

# Welcome as a user of the Family Portal

- the office that never closes!

## **Get Started with the Family Portal**

Use the following address to go to the family portal: <http://familjeportalen.landskrona.se>

Your login information will give you access to your personal user account. *Please, remember that your login information (that you received in a separate document) is a valuable document that should be kept safely and the information should not be shared with unauthorized people.*

## **When You Have Opened Your Account You May**

- easily make changes in your child's schedule under the heading "Schema" (schedule)
- receive information on which children/pupils that go to the same unit as your child and you can also get their phone numbers and addresses under the heading "Placeringslista" (place list).
- give notice of termination of your day care place under the heading "Uppsägning av plats" (notice of termination of place)

## **Under the Heading "Min barnomsorg" (My day care) You May**

- check your bill,
- calculate the day care fee,
- apply for a day care place,
- follow the handling of your application for day care,
- change the information concerning your income.

## **Under the Heading "Mina sidor" (My Pages) You May**

- report your email address under the heading "Ändra kontaktuppgifter" (Change Contact Information)

## **Under the Heading "Min Profil" (My Profile) You May**

- change your password for login into the Family Portal.

## **Moving from Preschool to a Preschool Form with a Place at the Afterschool Recreation Centre**

As a parent you must give notice of termination of your child's day care place and apply for an afterschool recreation place when you make this transfer.

You apply under the heading "Min Barnomsorg-Ansökan" (My Day Care Application).

## **Make Changes or Submit a New Schedule**

To make changes or to submit a new schedule you click on "Schema" (Schedule) and follow the directions. Temporary changes of the schedule and vacation should not be registered in the Family Portal. You inform the staff at the unit the same way as you have done before. People with separate custody for his/her child/children, please remember to making entries in the schedule solely for the weeks the child/children stays/stay with you.

## **Questions?**

If you have any questions concerning the Family Portal, please contact the staff at your child's/children's day care centre/afterschool recreation centre. They will be happy to be of service.

## **More Information**

You can find more information on how to use the Family Portal on the starting page of the Family Portal

**Personal Login Information**

The login information will be handed over to only one of the persons who have custody of the child/children.

*Please, remember that the login information always is personal!*

**Extra Login Information**

Through the starting page of the Family Portal you may apply for additional login information if both persons having custody of the child/children wish to have access to the portal.