

Hello parents

This is how you can get started with Aula!



Aula as a communication platform

Aula is your point of access to the digital communications with the daycare institution, school, KKFO and club.

We communicate about the essentials in Aula

In Aula, you will have a combined overview of what is important to know about your child's everyday life in the daycare institution, school, KKFO and/or the club.

You will receive messages, posts, etc. and in komme/gå ("arriving/leaving") you can also write who will pick up the child, register fixed agreements, etc.

We want Aula to be used to communicate as briefly and precisely as possible about the essentials so that the pedagogical staff can focus on working with the children.

As parents, you have an independent responsibility for what you write and send out on Aula. Remember to protect each other's personal information.

The daycare institution, school, KKFO and/or the club are not responsible for communications between parents.

We encourage everyone using the platform to communicate in a proper and respectful manner. Our goal is for all parents in Copenhagen to be able to - and to want to - use Aula.

Please be aware that...

... Aula can be configured differently, so for example, komme/gå ("arriving/leaving") may look different from how it is shown in these instructions

... Aula is being further developed with upgrades on an ongoing basis which add minor improvements and new functions.

Send and receive messages with sensitive information

In Aula, we store information about your child in a safe manner and therefore you need to log in with your MitID so that you can send and receive messages with sensitive or confidential personal data.

If you send a message with sensitive or confidential personal data, you need to mark it as **Følsom** ("Sensitive") so that it will be processed correctly.

Sensitive and confidential information includes, for example, information such as:

- Civil registration numbers
- Private circumstances
- Health information
- Religious beliefs
- Racial and ethnic origins.

Pictures in Aula

The daycare institution, school, KKFO and club can use pictures and other media as part of the pedagogical work. This means that pictures and other media concerning your child may be shared in Aula. As a parent, you are only allowed to download images from Aula for personal use.

Contact your child's daycare institution, school, KKFO or club if you have questions about the use of pictures or want to have a picture of your child removed.

Aula log in

Access Aula via an app



1. Download the **Aula til forældre og elever** ("Aula for parents and students") app.
2. Open the app and select **Forælder** ("Parent")
3. Select **MitID**
4. Log in with your **MitID**
5. Select **Forælder eller kontaktperson** ("Parent or contact person").

Access Aula via a browser



1. Go to **www.aula.dk**
2. Select **MitID** under Unilogin
3. Select **MitID** in the login selector
4. Log in with your **MitID**.

Setting up a contact person or alias for your child

At www.kk.dk/aula you can read more about how you can set up a contact person for your child in Aula.

You can also create an alias for you or your child if you have name/address protection.

The first time you log on to Aula

- **Read and accept Aula's terms and conditions for data access**

Read them and click on "Jeg giver app'en lov til at tilgå mine data i Aula" ("I hereby allow this app to access my data in Aula").

- **Create a 6-figure pin code**

Enter a code that you can use for quick logins.

- **Choose notifications**

Select whether you want notifications via "Mobil" ("Mobile phone") or "e-mail". You can change and adjust the notification settings at any time by going to your profile.

- **Log in with finger prints or facial recognition**

Select if you want to use finger prints or facial recognition to log in to Aula from now on.

- **Decide on the sharing of information**

Choose whether your child's/children's contact details may be shared with other parents and children in Aula by answering "Ja" ("Yes") or "Nej" ("No") under your profile. If you have multiple children, you will have to answer for each one. You can always change your consent.

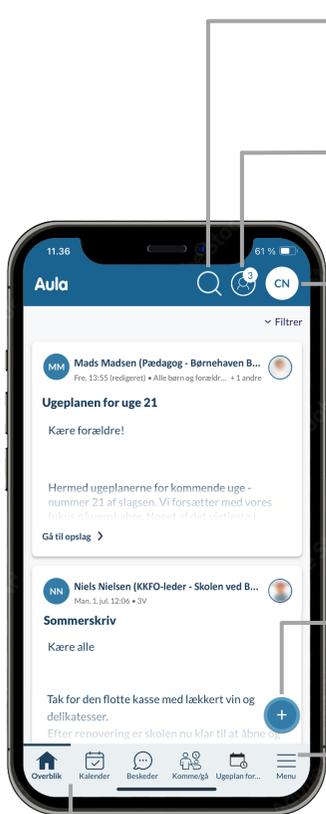
- **Update your contact details**

Check and, if relevant, update your contact details under your profile.

- **Fill out basic data ('stamkort')**

You can find the basic data section ('stamkort') under your profile. The information in the basic data sheet is personal and can be changed at any time.

Functions in the Aula app



Søg ("Search")

Here you can search for content across Aula.

Barn/Børn ("Child/Children")

Click to unfold this and, if relevant, select which child you want to see the contents for.

Profil ("Profile")

Here you can find contact details, basic data and consents and you can also adjust the bottom menu and configure notifications.

Opret ("Create")

Here you can create posts, events, messages or albums in the gallery.

Menu/Widgets

Here you can unfold the menu and see all of Aula's modules and widgets which allows you to access content from other platforms.

Bundmenu ("Bottom menu")

You can configure which modules and widgets you want to see shown in the bottom menu. You can do this by long pressing the bottom menu or by going to: Profil > Indstillinger > Tilpas bundmenu ("Profile > Settings > Configure bottom menu").

Functions in komme/gå ("arriving/leaving")



Dagens overblik ("Overview for the day")

Here you can see your child's status such as, for example, holidays/time off and the check in/out information.

Fravær ("Absence")

Here you can report your child as being sick, specify holidays/time off and respond to holiday requests.

More options:

Tider ("Times")

Here you can register times for your child and specify who your child will be picked up by, for example, a grandparent. You can also add a remark for the day. If you have multiple children their names will appear here.

Henteansvarlige ("Responsible for pick up")

Here you can specify which persons can pick up your child, for example, a grandparent.

Åbningstider og lukkedage ("Open hours and days off")

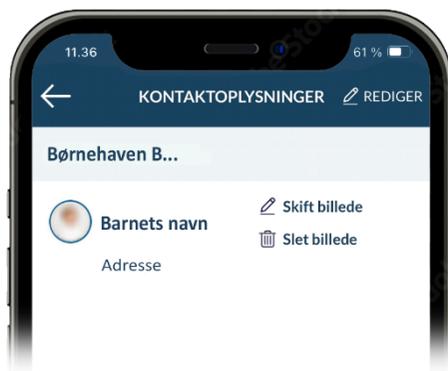
Here you can see the open hours for your child's daycare institution, KKFO (the City of Copenhagen's after-school

The **komme/gå** ("arriving/leaving") section may look different than shown here as your child's daycare institution may have set up Aula in a different way.

Add a profile picture for your child

You should ideally select a profile picture which clearly shows what your child looks like so that employees and other children can more easily find your child on, for example, the check in screen

1. Click on your **Profil** ("Profile")
2. Select **Kontaktoplysninger** ("Contact Details")
3. Select **Skift billede** ("Change picture") next to your child's name.
4. Select a picture and press **Gem** ("Save") to save your changes.



Need help with Aula?

Contact your child's daycare institution, school, KKFO or club if you need help with Aula.