

Instructions in English for creating a user on SchoolSoft as well as applying for Musiklinjen Kapellsberg - Opera – Preparations to Become a Professional Singer – Audition Course

- 1) Skapa nytt konto

At the top of the link page you will find the text **"Skapa nytt konto"**. This means **"create a new account"**.
- 2) Förnamn *

In the first window you will find the text **"Förnamn"**, which means **"First Name"**. Here you fill in your first name.
- 3) Efternamn *

In the second window you will find the text **"Efternamn"**, which means **"Surname"**. Here you fill in your surname.
- 4) Gatuadress *

In the third window you will find the text **"Gatuadress"**, which means **"Street Address"**. Here you will fill in your street address.
- 5) Postnummer *

In the fourth window you will find the text **"Postnummer"**, which means **"Zip code"**. Here you will fill in your zip code.
- 6) Ort *

In the fifth window you will find the text **"Ort"**, which means **"County"**. Here you enter the name of your county.
- 7) Mobiltelefon

In the sixth window you will find the word **"Mobiltelefon"**, which means **"Mobile phone"**. Here you should fill in your mobile number if you have one.
- 8) Personnummer (ååmmdd-nnnn) *

In the seventh window you will find the word **"Personnummer"**, which means **"Social security number"**. Here you enter your social security number with yy, mm, dd + four x.
Example: 970201-xxxx.
- 9) E-post *

In the eighth window you will find the word **"E-post"**, which means **"Email"**. Here you will fill in your email address.

- 10) **Bekräfta E-post *** In the ninth window you will find the word **"Bekräfta E-post"**, which means **"Confirm Email"**. Please fill in your email address again.
- 11) **Lösenord *** In the tenth window you will find the word **"Lösenord"**, which means **"Password"**. Here you decide and fill in your password.
- 12) **Bekräfta lösenord *** In the eleventh window you will find the word **"Bekräfta lösenord"**, which means **"Confirm password"**. Here you will need to enter your password again.
- 13) **Jag godkänner att mina personuppgifter lagras digitalt ***
Genom att klicka i kryssrutan medger du att SchoolSoft, Folkhögskolornas skoladministrationsprogram lagrar de personuppgifter du registrerar. Läs mer här
- Second at the bottom of the page, you will find a longer text and a box you can check.
- The text in English: I agree that my data is stored digitally. By clicking the check box you allow SchoolSoft, the School Administration Program, to store the data you register.**
- Here you check the box to approve the storage.
- 14) At the bottom of the page you will find the blue button with the text **"Skapa konto"**, which means **"Create account"**. Here you click to complete your account creation.