

# Nelprof registration and login instructions

## Content

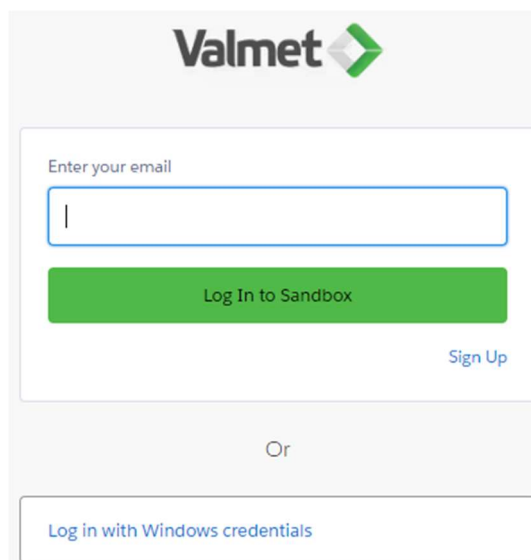
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## Introduction

Nelprof system requires registered user account for access. Registration can be done by using your existing email address. This document outlines the necessary steps for registering with an email address. As part of the registration process, users are required to accept the Terms of Use for this service. Please note that the email address information is used only as an identifier and unique username.

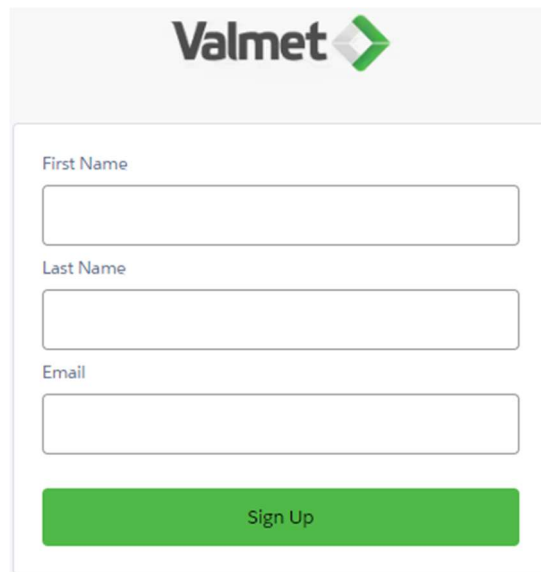
## Registration

To get started, make sure you have a valid email account. You can use an existing account or create a new one, like Gmail. Then, go to <https://nelprof.valmet.com> and click on either "Start working here" or "Log in" at the top right of the page. This will redirect you to the login page.



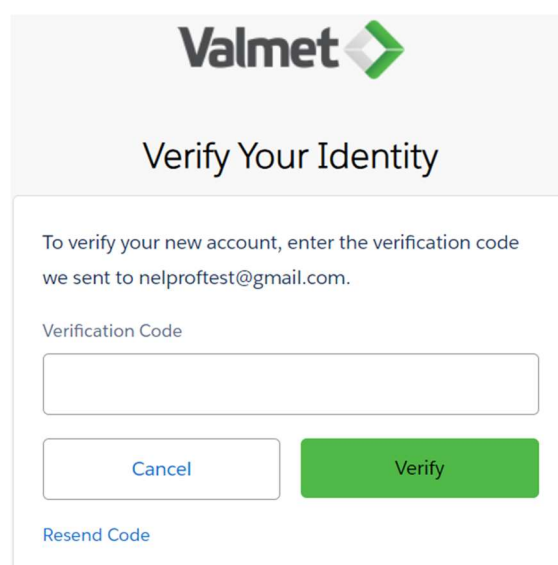
The screenshot shows the Valmet login interface. At the top is the Valmet logo. Below it is a form with the label "Enter your email" and a text input field containing a vertical bar. Under the input field is a green button labeled "Log In to Sandbox". To the right of this button is a blue link labeled "Sign Up". Below the input field and button is the word "Or". At the bottom of the form is a blue link labeled "Log in with Windows credentials".

Click on the "Sign up" button located on the log in page. This will take you to the registration form. Fill in all the required details and then click on the "Sign up" button.



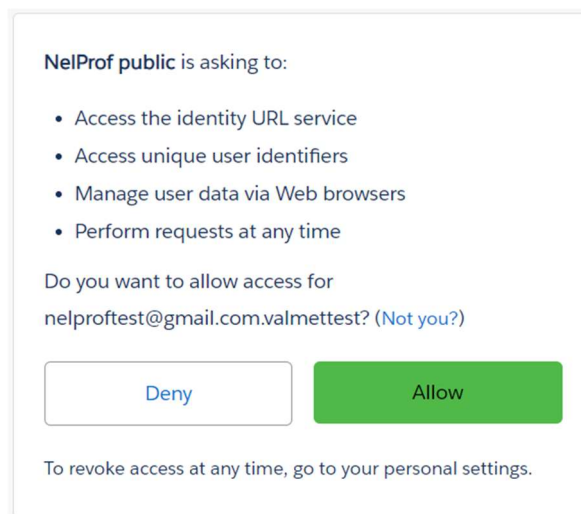
The registration form features the Valmet logo at the top. It contains three input fields: "First Name", "Last Name", and "Email". Below these fields is a prominent green "Sign Up" button.

After clicking on the "Sign up" button, a verification code will be sent to the email address you provided. To confirm your identity, please enter the code and click on the "Verify" button. If you cannot find the verification email in your inbox, please wait a moment, and also check your spam folder.



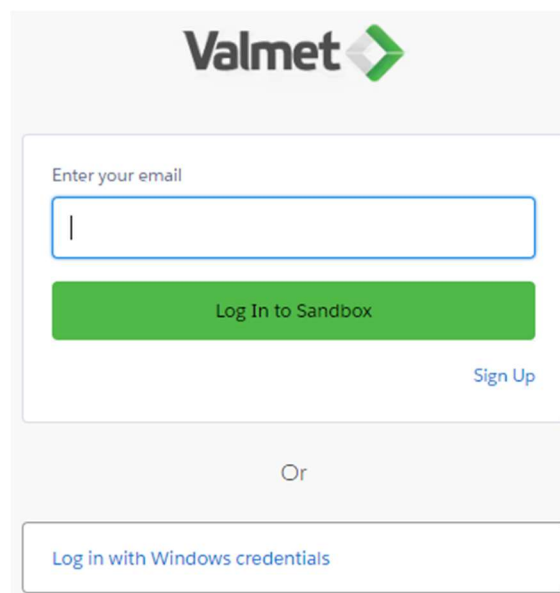
The verification form displays the Valmet logo and the heading "Verify Your Identity". It includes a message: "To verify your new account, enter the verification code we sent to nelprof@test@gmail.com." Below this is a "Verification Code" input field. At the bottom, there are two buttons: a blue "Cancel" button and a green "Verify" button. A "Resend Code" link is also present at the bottom left.

Upon verification, Nelprof requests permission to access the identity URL service and unique user identifiers, manage user data through a web browser, and performing requests at any given time. You have the authority to revoke this access in your personal settings at any time. Upon clicking "Allow," you will be instantly redirected to the Nelprof Start page.



## Log in using email

To log in go to <https://nelprof.valmet.com> and click on either "Start working here" or "Log in" at the top right of the page. This will redirect you to the login page. Enter the email address that you used for registration.



Once you click on the "Log In" button, you will be prompted to verify your identity by entering a verification code sent to your email. In case the verification email is not visible in your inbox, please wait for a moment, and check your junk mail.

You're trying to **Log In to Nelprof**. To make sure your Nelprof account is secure, we have to verify your identity.

Enter the verification code we emailed to ne\*\*\*\*\*@\*\*\*il.com.

Verification Code

[Resend Code](#)

After entering the code and selecting "Verify", Nelprof requests permissions and clicking "Allow" will redirect you to the Nelprof start page.

**NelProf public** is asking to:

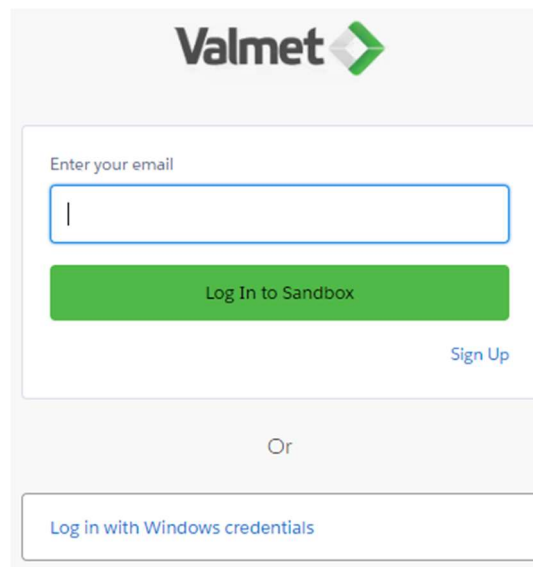
- Access the identity URL service
- Access unique user identifiers
- Manage user data via Web browsers
- Perform requests at any time

Do you want to allow access for nelproftest@gmail.com.valmettest? (Not you?)

To revoke access at any time, go to your personal settings.

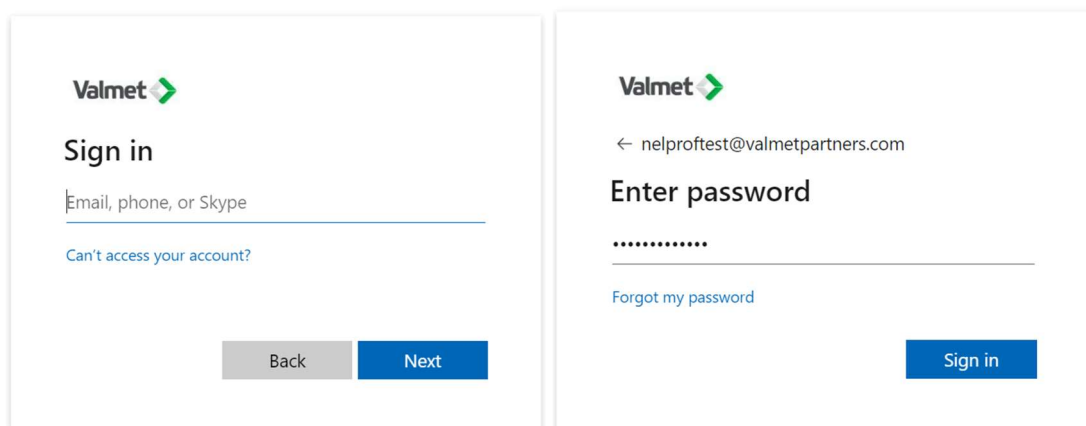
## Log in with Windows credentials

The "Log in with Windows credentials" option allows Valmet users to access their Valmet AD account for authentication.

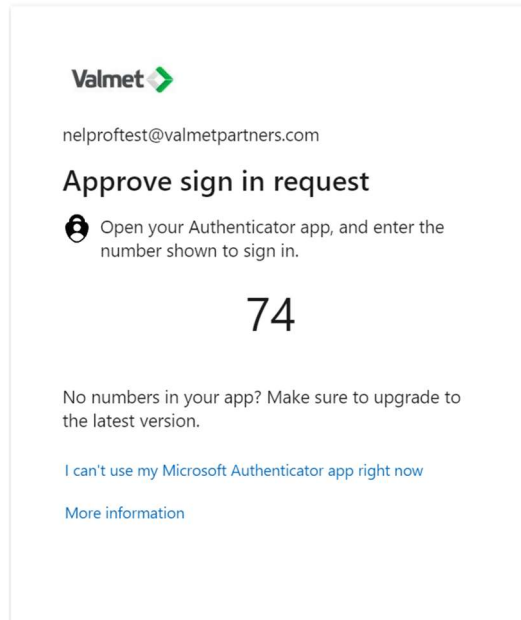


The image shows a Valmet login interface. At the top is the Valmet logo. Below it is a form with the heading "Enter your email". There is a text input field with a cursor. Below the input field is a green button labeled "Log In to Sandbox". To the right of this button is a blue link labeled "Sign Up". Below the "Log In to Sandbox" button is the word "Or". At the bottom of the form is a blue link labeled "Log in with Windows credentials".

Clicking the "Log in with Windows credentials" option, you will be redirected to the Microsoft multi-factor authentication process. Use your Valmet e-mail and password for logging in and approve sign in request using Microsoft authenticator.



The image shows two screenshots of the Microsoft authentication process. The first screenshot is titled "Sign in" and features the Valmet logo. It has a text input field for "Email, phone, or Skype" and a blue link "Can't access your account?". At the bottom are "Back" and "Next" buttons. The second screenshot is titled "Enter password" and also features the Valmet logo. It shows a back arrow and the email address "nelprof@test@valmetpartners.com". Below that is a password input field with masked characters and a "Forgot my password" link. At the bottom right is a blue "Sign in" button.



After a successful log in you will be asked if you want to stay signed in and clicking either, "Yes" or "No" will redirect you to the Nelprof start page.