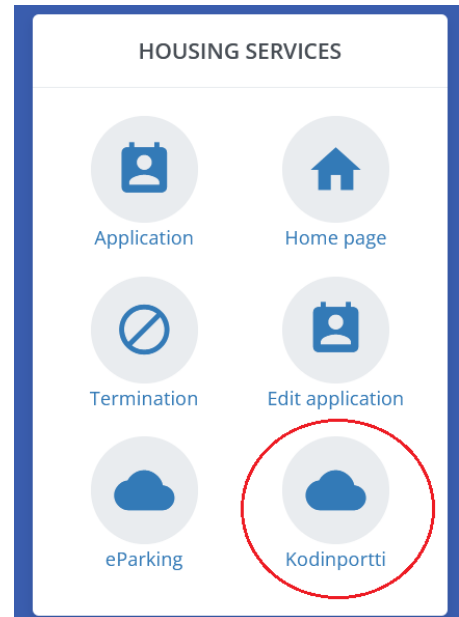


From tenant portal to Kodinportaali system

1. Go to tenant portal in asukassivusto.poas.fi
Register to tenant portal by using online banking authentication or personal identification at POAS office.
2. If you have already registered in tenant portal, sign in with your username (email address) and password in asukassivusto.poas.fi
3. You can choose English language in the right bottom corner of the page
4. Access to Kodinportaali system can be found from Housing services



How to reserve common spaces in Kodinportaali

1. Common spaces, such as saunas, club rooms or washing machines of the laundry rooms are reserved from Kodinportaali's Reservations section
2. Choose the space you want to reserve and choose the desired reservation period from the calendar.

	W 1	Mon 1/3	Tue 1/4	Wed 1/5
		Reserve	Reserve	Reserve
7:00am		7:00 - 8:00 Reserve	7:00 - 8:00 Reserve	7:00 - 8:00 Reserve
8:00am		8:00 - 9:00 Reserve	8:00 - 9:00 Reserve	8:00 - 9:00 Reserve
9:00am		9:00 - 10:00 Reserve	9:00 - 10:00 Reserve	9:00 - 10:00 Reserve
10:00am		10:00 - 11:00 Reserve	10:00 - 11:00 Reserve	10:00 - 11:00 Reserve
11:00am		11:00 - 12:00 Reserve	11:00 - 12:00 Reserve	11:00 - 12:00 Reserve
12:00pm		12:00 - 1:00 Reserve	12:00 - 1:00 Reserve	12:00 - 1:00 Reserve
1:00pm		1:00 - 2:00 Reserve	1:00 - 2:00 Reserve	1:00 - 2:00 Reserve

3. Confirm your reservation

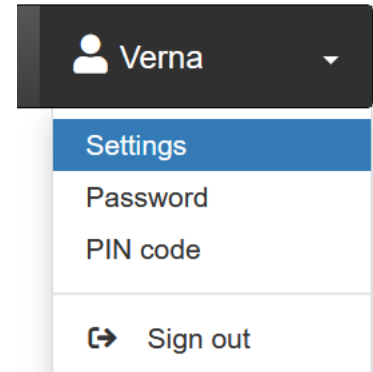
Jan 4, 2022, 12:00 PM - 1:00 PM ✕

You are making a reservation for Jan 4, 2022, 12:00 PM - 1:00 PM.

✓ Confirm
✕ Close

Kodinportaali username

1. You need Kodinportti's username and password **only** if you wish to use Kodinportti mobile app or log in directly in kodinportaali.fi
2. Go to Kodinportaali settings (under your name) to see your username and email address. You can update the information if necessary. Username cannot be changed.



How to define your Kodinportaali password

1. Go to Kodinportaali login page in <https://kodinportaali.fi>
2. Click "Have you forgotten your password?"
3. Provide your username or email address (both are not necessary) and click Send
4. The system will send a link to your email for changing your password

KODINPORTAALI

Type your username and password to sign in.

Sign in

[Have you forgotten your password?](#)

Request new password

Username or email

Enter your Kodinportaali username or email address

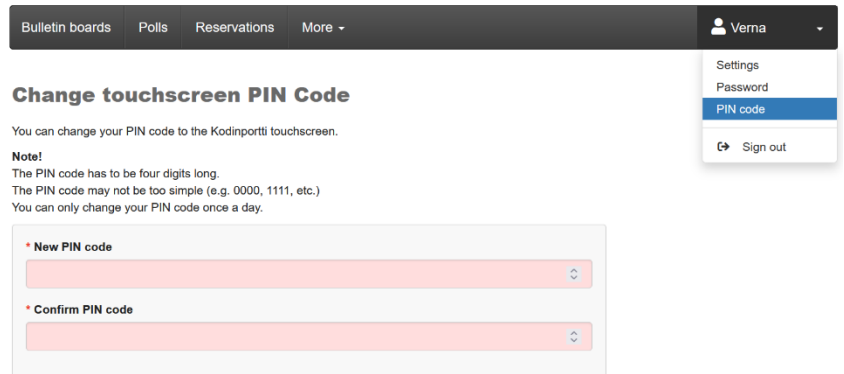
If you do not remember your email or username, please contact your administrative user to reset your password.

Send

Cancel

How to define PIN code for touchscreens

1. If you wish to use Kodinportaali digital touchscreen located in the hallway of your building, you need a PIN code
2. Choose PIN code from the settings under your name
3. Define a 4-digit PIN code and confirm your selection



Kodinportti Mobile Application

1. Kodinportaali can also be used with a mobile app
2. Go to your App Store and search for Kodinportti. The application is provided by DreamIt



Kodinportti Mobile

DreamIt Koti ja sisustus

E Kaikki

 Tämä sovellus on saatavilla kaikille laitteillesi