Guide for Skoleplan - login

1) Go to Skoleplan.ranumefterskole.dk

2) Choose: Skoleår **2020/2021**

3) Write your login under **"Brugernavn"**

Login for learners: Student no. (E.g. learner with student no. 12 = 12)

Login for parents: mum: m "Student no", (E.g. m12)

Login for parents: dad: f "Student no", (E.g. f12)

4) Write the password under "**Adgangskode" –** Password is: **Check mail**
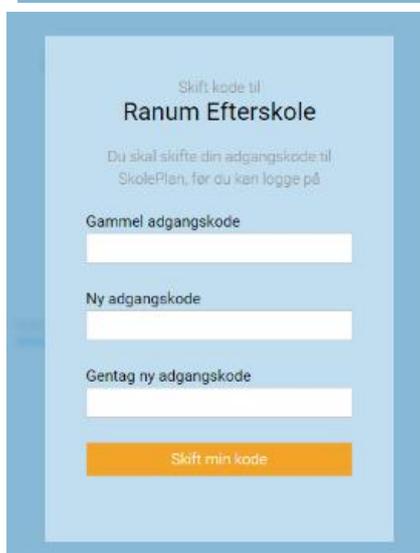
5) Change your password. The first time you login you will be asked to change your password.

Gammel adgangskode → Old password

Ny adgangskode → New password

Gentag ny adgangskode → Repeat new password
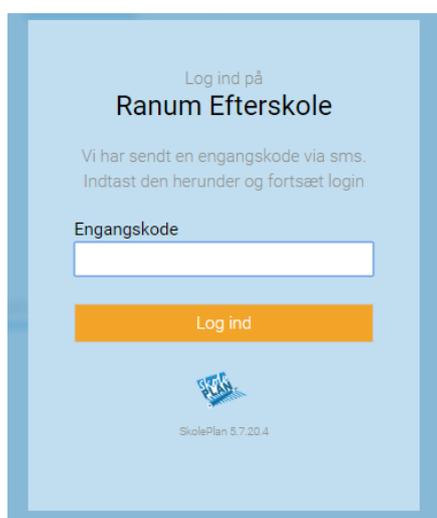
6) You will now receive a onetime code by email or text message – Write it under **"Engangskode"**

If you did not receive a message please contact **nyelev@ranumefterskole.dk**

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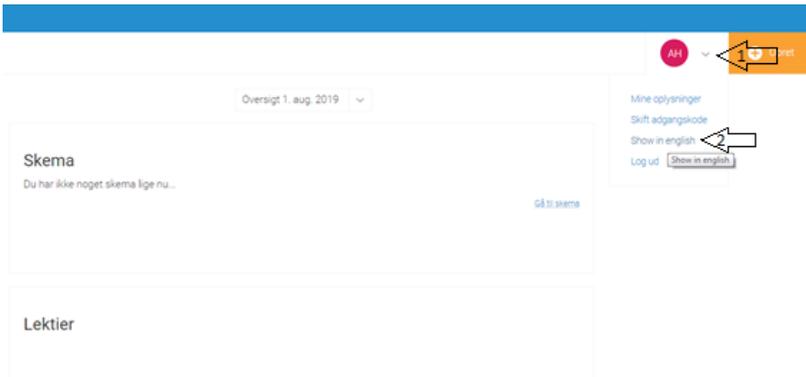
7) To change the language to English press the little V in the top right corner and then choose **"Show in English"**
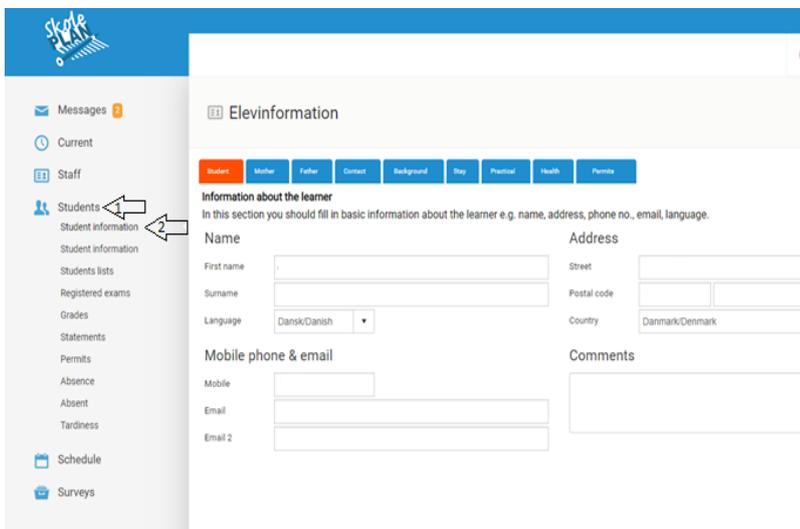
8) Now you have to change the information. Find it under **"Students"** in the menu and then under "Student information"

You need to fill out all boxes under all the tabs and uses the comment sections.

Student, Mother, Father, Contact, Background, Stay, Practical, Health Can be filed out by the student and parents

Permits – can only be filled out by a parents-login
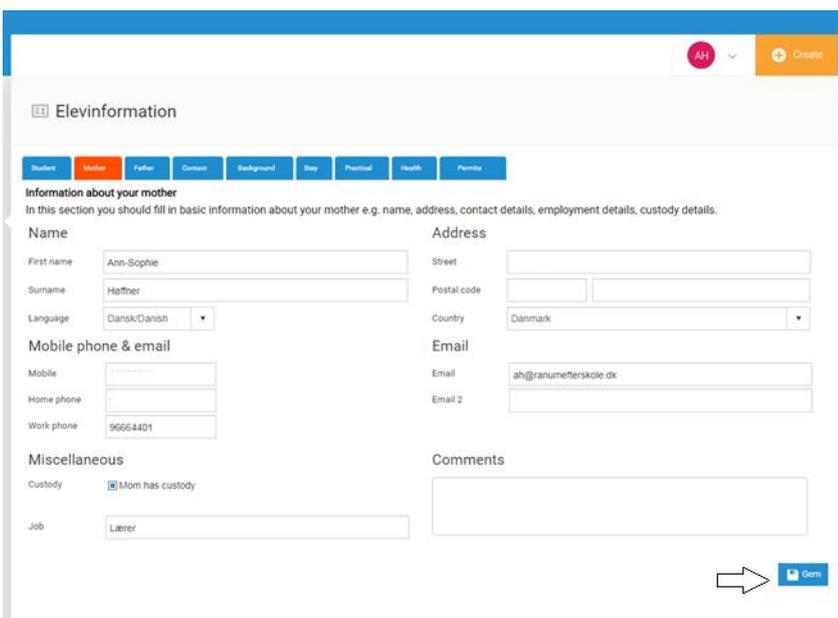
Remember to safe by pressing "GEM" after filling out each tab

When you are done remember to log off under the V symbol in the top-right corner.