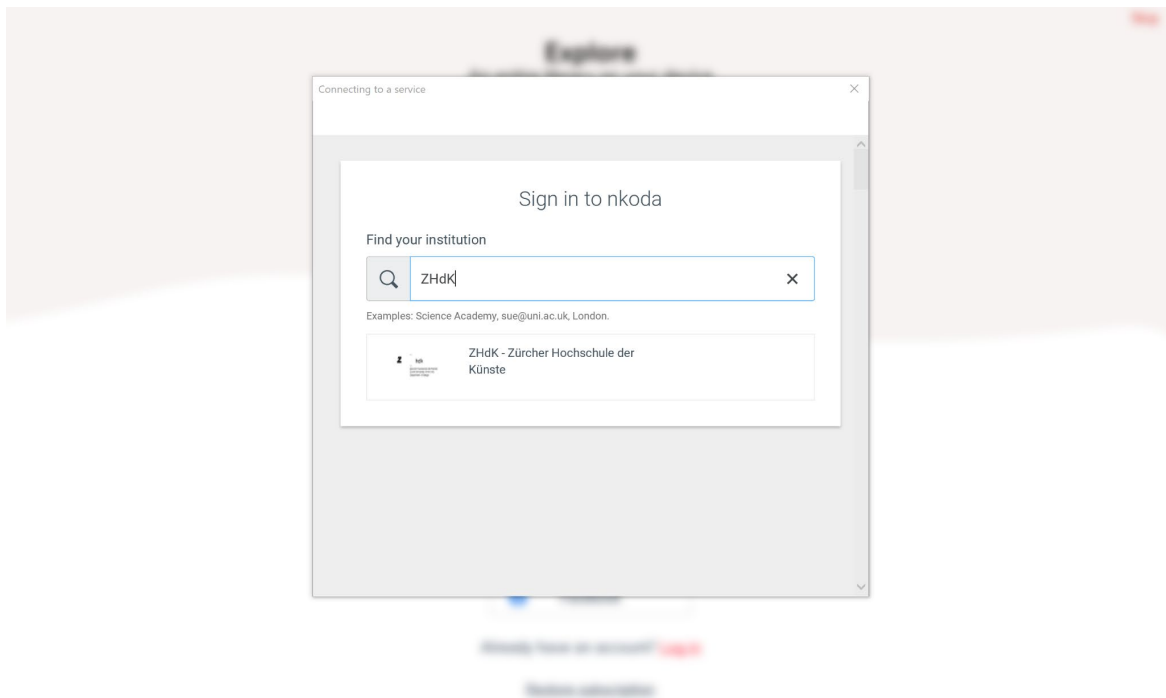
b. In this screen **click or tap the** [🏛 Institution] **button**.
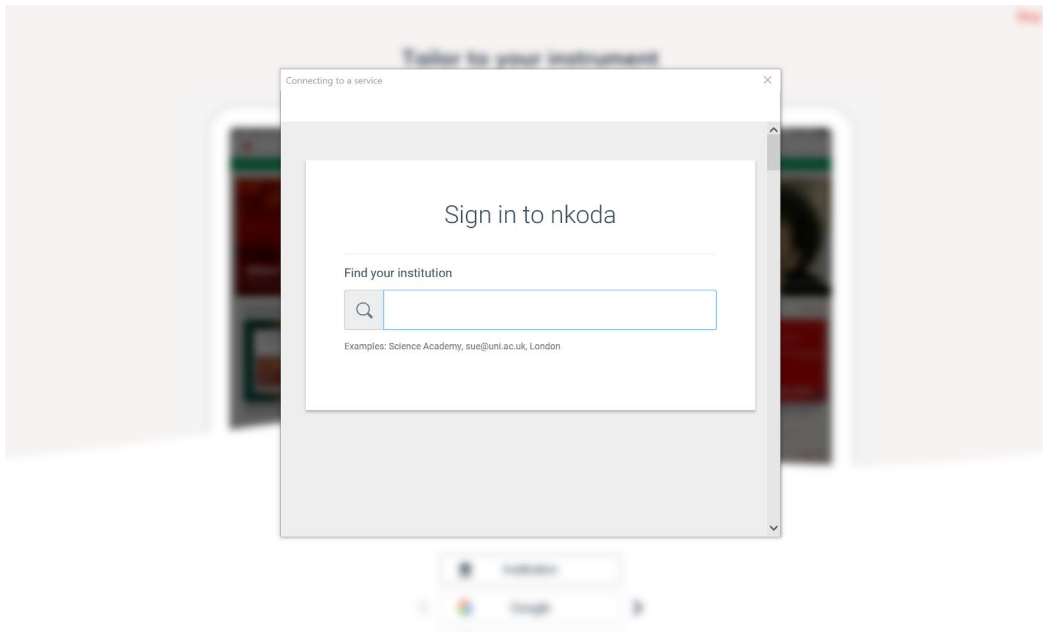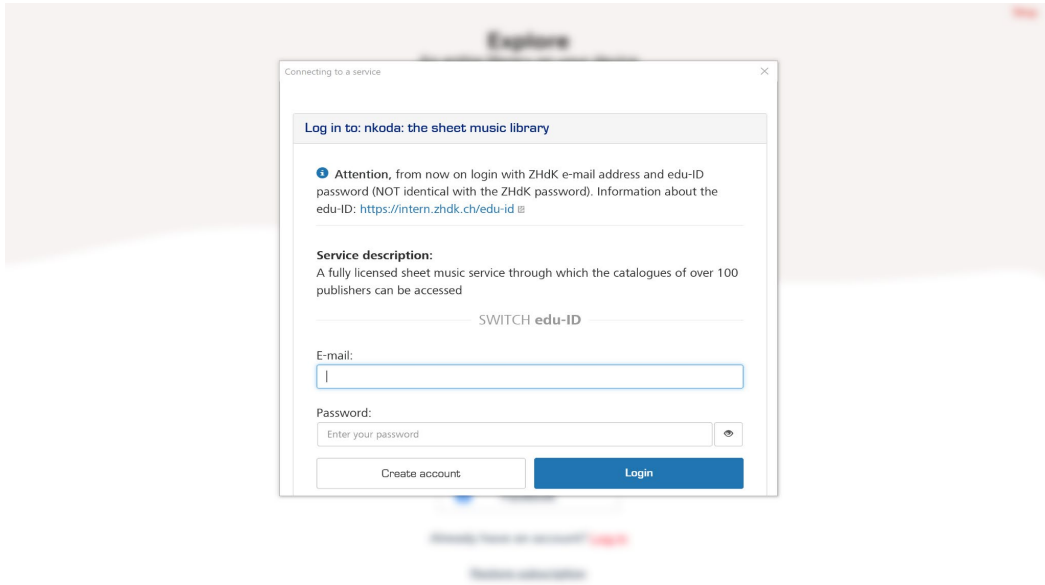
3. Following this, you will be prompted to 'Sign in to nkoda'. At this point, you should **find your institution by using the search bar** presented. Once you've found it, **click or tap on your institution. In this case please select 'ZHdK - Zürcher Hochschule der Künste'.**
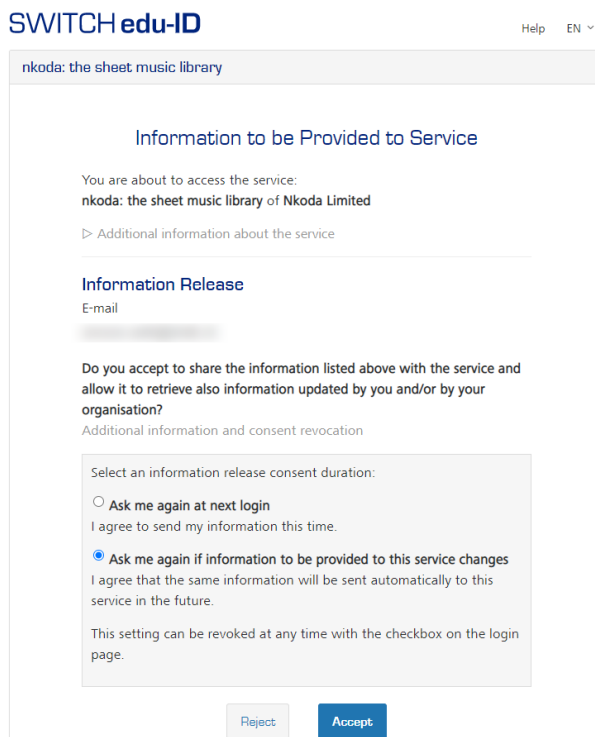
4. The next step will be for you to **sign in with your edu-ID**. Simply enter your email address and password, then click or tap 'Login'.

5. **Accept** the release of the listed information to nkoda

6. Following this, you'll be asked to create your <u>nkoda</u> account details, **you must use your ZHdK email address for this.**
If you've already got an account (from a trial or a subscription), log in to connect the existing account with the institutional access

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7. Once this is done, you'll be presented with this screen. **Click or Tap 'Yes'.**

8. You're now logged in and ready to explore! You should see a green banner letting you know that 'You are signed in as a member of Zürcher Hochschule der Künste'. This means you have completed the process successfully!