

## 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.