

## How to access ParentIntra

Parents on Skt. Josef's School either has a regular username or an old Unilogin. A regular username typically consists of only letters or a phone number. An old Unilogin username contains of both numbers and letters.

***IF you have a regular username or if you are in doubt of which username you have, please follow this guide:***

- 1) Go to the school's website [www.sktjosef.com](http://www.sktjosef.com)
- 2) Choose *Parentintra*
- 3) Choose *Brug Unilogin*
- 4) Choose *Jeg kender ikke mit brugernavn* (I do not know my username)
- 5) Choose Brug NemID
- 6) Log on with your NemID
- 7) You will receive your Unilogin username
- 8) You will receive your password, which you can choose to change

You are now able to access Parentintra with your new Unilogin.

***If you already have a Unilogin username, please follow this guide:***

- 1) Go to the school's website [www.sktjosef.com](http://www.sktjosef.com)
- 2) Choose *Parentintra*
- 3) Choose *Brug Unilogin*
- 4) Enter your Unilogin username (eg. Jan234j) and choose *næste* (next)
- 5) Choose *skift adgangskode* (change password)
- 6) Enter your new password and click on *gem* (save)

You have now changed to your new Unilogin.

If you forget your password, you can click on *Få en ny adgangskode*, when you log on Parentintra.