

## Instructions for research permit applicant: OAMK Sign

**Note!** If you are student or staff of OAMK, the process is slightly different from the one shown below. The SMS recognition is not needed, and you sign in with your Oamk O365 account.

1. When you have sent the research permit application with attachments to [tutkimusluvut@oamk.fi](mailto:tutkimusluvut@oamk.fi), you will soon receive a request to your e-mail to sign the application in OAMK Sign.
2. Click "Open signing request".

The screenshot shows an email from OAMK. At the top left is the OAMK logo. The email body starts with "Hello xxx," followed by "Sirpa Ahvenlampi (Sirpa.Ahvenlampi@oulu.fi) has sent you documents for signing." Below this, it states "Request title: Research permit application, test applicant" and "Message from sender (Sirpa Ahvenlampi): Research permit application to be signed. Applicant: test applicant". A prominent orange button labeled "Open signing request" is centered. Below the button, there is a link "Instructions: How to use electronic signatures?". The email concludes with "Kind regards, OuluAMK Sign".

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**How do I sign the documents?**

Use the button above to open the documents. If the button does not work, you may try the following:

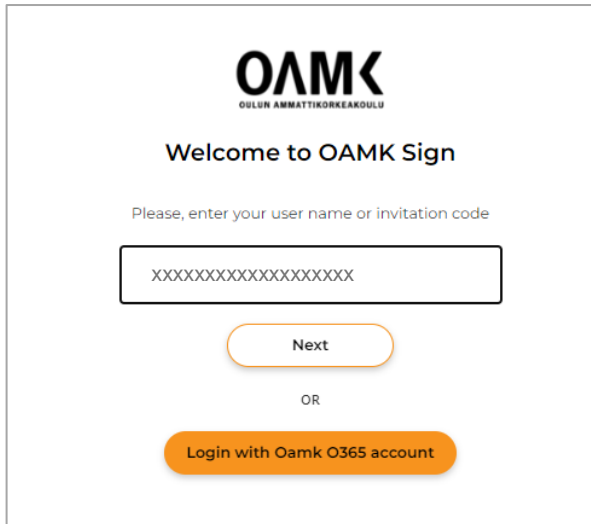
1. Browse to [OuluAMK Sign \(https://sign.oamk.fi/\)](https://sign.oamk.fi/)
2. Copy the code below and paste it to the **user identifier** field:

XX

3. Click Login button
4. Open the signing request and download documents

### 3. Identify yourself:

- If you are **not Oamk's student or staff member**: Login with an invitation code. The code has already been entered in the identification code field. Click "next".
- If you have an **Oamk O365 account**, use that to login.



OAMK  
OULUN AMMATTIKORKEAKOULU

Welcome to OAMK Sign

Please, enter your user name or invitation code

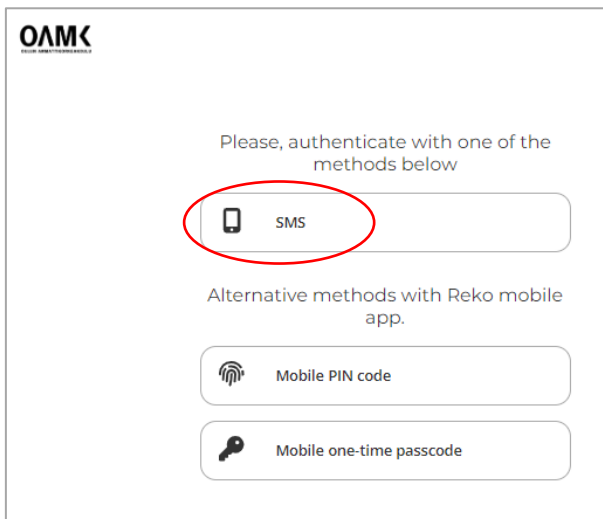
XXXXXXXXXXXXXXXXXXXX

Next

OR

Login with Oamk O365 account

### 4. Authenticate with SMS:



OAMK  
OULUN AMMATTIKORKEAKOULU

Please, authenticate with one of the methods below

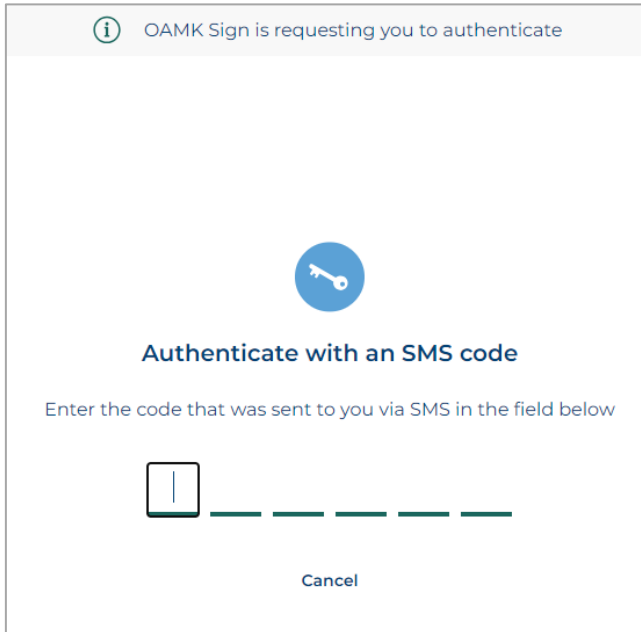
SMS

Alternative methods with Reko mobile app.


Mobile PIN code

Mobile one-time passcode

5. Authenticate with the SMS code you received on your phone:



OAMK Sign is requesting you to authenticate

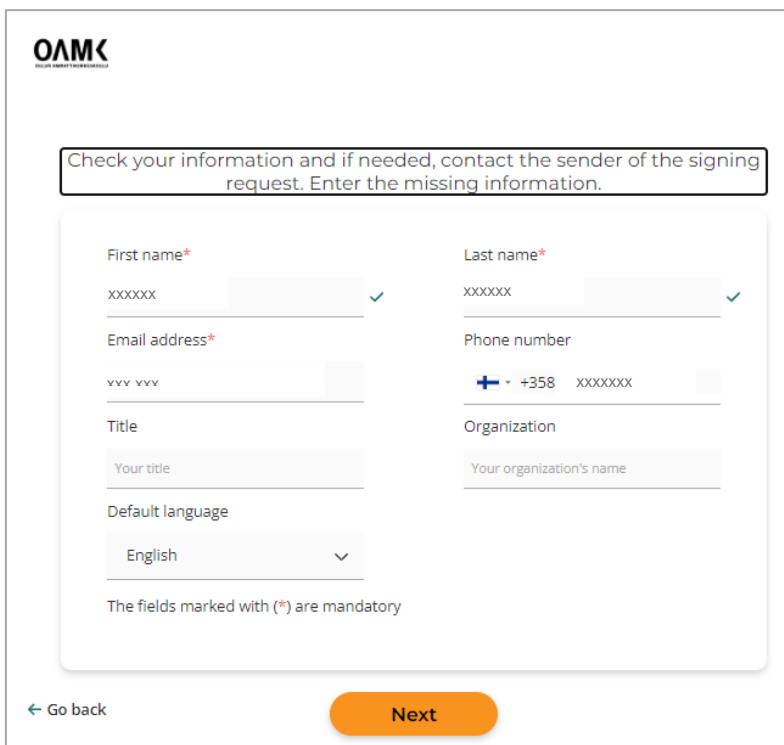


**Authenticate with an SMS code**

Enter the code that was sent to you via SMS in the field below

Cancel

6. When you enter the SMS code correct, you will be directed back to OAMK Sign.
7. Check your information and fill in the mandatory fields. Then click "next":



OAMK  
OULUN AMMATTIKORKEAKOULU

Check your information and if needed, contact the sender of the signing request. Enter the missing information.

First name\*  
xxxxxx ✓

Last name\*  
xxxxxx ✓

Email address\*  
vvv vvv

Phone number  
+ - +358 xxxxxxx

Title  
Your title

Organization  
Your organization's name

Default language  
English

The fields marked with (\*) are mandatory

← Go back **Next**

8. Now you can sign your application in OAMK Sign. In "Participants" you can see, that the application is waiting for your signature.
9. Sign the application by clicking "Sign".

OAMK OAMK Sign
xxx
Log out

## Research permit application, test applic...

Status: Pending    Deadline: No deadline

Delegate
Reject
Sign

Research permit application\_eng.pdf    100%    < 1 / 4 >

### Research permit application

PART 1: Applicant information

1. Name \*  
First name, Surname
2. Date of birth \*  
xx.xx.xxxx
3. Email address \*  
Write here
4. Street address, postal code, city, country \*  
Write here
5. Telephone number \*  
Write here
6. Research institute, educational establishment or other community \*  
Write here
7. Occupation/position of the applicant \*  
Write here

PART 2: Research supervisor

8. Does your research have a supervisor? \*
  - Yes (fill in the questions 9–13)
  - No (continue to the part 3 "commissioner of the research")
9. Supervisor's name  
First name, Surname

Message

Research permit application to be signed.  
Applicant: test applicant

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Participants

Signers

+	test applicant xxx.xxx@gmail.com	Waiting for signature	Seen 2024-09-05
-	Decision Maker xxx.xxx@oamk.fi	Waiting for others	

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Sender

-	Sirpa Ahvenlampi Sirpa.Ahvenlampi@oulu.fi	Sent 2024-09-05
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Other participants

Read-only recipients  
*Not defined*

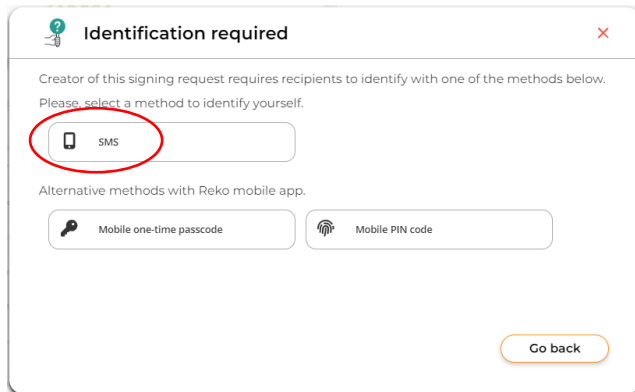
Request manager  
*Not defined*

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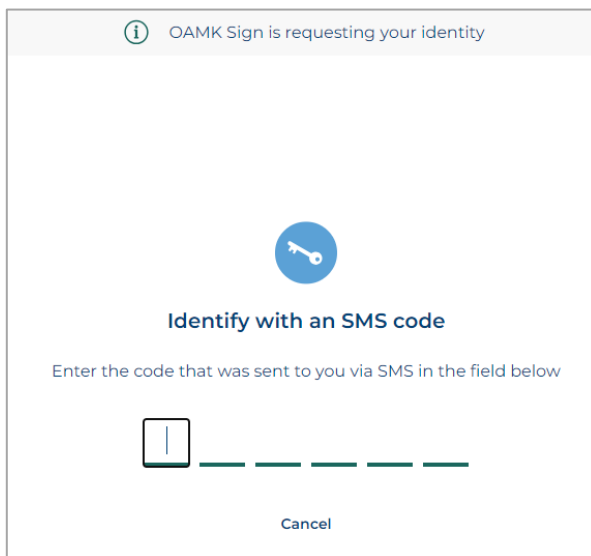
Documents (1)

Comments (0)

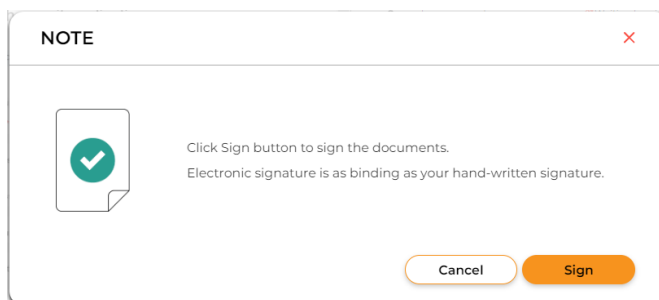
10. Identification is required for signing. Choose "SMS".



11. Identify with an SMS code.



12. Click "Sign".



13. Now you can log out from OAMK Sign.

14. When your application has been processed in Oamk, you will get email with the title "Documents signed and ready for download (Research permit application, your name)":
15. We recommend that you download the signed document from the link. Document remain on the service for 60 days, after which they are deleted. We recommend saving them on your own computer or device.
16. Click "Open signing request".

**OAMK**  
OULUN AMMATTIKORKEAKOULU

**Hello XXX,**

The documents you have signed are now ready. You can download the signed documents from the link below. Documents remain on the service for 60 days, after which they are deleted. We recommend saving them on your own computer or device.

**Request title:** Research permit application, test applicant

[Open signing request](#)

Kind regards,  
OuluAMK Sign

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**How do I download the signed documents?**

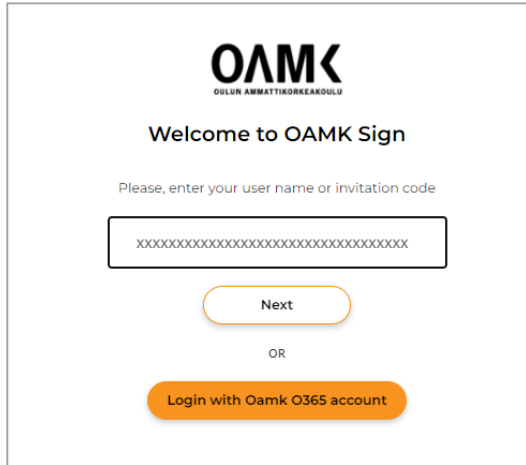
Use the button above to open the documents. If the button does not work, you may try the following:

1. Browse to OuluAMK Sign (<https://sign.oamk.fi/>)
2. Copy the code below and paste it to the **user identifier** field:

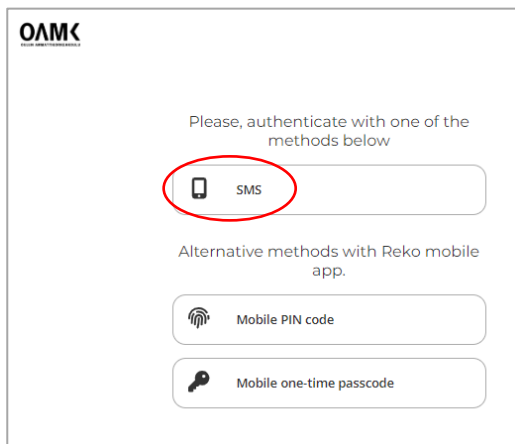
xx

3. Click **Login** button
4. Open the signing request and download documents

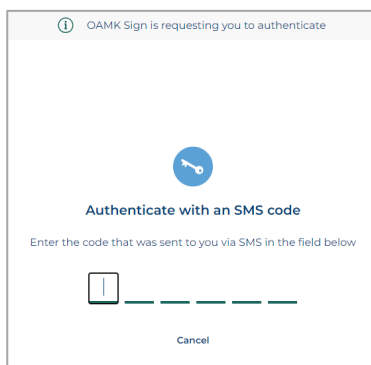
17. Login with an invitation code. It has already been entered in the identification code field. Click "next".



18. Choose authentication with "SMS":



19. Authenticate with SMS code:



20. Now you can see the signed document in OAMK Sign. The signatures are on the last page of the document. You can browse the document with the arrows at the top of the document. We recommend that you download the signed document for on your own computer or device. You can do it from the download button at the top.

The screenshot displays the OAMK Sign web interface. At the top left, the OAMK logo and 'OAMK Sign' text are visible. On the top right, the user is identified as 'test applicant' with a 'Log out' button. The main heading is 'Research permit application, test applic...' with a status of 'Completed' and 'Deadline: No deadline'. The document viewer shows a PDF titled 'Research permit application\_eng.pdf' at 100% zoom. The document content includes the OAMK logo, a statement in Finnish and English: 'Tämä dokumentti on allekirjoitettu sähköisesti OAMK Sign-järjestelmällä. This document has been electronically signed using OAMK Sign.', and two signature entries: one for 'test applicant' dated 05.09.2024 15:31:36 (UTC +0300) and another for 'decision maker' dated 05.09.2024 15:32:38 (UTC +0300). A red circle highlights the signature area. The document viewer's top navigation bar shows page navigation '< 5 / 5 >' and a download icon, both circled in red. On the right side, a message section shows 'Research permit application to be signed. Applicant: test applicant'. Below this, the 'Participants' section lists 'test applicant' (xxx.xxx@gmail.com) and 'decision maker' (xxx.xxx@oamk.fi), both marked as 'Signed' on 2024-09-05. The 'Sender' section identifies 'Sirpa Ahvenlampi' (Sirpa.Ahvenlampi@oulu.fi) as having sent the message on 2024-09-05. Other sections for 'Other participants', 'Read-only recipients', 'Request manager', 'Documents (1)', and 'Comments (0)' are also visible.

21. When you have downloaded your document, you can logout from OAMK Sign.