

## Dear parents

All parents to children in the schools of Skanderborg Municipality must have a UNI-Login. UNI-Login is a digital ID, which gives you access to digital platforms used in your child's school.

## When to use your UNI-login?

As a parent to a child in the schools of Skanderborg Municipality, you need UNI-Login to access a number of digital platforms:

- ForældreIntra
  - o The ForældreIntra app
    - In the app you need to use your UNI-Login at your first login. Here you choose a 4-digit code, which will be your pin. Then you will only need your UNI-Login, if you lose the connection to the school in the app.
  - o Via the school's website
    - On the school's website, you will always use your UNI -Login.
- MinUddannelse
  - o On [minuddannelse.dk](http://minuddannelse.dk)
    - Login with your UNI-Login or NemID
  - o From ForældreIntra
    - You can access MinUddannelse directly from ForældreIntra via 'Planer' in the menu (if the school has activated the web service).
- Tabulex SFO (if used in your child's school)
  - o Some schools use Tabulex SFO as arrive-leave-solution in afterschool. At sfoweb.dk you can log in with your UNI-Login, Tabulex Login or NemID.

## How to get your UNI-login?

You must activate your UNI-login yourself. It consists of a username and a password. We will ask you to do this at latest 21.10.2018. Follow the six steps in the attached instruction or watch this video guide: [www.youtube.com/watch?v=rEnws93BvPU](http://www.youtube.com/watch?v=rEnws93BvPU) (the video is kindly made available by Aarhus Municipality).

## If you experience any trouble with UNI-login

If you have trouble with UNI-Login, please contact your child's school.

Remember that you can get a new username or password if you have forgotten it. Follow the same instructions as you followed the first time you activated your UNI Login.

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## How to get your UNI-login?

Remember that you have to use your NemID the first time.

1: Go to the school's webpage and choose ForældreIntra. Choose 'Brug UNI-login'

2: Choose 'Glemst brugernavn eller adgangskode?' in the UNI-login picture.

3; Choose 'Log in with NemID'

4: Log in with your NemID

5: Note your username and enter a new password.

6: Now you have a UNI-login. Next time you access ForældreIntra you can use your given username and the password you have chosen yourself. If you have trouble with UNI-Login, please contact your child's school.