

Step by step – Create a user account for Skanska's Workplace Introduction
 Introduction
 Version: 1.1

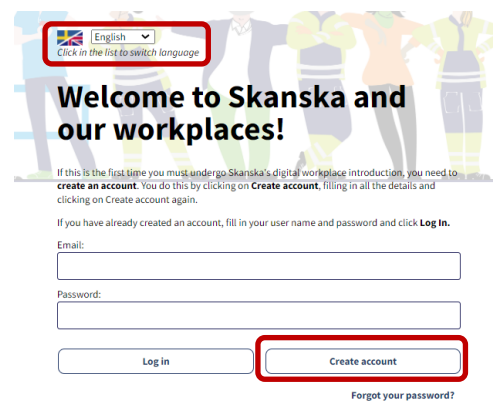
Step by step – Create a user account for Skanska's Workplace Introduction

The first time you complete Skanska's workplace introduction, you must start by creating a user account. The manual contains [Create an account - step by step](#) and [Troubleshooting](#) if you have problems creating the account.

Create an account - step by step

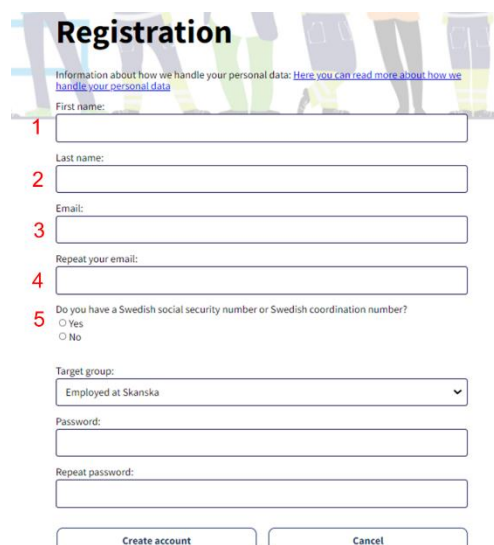
When the web browser opens, you will come to the Workplace Introduction's login page. If you have not created a user account before, click the **Create account** box to create a user account.

If you want to change the language, click on the drop-down menu and select the language you want.



You have now reached the **Registration** page. Fill in the fields:

1. *First name*
2. *Last name*
3. *Email*
4. *Repeat your Email*
5. *5. Check one of the boxes*
 If you have a Swedish social security number or coordination number check YES and proceed to **Step 6**
 If you check NO, proceed to **Step 7**



6. *Social security number or Coordination number*

The format for social security numbers is YYYYMMDD-NNNN and for coordination numbers YYYYMM6D-NNNN.

Proceed to **Step 9**.



Registration

Information about how we handle your personal data: [Here you can read more about how we handle your personal data](#)

First name:

Last name:

Email:

Repeat your email:

Do you have a Swedish social security number or Swedish coordination number?
 Yes
 No

Personnummer eller samordningsnummer/Personal number or Coordination number (YYYYMMDD-NNNN) ?
 6

Target group:
 Employed at Skanska

Password:

Repeat password:

7. *Nationality*

Select your nationality by clicking in the drop-down menu. When you choose nationality, you get an indication of which identity document and in which format it should be stated.

8. *Identity number*

Enter the identity number in the format indicated in the gray text field.



Registration

Information about how we handle your personal data: [Here you can read more about how we handle your personal data](#)

First name:

Last name:

Email:

Repeat your email:

Do you have a Swedish social security number or Swedish coordination number?
 Yes
 No

Nationality:
 7 Danish

Personnummer (CPR-nummer, det centrale personregister) (NNNNNN-NNNN) ?
 8

Target group:
 Employed at Skanska

Password:

Repeat password:

9. *Target group*

Select which target group you belong to by clicking in the drop-down menu under **Target group** and select the target group, eg Employee at Skanska. If you choose Employee at Skanska, proceed to **Step 16**. If you choose one of the other options, continue with **Step10**.

Registration

Information about how we handle your personal data: [Here you can read more about how we handle your personal data](#)

First name:

Last name:

Email:

Repeat your email:

Do you have a Swedish social security number or Swedish coordination number?
 Yes
 No

Nationality:

Personnummer (CPR-nummer, det centrale personregister) (NNNNNN-NNNN)

Target group:

9 **9** Välj målgrupp

10 **10** Employer:

11 **11** Organisation number:

12 **12** Immediate supervisor:

13 **13** Phone number immediate supervisor:

14 **14** Emergency contact:

15 **15** Phone number emergency contact:

14 **14** Emergency contact:

15 **15** Phone number emergency contact:

Password:

Repeat password:

10. *Employer*

Enter your employer.

11. *Corporate identity number*

Enter your employer's corporate identity number.

You can find it on your ID06 card.

12. *Immediate supervisor*

Enter your supervisor's first and last name.

13. *Phone number immediate supervisor*

Enter your supervisor's phone number

14. *Emergency contact*

Enter the person (s) you want us to contact in case of an emergency.

15. *Phone number Emergency contact*

16. Password

Now you need to create your password. The password must contain at least 8 characters.

16 Password:

17 Repeat password:

17. Repeat password

Repeat the same password that you entered in step 16

When you have filled in all the fields, click the box **Create account**.

Tip! Remember the Email address and password you provided. You will need this information in the future to be able to log in to the workplace introduction.

If you have forgotten your password, you can reset it yourself. How to do this can be found in the section **Trouble shooting**.

Troubleshooting

I get the error message “Registration failed, the email address is already registererd”, what do I do wrong?

First and foremost, make sure the email address is spelled correctly. If it is spelled correctly, you probably already have a user account. Return to the login page by clicking the box **Cancel**.

Password:

Repeat password:

Registration failed, the email is already registered.

Then click on the link **Forgot your password?** Enter the email address you provided when you tried to create the user account and click the box **Send**.

Welcome to Skanska and our workplaces!

If this is the first time you must undergo Skanska's digital workplace introduction, you need to **create an account**. You do this by clicking on **Create account**, filling in all the details and clicking on Create account again.

If you have already created an account, fill in your user name and password and click **Log in**.

Email:

Password:

Forgotten password

Enter your email to reset your password.

Email:

If you already have a user account, you will receive an email sent to your inbox. Follow the instructions to reset your password. You can now log in directly to the workplace introduction with your e-mail address and the new password you have created.

If you have not received an e-mail sent with recovery instructions or still can't log in despite the password being changed, contact Skanska's Helpdesk, telephone number +46 77-125 00 25.

When I click on the register box, one or more fields are marked in red and I can't move on, what am I doing wrong?

All fields must be filled in. Check that the fields marked in red are filled in correctly. At the bottom of the form you will also get an **indication in red text** of what is incorrect. For example, that the e-mail addresses do not match or that you missed some mandatory information.

Target group:

Password:

Repeat password:

First name field is required.
Last name field is required.
The identity number is not filled in correctly. You must enter your identity number according to the format indicated in gray text in the text box.
The email address is not valid.
Choose a target group from the list.
The employer field is required.
The organisation number field is required.
The immediate supervisor field is required.
Phone number immediate supervisor field is required.
The password has to be at least 6 characters long.

Create account

Cancel