

Instructions in English for creating a user on SchoolSoft as well as applying for New Education for Contemporary Dance

- 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.