

Step by step – Create a user account for Skanska's Workplace
Introduction
Version: 1.2

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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**.

English
Click in the list to switch language

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 (YYYYMMNN-NNNN):
?
6 YYYYMMNN-NNNN

Target group:

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.

English
Click in the list to switch language

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:

Powszechny elektroniczny system ewidencji ludności (YYNDDNNNNN):
?
8 YYNDDNNNNN

Target group:

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**.

10. *Employer*
 Enter your employer – Company name.
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.
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**.

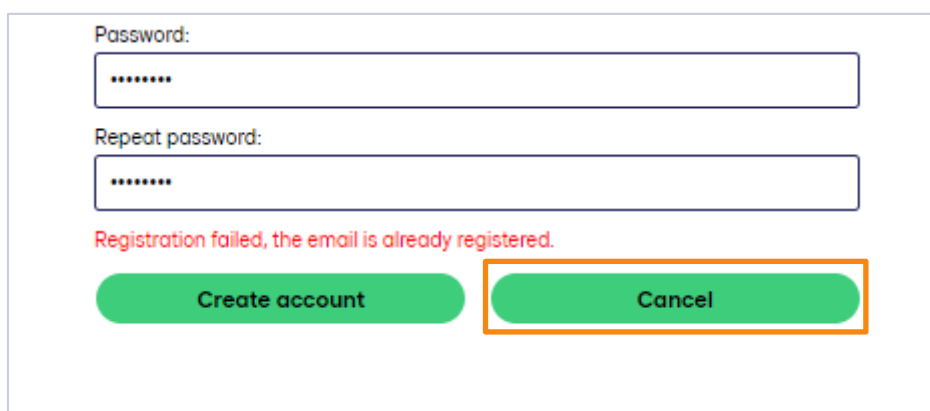
Tip! Remember the Email address and password you provided. You will need this information in the future to be able to log in to the workplace introduction.

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

Trouble shooting

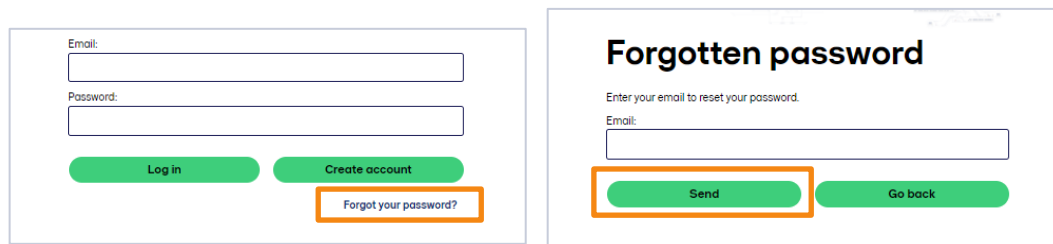
I get the error message “Registration failed, the email address is already registererd”, what do I do wrong?

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**.



The screenshot shows a registration form with two input fields: "Password:" and "Repeat password:", both containing six asterisks. Below the fields is a red error message: "Registration failed, the email is already registered." At the bottom, there are two green buttons: "Create account" and "Cancel". The "Cancel" button is highlighted with an orange border.

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**.



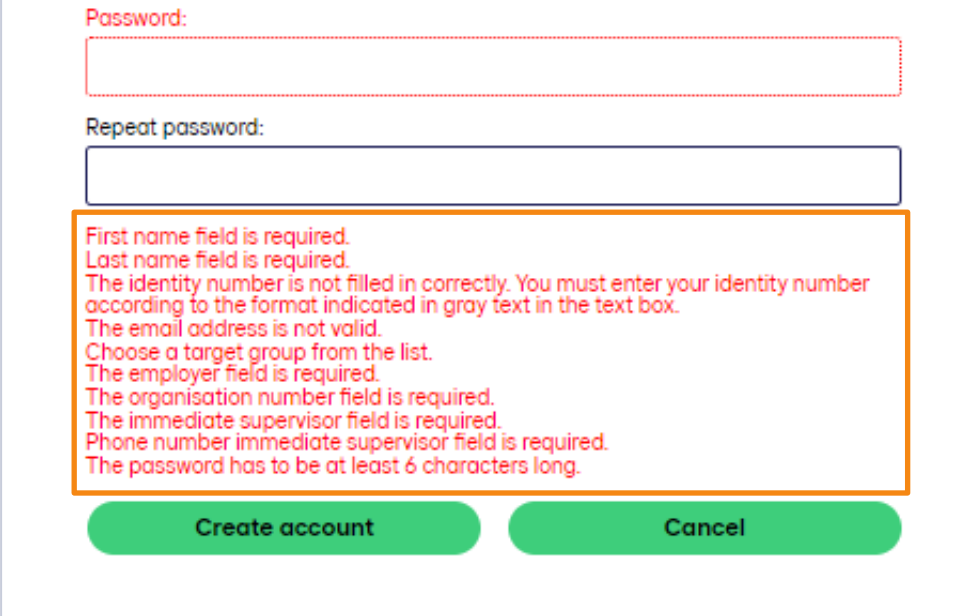
The first screenshot shows a login page with "Email:" and "Password:" input fields. Below the fields are three green buttons: "Log in", "Create account", and "Forgot your password?". The "Forgot your password?" button is highlighted with an orange border. The second screenshot shows the "Forgotten password" page with the heading "Forgotten password" and the instruction "Enter your email to reset your password." Below this is an "Email:" input field and two green buttons: "Send" and "Go back". The "Send" button is highlighted with an orange border.

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.



The screenshot shows a registration form with two input fields: "Password:" and "Repeat password:". The "Password:" field has a red dotted border, indicating it is required. Below the fields is a list of error messages in red text, enclosed in an orange box:

- 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.

At the bottom of the form are two green buttons: "Create account" and "Cancel".