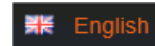


---

## 2. SSG – Employee registration

---

Press this button to change the language into English.



---

Press [log in](#).



---

Choose [Manage competences and users](#) to continue to the login page.






### Manage competences and users

Here you can manage users, assign courses and register competences.

---

State user name and password to log in.  
If it is the first time, you will receive an email with your user name and password.

---

	<input type="text" value="xxxxxxxxxx"/>
	<input type="password" value="....."/> 
<input type="button" value="Logga in"/>	

---

---

## Set up of a department

*If you do not want to set up departments, this part may be skipped*

---

Click [Manage organisation details](#).



### Manage organisation details

Manage your organisation details here

---

Click [Departments](#) to set up a department.

Organisation details   Users   Agreements   **Departments**

---

Click [Add department](#).

Add department

---

Write the name of the department in the field [Name](#) with the red star.

Name \*

---

Let the tick be in [Delivery details](#), if the department has the same address as the address registered of the company.

### Delivery details

Inherit delivery address from parent

---

Click [Save](#) to save the department. Repeat the process until all departments have been set up.

Save

---

---

## Add a new employee

---

Click [Manage Users](#).



Manage users

Register and manage your users here

---

Press the green button [Add User](#).



---

On the next page, pls. choose relevant access for the employee. It is possible to choose more access, but for most employees, [Attend Courses](#) will do.

**Attend courses:** Choose Yes if the employee who is being registered should attend a course.

**Administer:** Choose Yes if the employee who is being registered should be able to register and delete other employees, assign courses etc.

**Access Controller:** Choose this option if the employee being registered should have access to see and approve when other employees have conducted the course.

---

The subsequent page concerns CPR no. Click the ↓ symbol and choose [Other](#).

Instead of stating the complete CPR no, you may choose to state the first 6 digits of the CPR no. + the 2 first letters of your first name and last name, for example 010590DENG.

Social security number

YYMMDD-)

- Sweden
- Norway
- Finland
- Other

Cancel

---

Press [Validate](#).



---

On the subsequent page, you should fill in all fields with a red star. Under [Manager](#), pls. choose the superior of the employee or the person responsible for administrating SSG.

Manager \*

Select manager

---

Click [Next step](#) when all fields have been completed.

[Next step >](#)

---

On the next page, pls. choose a picture for the safety card. A clear picture of the face without headgear – preferably on a light background. If the conditions mentioned are not fulfilled, the card will not be printed.

---

When you have chosen a picture, a head-shaped square in the frame of the picture appears and you can navigate it. The transparent head of the frame should fit into the head of the picture of the employee chosen. Click [Save](#) when it fits.

Hereafter, the print of the card with the picture appears. If this is not satisfactory, pls. choose [Remove photo](#) and you can try again.

---

Press [Create user](#) when it is satisfactory. At the same time you order the card.

---

On the next page, you can sign up the employee for the courses by choosing [Assign course](#).

 Assign course

---

On the next page, click [All plants](#).

All plants ▾

State [Ekokem](#) and choose Ekokem A/S.

ekokem

Trainings required for plant

**Ekokem A/S**

Ekokem AB Anlægning

---

In the window below, you will find 2 courses.

[SSG Entre Grundkursus – For arbejde i den danske industri:](#)

The course is mandatory to work with Ekokem – all sites in Danmark.

[SSG Entre Ekokem Nyborg:](#)

The course is mandatory to work with Ekokem in Nyborg.

---

Click [Add training](#) for the courses relevant for the employee to conduct.

[Add training](#)

---

Press [Next step](#).

[Next step >](#)

---

---

Tick next to the employee who should conduct the courses and click [Next step](#).

Select...



[Next step >](#)

---

Choose delivery address.

---

Pls. accept the conditions.

I accept the above conditions

---

Press [Confirm](#).

After a few minutes, the employee will receive an email with a link to the courses.

[Confirm >](#)

---

When the employees have conducted the course, the person who has registered the user will receive a notification email.  
Hereafter, the employee has an approval valid for 3 years.