

# The first time you log in to Aula

## Forældre (Parents)

### Info

To access Aula you will need to use your UNI login. If you need to see parts of Aula which contain sensitive personal information, you will also need to use NemID, or you can use your mobile phone and a self-selected PIN or fingerprint, which you may be familiar with from your e-Boks or MobilePay. The first time you log in to Aula, you will need to use NemID, and there will be a number of choices you will need to make so that Aula is set up according to your needs or preferences.

1

You log in to Aula via [www.aula.dk](http://www.aula.dk) or on your mobile or tablet via an app that you can download in the App Store or Google Play. Select that you want to log in as "Forældre" (Parents).

2

Sign in with your UNI login. Enter your username and password.

3

The first time you log in, you can also log in with NemID. In future, if you want to send or receive messages in Aula containing personal information, Aula will automatically ask you to log in with NemID.

4

Before you can log in to Aula you must read and accept Aula's privacy policy. Click  'Jeg har læst og accepteret betingelserne for brug af Aula'. (I have read and accept the terms of use for Aula).

5

Then update your contact information. Afterwards, click **Næste** (Next)

6

Now you need to decide on consent. This concerns, for example, whether images of your children may be displayed on Aula. If your child is under the age of 16, provide both your own and your child's consent. You provide consent by selecting 'Alle' ('All') 'Ja' ('Yes') or 'Nej' ('No'). Please be aware that you can provide consent at different levels. For media, including photos, you can choose to only share with the child's class or room, year and after school centre or for the entire institution that your child is a part of. Then click **Næste** (Next)

7

In this last step you will fill out a data record. The data record consists of additional master data and permissions. The information in the data card is personal and can be changed at any time. Then click **Næste** (Next).

You are now logged in to Aula .