

About E-tjänsten for Circle Leaders

When you receive access to E-tjänsten, you will receive an email with login details including the following link: www.gustav.folkuniversitetet.se. When a decision to start a study circles has been taken, you will receive another email including the link to E-tjänsten.

- Log in with your personal number (12 digits) and password (which you should have received in an earlier email). You can reset your password on the homepage.
- Once logged in, you will be able to see all of your study circles that have been started i.e. those study circles that have a leader and have received the minimum amount of participants required. Future study circles that do not meet the aforementioned criteria cannot be viewed.

N.B. E-tjänsten is designed for both our scheduled courses, which participants pay a course fee for, as well as study circles (Studieservice) which are free of charge.

Below, you will find some short clips (max 2 minutes) explaining how to use the E-tjänst.

The E-service – on a computer

- Welcome to the E-service <https://vimeo.com/617013067>
- Register presence <https://vimeo.com/617683743>
- Report cultural activities <https://vimeo.com/619854116>
- Sign activities <https://vimeo.com/619854505>
- Change the information about a session <https://vimeo.com/625496280>
- Add session <https://vimeo.com/625501573>
- Manage participants <https://vimeo.com/625505512>
- Stand-in leader <https://vimeo.com/625510026>
- Send messages <https://vimeo.com/625513371>

The E-service – on a mobile phone

- Welcome to the E-service <https://vimeo.com/619854850>
- Register presence <https://vimeo.com/619854946>
- Report cultural activities <https://vimeo.com/619855046>
- Sign activities <https://vimeo.com/625377982>
- Change the information about a session <https://vimeo.com/625537102>
- Add session <https://vimeo.com/625548273>
- Manage participants <https://vimeo.com/625551776>
- Stand-in leader <https://vimeo.com/625554911>
- Send messages <https://vimeo.com/625557687>