



## **Introduction to My pages**

This manual gives an introduction to My pages.

Reviewed: 2013-08-09

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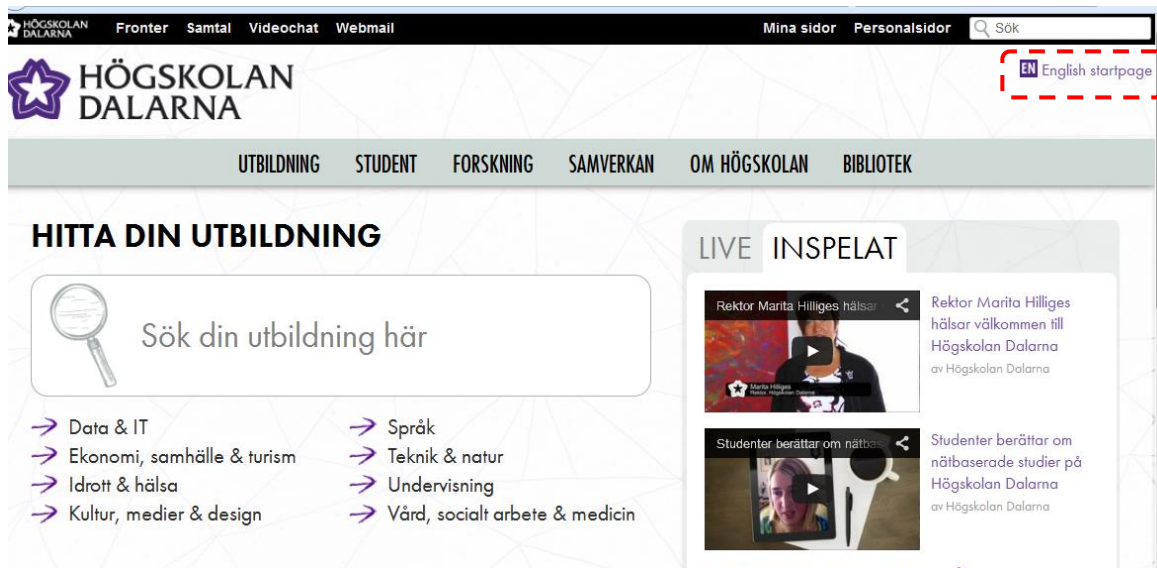


### *How do I use the tool My pages?*

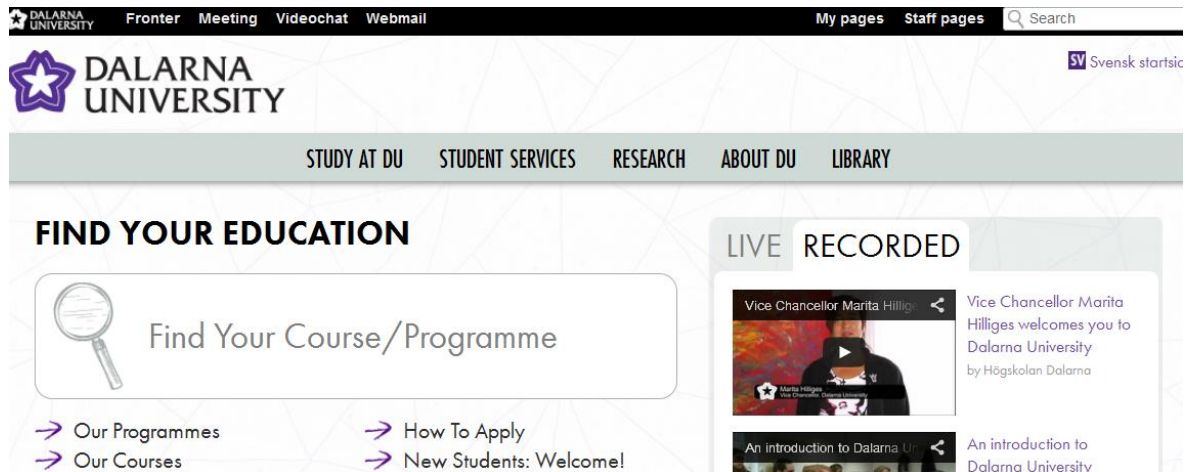


My pages is a useful tool for you as a student. Here you can find information about and perform services related to your studies. You can also administer your user account and your address. You'll also find a marketplace for buying and selling.

First, go to the webpage of Högskolan Dalarna, [www.du.se](http://www.du.se). You can choose english version by clicking on the link **English Startpage**.

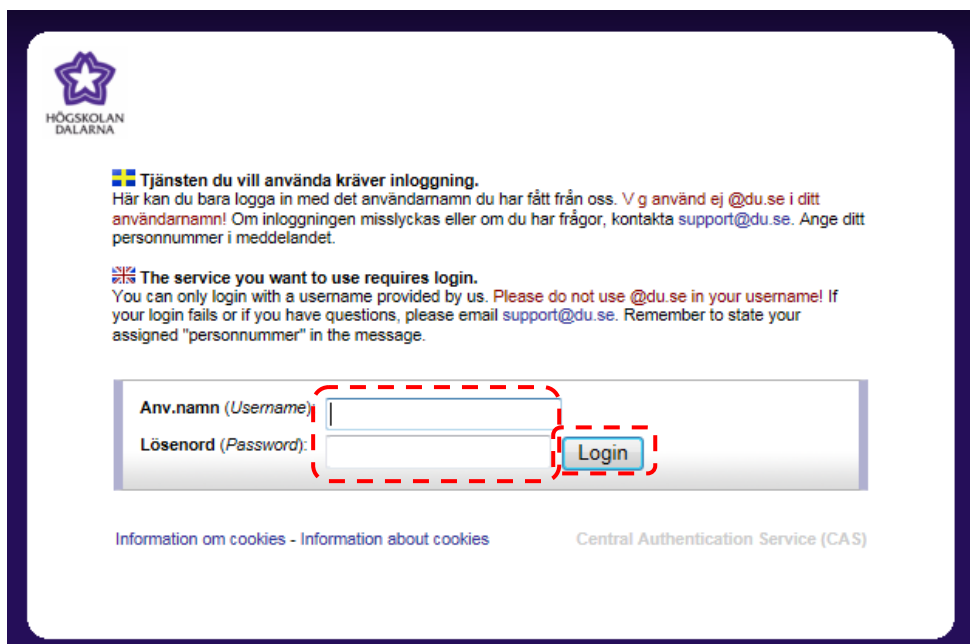


The screenshot shows the Högskolan Dalarna website interface. At the top, there is a navigation bar with links for 'Fronter', 'Samtal', 'Videochat', and 'Webmail'. A search bar is located on the right side of the top bar. Below the navigation bar, the Högskolan Dalarna logo is displayed on the left, and a red dashed box highlights a link labeled 'EN English startpage'. The main content area features a navigation menu with categories: 'UTBILDNING', 'STUDENT', 'FORSKNING', 'SAMVERKAN', 'OM HÖGSKOLAN', and 'BIBLIOTEK'. Below this menu, there is a section titled 'HITTA DIN UTBILDNING' with a search box containing the text 'Sök din utbildning här'. To the right of the search box, there are two columns of links: 'Data & IT', 'Ekonomi, samhälle & turism', 'Idrott & hälsa', and 'Kultur, medier & design' in the first column; and 'Språk', 'Teknik & natur', 'Undervisning', and 'Vård, socialt arbete & medicin' in the second column. On the right side of the page, there is a 'LIVE INSPELAT' section with two video thumbnails. The first video is titled 'Rektor Marita Hilliges hälsar' and the second is 'Studenter berättar om nätbaserade studier på Högskolan Dalarna'.



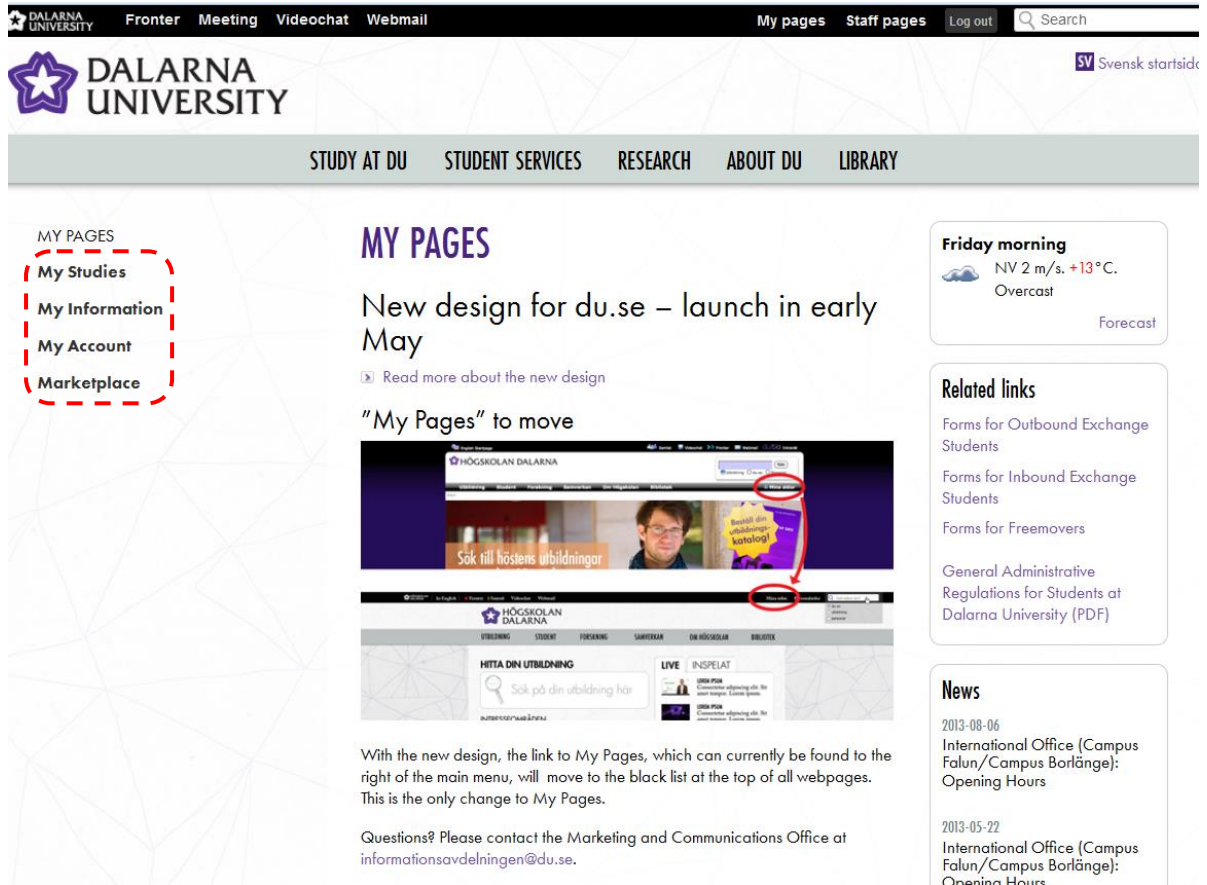
The screenshot shows the Dalarna University website homepage. At the top, there is a navigation bar with links for 'Frontier', 'Meeting', 'Videochat', and 'Webmail'. On the right, there are links for 'My pages' and 'Staff pages', and a search bar. The main header features the Dalarna University logo and the text 'DALARNA UNIVERSITY'. Below this is a secondary navigation bar with links for 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. The main content area is divided into two sections. On the left, there is a 'FIND YOUR EDUCATION' section with a search bar labeled 'Find Your Course/Programme' and four arrows pointing to 'Our Programmes', 'Our Courses', 'How To Apply', and 'New Students: Welcome!'. On the right, there is a 'LIVE RECORDED' section featuring two video thumbnails. The first video is titled 'Vice Chancellor Marita Hilliges welcomes you to Dalarna University by Högskolan Dalarna' and the second is 'An introduction to Dalarna University'.

You must log in to get to My pages, do it by using your username and password you have been given here at Högskolan Dalarna. Then click on **Login**.



The screenshot shows the login page on the Dalarna University website. At the top left, there is the Dalarna University logo. Below the logo, there is a message in Swedish: 'Tjänsten du vill använda kräver inloggning. Här kan du bara logga in med det användarnamn du har fått från oss. V g använd ej @du.se i ditt användarnamn! Om inloggningen misslyckas eller om du har frågor, kontakta support@du.se. Ange ditt personnummer i meddelandet.' Below this, there is a message in English: 'The service you want to use requires login. You can only login with a username provided by us. Please do not use @du.se in your username! If your login fails or if you have questions, please email support@du.se. Remember to state your assigned "personnummer" in the message.' At the bottom, there is a login form with two input fields: 'Anv.namn (Username):' and 'Lösenord (Password):'. A 'Login' button is located to the right of the password field. The entire login form is enclosed in a red dashed box. At the bottom of the page, there are links for 'Information om cookies - Information about cookies' and 'Central Authentication Service (CAS)'.

You have now entered My pages. To the left you can see a menu with links to **My Studies**, **My Information**, **My Account** and **Marketplace**.



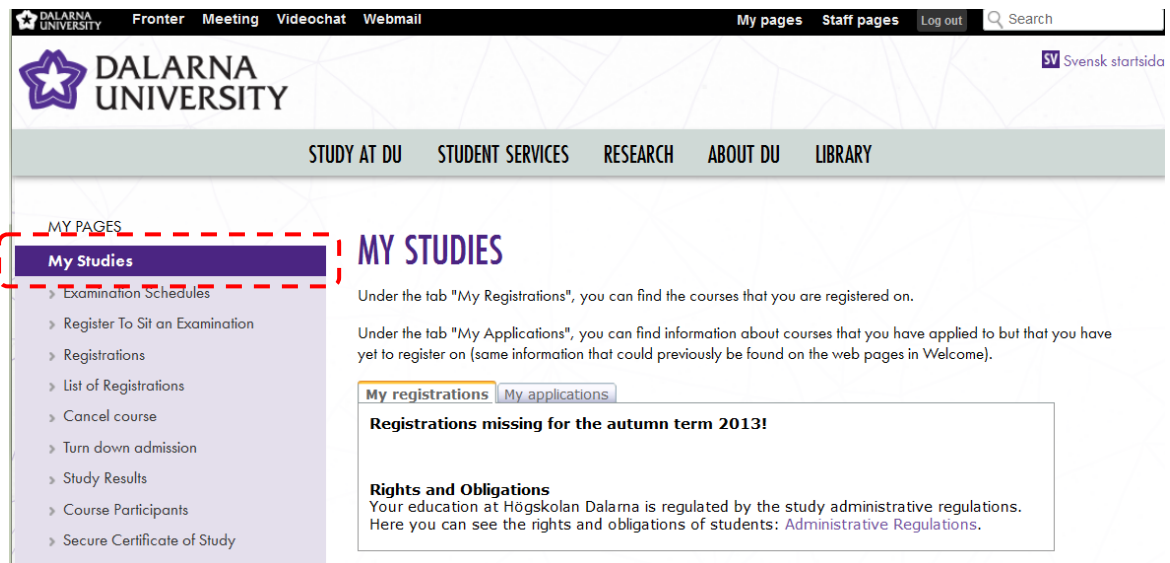
The screenshot shows the Dalarna University website interface. At the top, there is a navigation bar with links for 'Frontier', 'Meeting', 'Videochat', 'Webmail', 'My pages', 'Staff pages', 'Log out', and a search box. Below this is the Dalarna University logo and a 'Svensk startside' link. A secondary navigation bar contains 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. On the left, a 'MY PAGES' menu is highlighted with a red dashed box, containing links for 'My Studies', 'My Information', 'My Account', and 'Marketplace'. The main content area features a 'MY PAGES' section with the headline 'New design for du.se – launch in early May' and a sub-headline '“My Pages” to move'. Below the text are two screenshots of the website showing the 'My Pages' link moving from the top right navigation bar to a black list at the top of the webpages. To the right of the main content, there are three sidebars: 'Friday morning' with weather information (NV 2 m/s, +13°C, Overcast, Forecast), 'Related links' with a list of administrative links, and 'News' with two recent news items dated 2013-08-06 and 2013-05-22.



## What do I find under the link My Studies?



Click on **My Studies**. Here you will find several tools, you can for example apply for examination, make course registrations and see your study results.



The screenshot shows the Dalarna University website interface. At the top, there is a navigation bar with links for 'Frontier', 'Meeting', 'Videochat', and 'Webmail'. On the right side of the top bar, there are links for 'My pages', 'Staff pages', 'Log out', and a search box. The main header features the Dalarna University logo and name, along with a 'Svensk startsida' link. Below the header is a secondary navigation bar with links for 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. The main content area is divided into two sections. On the left, under the heading 'MY PAGES', there is a list of links, with 'My Studies' highlighted in a purple box and enclosed in a red dashed border. The 'My Studies' section on the right contains the following text: 'Under the tab "My Registrations", you can find the courses that you are registered on.' and 'Under the tab "My Applications", you can find information about courses that you have applied to but that you have yet to register on (some information that could previously be found on the web pages in Welcome)'. Below this text are two tabs: 'My registrations' (selected) and 'My applications'. A prominent message reads: 'Registrations missing for the autumn term 2013!'. Underneath, there is a section titled 'Rights and Obligations' with the text: 'Your education at Högskolan Dalarna is regulated by the study administrative regulations. Here you can see the rights and obligations of students: Administrative Regulations.'

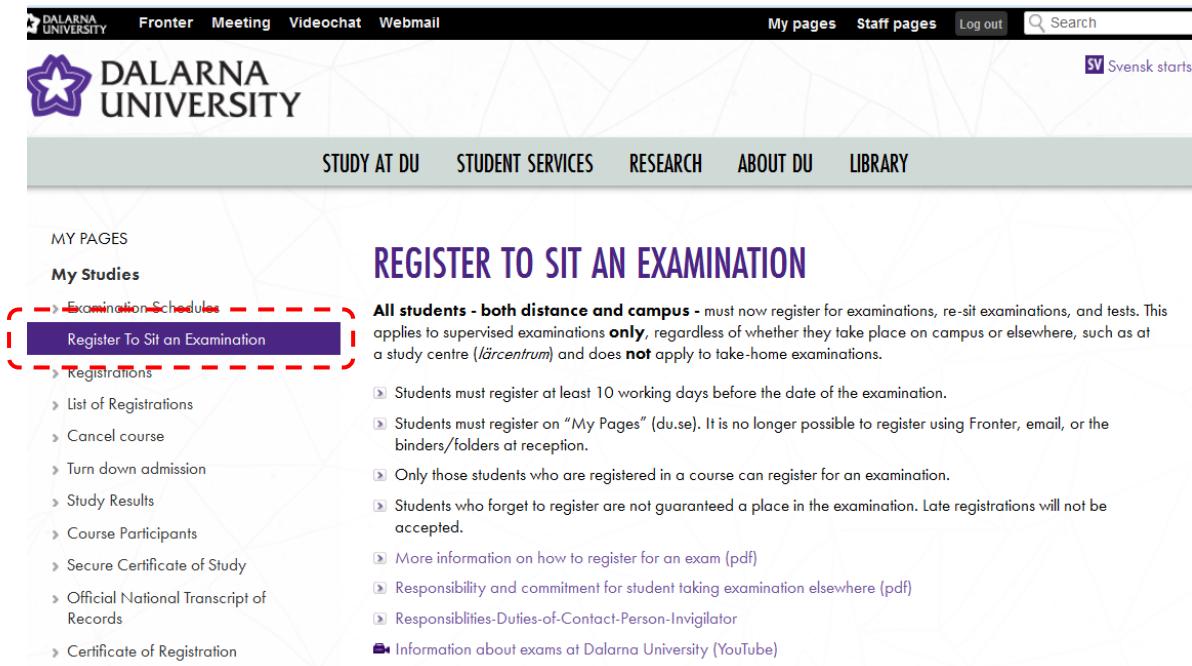


## How do I register to sit an examination?



When you will apply for an examination, re-sit examination or test, you must register here on My pages. That applies regardless of whether your exam is on campus or if it will take place on a Local Study Center elsewhere.

First, click the link **My Studies**, then click **Register to sit an examination**.



DALARNA UNIVERSITY Fronter Meeting Videochat Webmail My pages Staff pages Log out Search

DALARNA UNIVERSITY SV Svensk startsi

STUDY AT DU STUDENT SERVICES RESEARCH ABOUT DU LIBRARY

MY PAGES

**My Studies**

- Examination Schedules
- Register To Sit an Examination**
- Registrations
  - List of Registrations
  - Cancel course
  - Turn down admission
  - Study Results
  - Course Participants
  - Secure Certificate of Study
  - Official National Transcript of Records
  - Certificate of Registration

## REGISTER TO SIT AN EXAMINATION

**All students - both distance and campus** - must now register for examinations, re-sit examinations, and tests. This applies to supervised examinations **only**, regardless of whether they take place on campus or elsewhere, such as at a study centre (*lärcentrum*) and does **not** apply to take-home examinations.

- Students must register at least 10 working days before the date of the examination.
- Students must register on "My Pages" (du.se). It is no longer possible to register using Fronter, email, or the binders/folders at reception.
- Only those students who are registered in a course can register for an examination.
- Students who forget to register are not guaranteed a place in the examination. Late registrations will not be accepted.
- More information on how to register for an exam (pdf)
- Responsibility and commitment for student taking examination elsewhere (pdf)
- Responsibilities-Duties-of-Contact-Person-Invigilator
- Information about exams at Dalarna University (YouTube)



## How do I register for a course?



When you have a course to register for, a reminder will be shown the first page when you have logged in to My Pages. You can click on the link **Register** to come direct to the registration form.

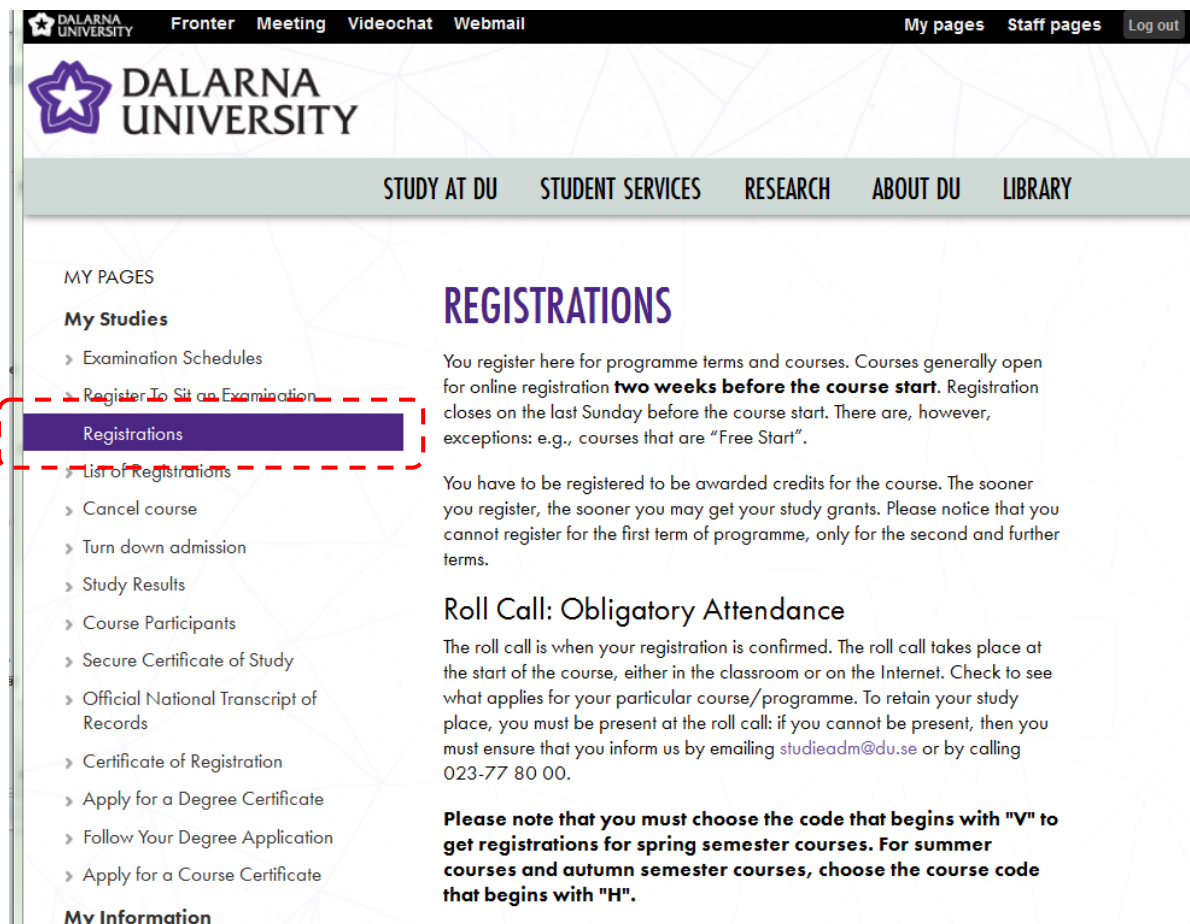


The screenshot shows the Dalarna University website interface. At the top, there is a navigation bar with links for 'Frontier', 'Meeting', 'Videochat', and 'Webmail'. Below this is the 'DALARNA UNIVERSITY' logo and a search bar. A secondary navigation bar contains 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. The main content area is titled 'MY PAGES' and features a news item: 'New design for du.se – launch in early May'. Below this, there is a section titled '"My Pages" to move' which includes a video player and a 'Register' button highlighted with a red box. To the right of the main content, there is a weather forecast for Friday noon and a red 'Reminder!' notification box that says 'There is some courses/programmes available for you to register to!' with a 'Register' button. Below the reminder, there are links for 'Forms for Inbound Exchange Students', 'Forms for Freemovers', and 'General Administrative Regulations for Students at Dalarna University (PDF)'. At the bottom right, there is a 'News' section with the date '2013-08-06' and the text 'International Office (Campus Falun/Campus Borlänge):'.



You can also navigate via the meny at the left side of the page, first click on the link **My Studies** then click on **Registrations**. The course is open for registration two weeks prior to course start and closes the Sunday before the start week.

The next step is to choose the right term. If you have any available programmes or courses to register for, they will be listed here. Mark the courses you want to register for and click on **Register**.



MY PAGES

**My Studies**

- Examination Schedules
- Register To Sit an Examination
- Registrations**
- List of Registrations
- Cancel course
- Turn down admission
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- Course Participants
- Secure Certificate of Study
- Official National Transcript of Records
- Certificate of Registration
- Apply for a Degree Certificate
- Follow Your Degree Application
- Apply for a Course Certificate

**My Information**

## REGISTRATIONS

You register here for programme terms and courses. Courses generally open for online registration **two weeks before the course start**. Registration closes on the last Sunday before the course start. There are, however, exceptions: e.g., courses that are "Free Start".

You have to be registered to be awarded credits for the course. The sooner you register, the sooner you may get your study grants. Please notice that you cannot register for the first term of programme, only for the second and further terms.

### Roll Call: Obligatory Attendance

The roll call is when your registration is confirmed. The roll call takes place at the start of the course, either in the classroom or on the Internet. Check to see what applies for your particular course/programme. To retain your study place, you must be present at the roll call: if you cannot be present, then you must ensure that you inform us by emailing [studieadm@du.se](mailto:studieadm@du.se) or by calling 023-77 80 00.

**Please note that you must choose the code that begins with "V" to get registrations for spring semester courses. For summer courses and autumn semester courses, choose the course code that begins with "H".**

Term:

Registerate Previous registrations

Available programme registrations for the autumn term 2012

#	Programme code	Programme
There is no programme occasion available for registration.		

Available course registrations for the autumn term 2012

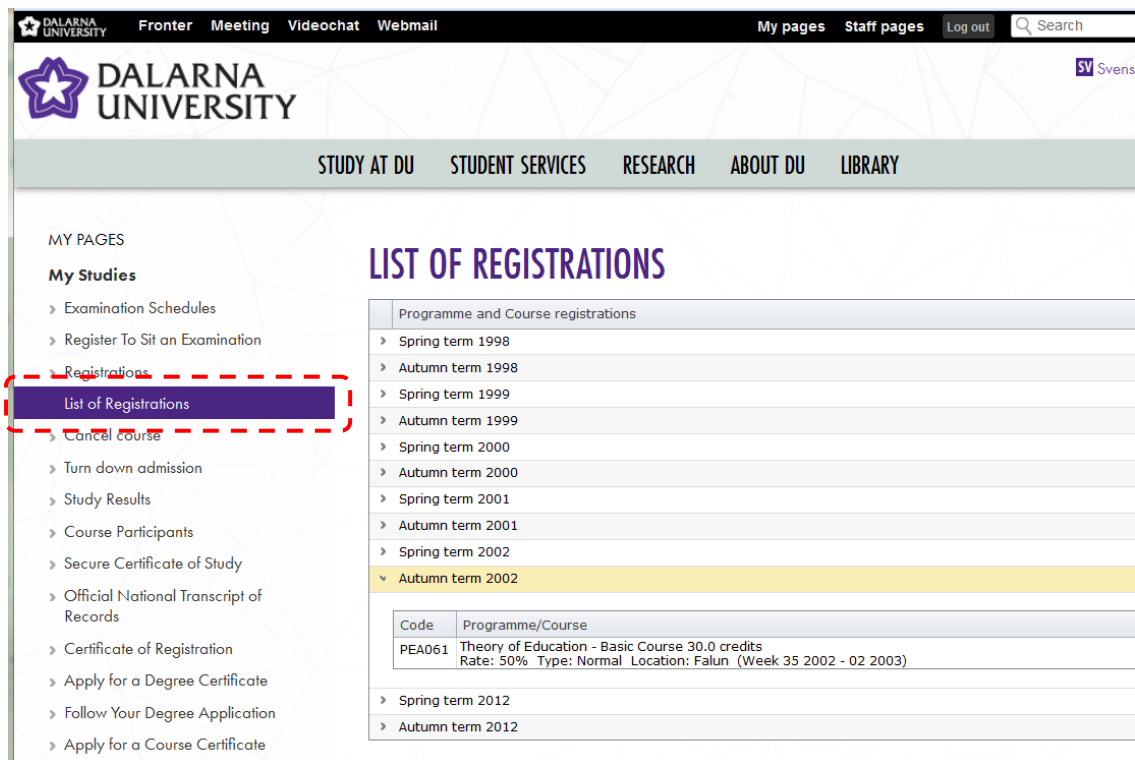
Application code	Course code	Course	Hp	
<input checked="" type="checkbox"/>	H2J45	PE3016	The Role of Higher Education. Qualifying Education II	7.5

Register



Please note that you cannot register for the first term of programme, your course administrator will do that when the semester starts.

If you want to see all your registrations at Högskolan Dalarna, first click on the link **My Studies**, then click on **List of registrations**. Click the small arrow beside the different terms to get further details of past courses.



The screenshot shows the Dalarna University website interface. The top navigation bar includes 'Frontier', 'Meeting', 'Videochat', and 'Webmail'. The main header features the Dalarna University logo and navigation links: 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. A left sidebar contains 'MY PAGES' with a 'My Studies' section. The 'List of Registrations' link is highlighted with a red dashed box. The main content area displays the 'LIST OF REGISTRATIONS' page, showing a list of registration terms from 1998 to 2012. The 'Autumn term 2002' term is expanded, showing a table with the following details:

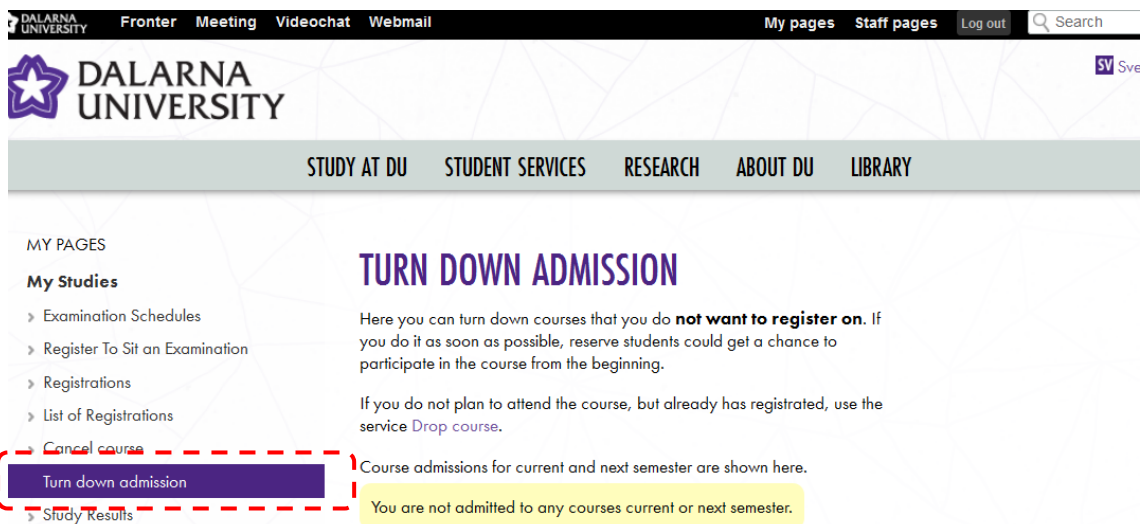
Code	Programme/Course
PEA061	Theory of Education - Basic Course 30.0 credits Rate: 50% Type: Normal Location: Falun (Week 35 2002 - 02 2003)



## How do I turn down an admission?

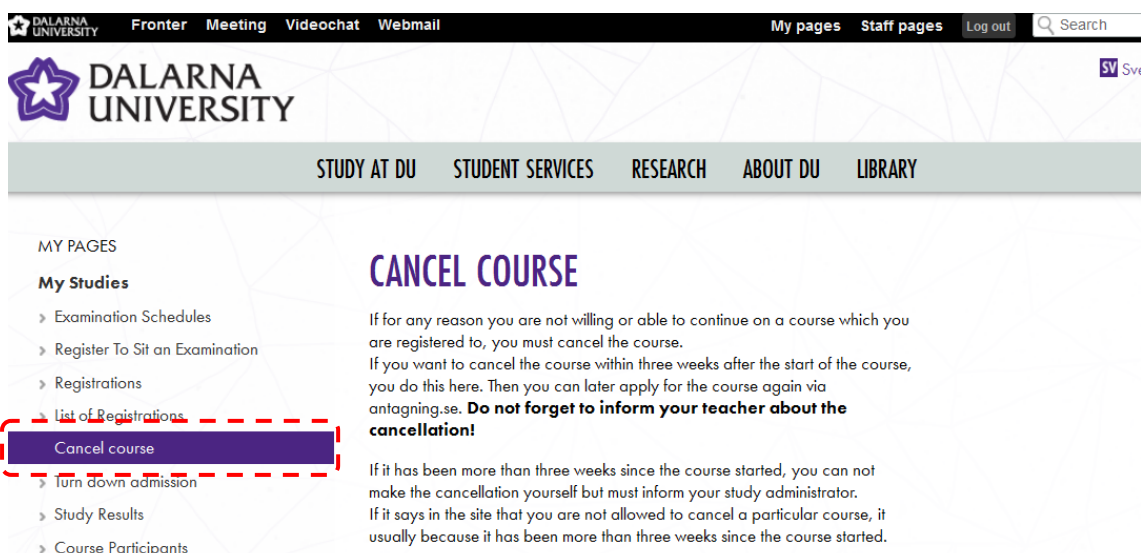


If you want to turn down a course you do not want to register for. Please do so as soon as possible, then your spot will go to a reserve student. First, click **My Studies** and then click on **Turn down admission**.



The screenshot shows the Dalarna University website's 'My Pages' section. The navigation bar includes 'DALARNA UNIVERSITY', 'Fronter', 'Meeting', 'Videochat', 'Webmail', 'My pages', 'Staff pages', 'Log out', and a search bar. The main navigation menu contains 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. Under 'MY PAGES', the 'My Studies' menu is expanded, showing options like 'Examination Schedules', 'Register To Sit an Examination', 'Registrations', 'List of Registrations', 'Cancel course', 'Turn down admission', and 'Study Results'. The 'Turn down admission' option is highlighted with a red dashed box. The main content area is titled 'TURN DOWN ADMISSION' and contains instructions on how to turn down a course, including a note that course admissions for current and next semester are shown here.

If you have already registered on a course, you can drop it within three weeks after the start date, click on **Cancel course**. Do not forget to inform your teacher about the cancellation!



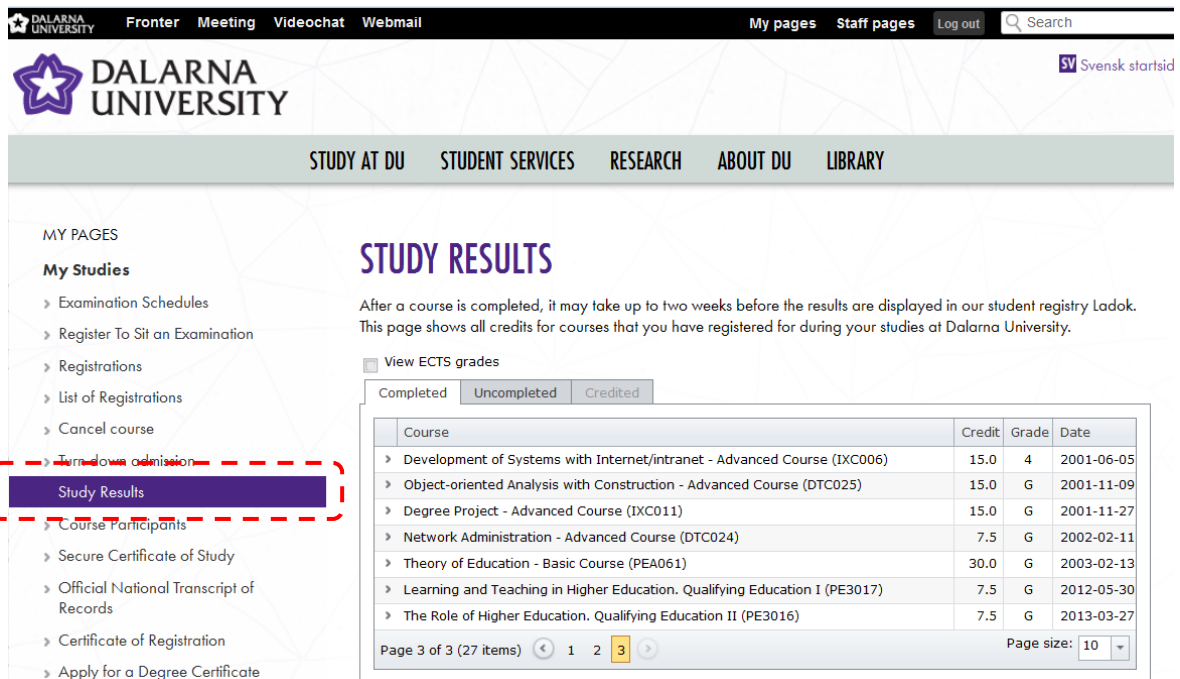
The screenshot shows the Dalarna University website's 'My Pages' section. The navigation bar includes 'DALARNA UNIVERSITY', 'Fronter', 'Meeting', 'Videochat', 'Webmail', 'My pages', 'Staff pages', 'Log out', and a search bar. The main navigation menu contains 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. Under 'MY PAGES', the 'My Studies' menu is expanded, showing options like 'Examination Schedules', 'Register To Sit an Examination', 'Registrations', 'List of Registrations', 'Cancel course', 'Turn down admission', 'Study Results', and 'Course Participants'. The 'Cancel course' option is highlighted with a red dashed box. The main content area is titled 'CANCEL COURSE' and contains instructions on how to cancel a course, including a note that if it has been more than three weeks since the course started, the user must inform their study administrator.



## How do I find information about my study results?



You can see your study results by clicking first on **My Studies** and then on **Study results**.



The screenshot shows the Dalarna University website interface. At the top, there is a navigation bar with links for 'Frontier', 'Meeting', 'Videochat', and 'Webmail'. Below this is the Dalarna University logo and name. A secondary navigation bar contains 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. On the left side, there is a 'MY PAGES' section with a 'My Studies' sub-section. The 'Study Results' link is highlighted with a red dashed box. The main content area is titled 'STUDY RESULTS' and contains a table of completed courses with columns for Course, Credit, Grade, and Date. The table lists several courses, including 'Development of Systems with Internet/intranet - Advanced Course (IXC006)' and 'Object-oriented Analysis with Construction - Advanced Course (DTC025)'. The page number '3' is highlighted in the footer.

**MY PAGES**

**My Studies**

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- Official National Transcript of Records
- Certificate of Registration
- Apply for a Degree Certificate

## STUDY RESULTS

After a course is completed, it may take up to two weeks before the results are displayed in our student registry Ladok. This page shows all credits for courses that you have registered for during your studies at Dalarna University.

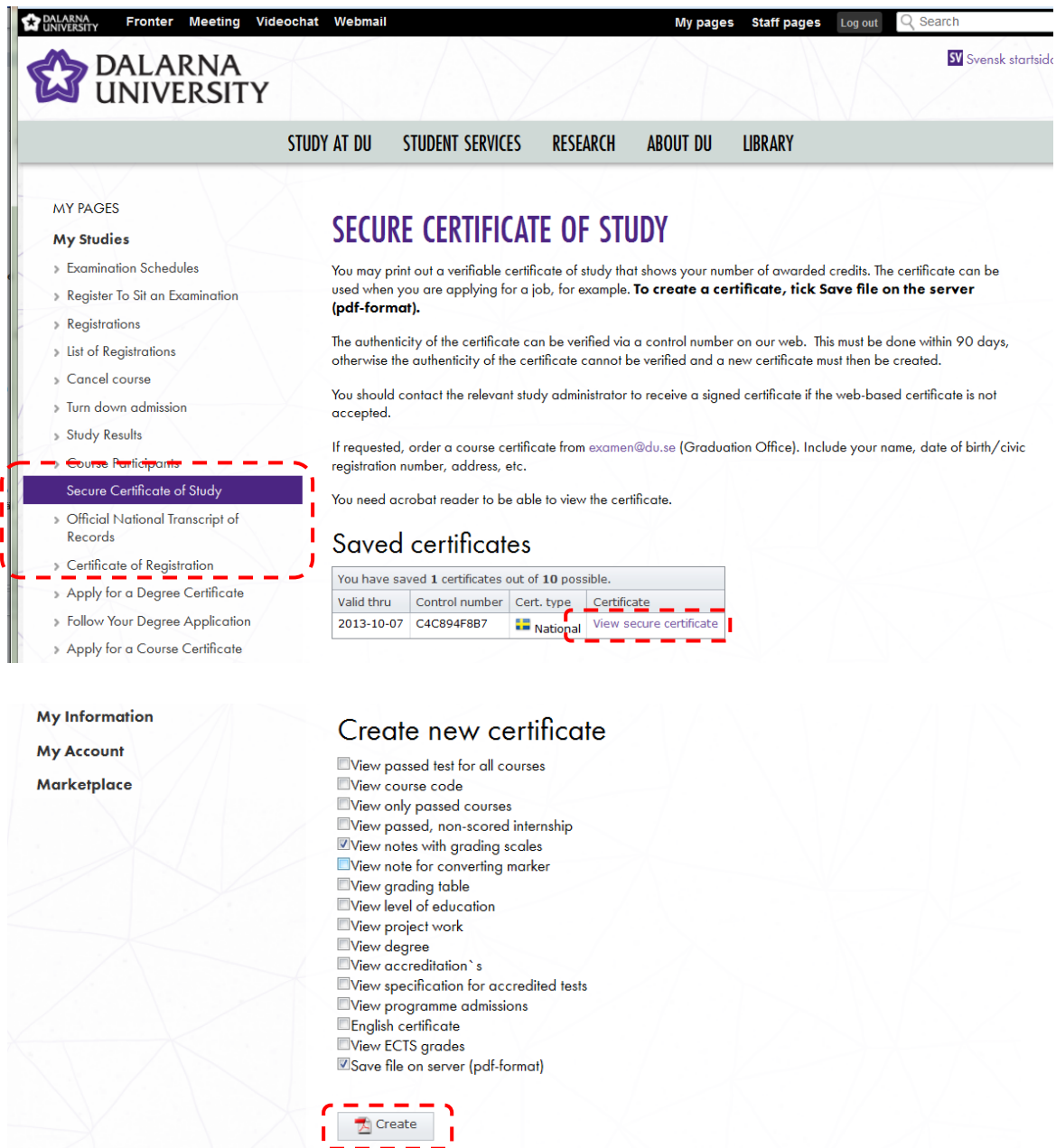
View ECTS grades

Completed Uncompleted Credited

Course	Credit	Grade	Date
Development of Systems with Internet/intranet - Advanced Course (IXC006)	15.0	4	2001-06-05
Object-oriented Analysis with Construction - Advanced Course (DTC025)	15.0	G	2001-11-09
Degree Project - Advanced Course (IXC011)	15.0	G	2001-11-27
Network Administration - Advanced Course (DTC024)	7.5	G	2002-02-11
Theory of Education - Basic Course (PEA061)	30.0	G	2003-02-13
Learning and Teaching in Higher Education. Qualifying Education I (PE3017)	7.5	G	2012-05-30
The Role of Higher Education. Qualifying Education II (PE3016)	7.5	G	2013-03-27

Page 3 of 3 (27 items) 1 2 3 Page size: 10

You can also print different kinds of certificates, first click on **My Studies**, then select **Secure certificate of study**, **Official national transcript of records** or **Certificate of Registration**. Tick the boxes you need, plus the last one **Save file on server (pdf-format)**. Then click **Create**. To view your certificate, click on the link **View secure certificate**



**MY PAGES**

**My Studies**

- › Examination Schedules
- › Register To Sit an Examination
- › Registrations
- › List of Registrations
- › Cancel course
- › Turn down admission
- › Study Results
- › Course Participants
- Secure Certificate of Study**
- › Official National Transcript of Records
- › Certificate of Registration
- › Apply for a Degree Certificate
- › Follow Your Degree Application
- › Apply for a Course Certificate

## SECURE CERTIFICATE OF STUDY

You may print out a verifiable certificate of study that shows your number of awarded credits. The certificate can be used when you are applying for a job, for example. **To create a certificate, tick Save file on the server (pdf-format).**

The authenticity of the certificate can be verified via a control number on our web. This must be done within 90 days, otherwise the authenticity of the certificate cannot be verified and a new certificate must then be created.

You should contact the relevant study administrator to receive a signed certificate if the web-based certificate is not accepted.

If requested, order a course certificate from [examen@du.se](mailto:examen@du.se) (Graduation Office). Include your name, date of birth/civic registration number, address, etc.

You need acrobat reader to be able to view the certificate.

### Saved certificates

You have saved 1 certificates out of 10 possible.

Valid thru	Control number	Cert. type	Certificate
2013-10-07	C4C894F8B7	National	<a href="#">View secure certificate</a>

**My Information**

**My Account**

**Marketplace**

## Create new certificate

- View passed test for all courses
- View course code
- View only passed courses
- View passed, non-scored internship
- View notes with grading scales
- View note for converting marker
- View grading table
- View level of education
- View project work
- View degree
- View accreditation`s
- View specification for accredited tests
- View programme admissions
- English certificate
- View ECTS grades
- Save file on server (pdf-format)

[Create](#)

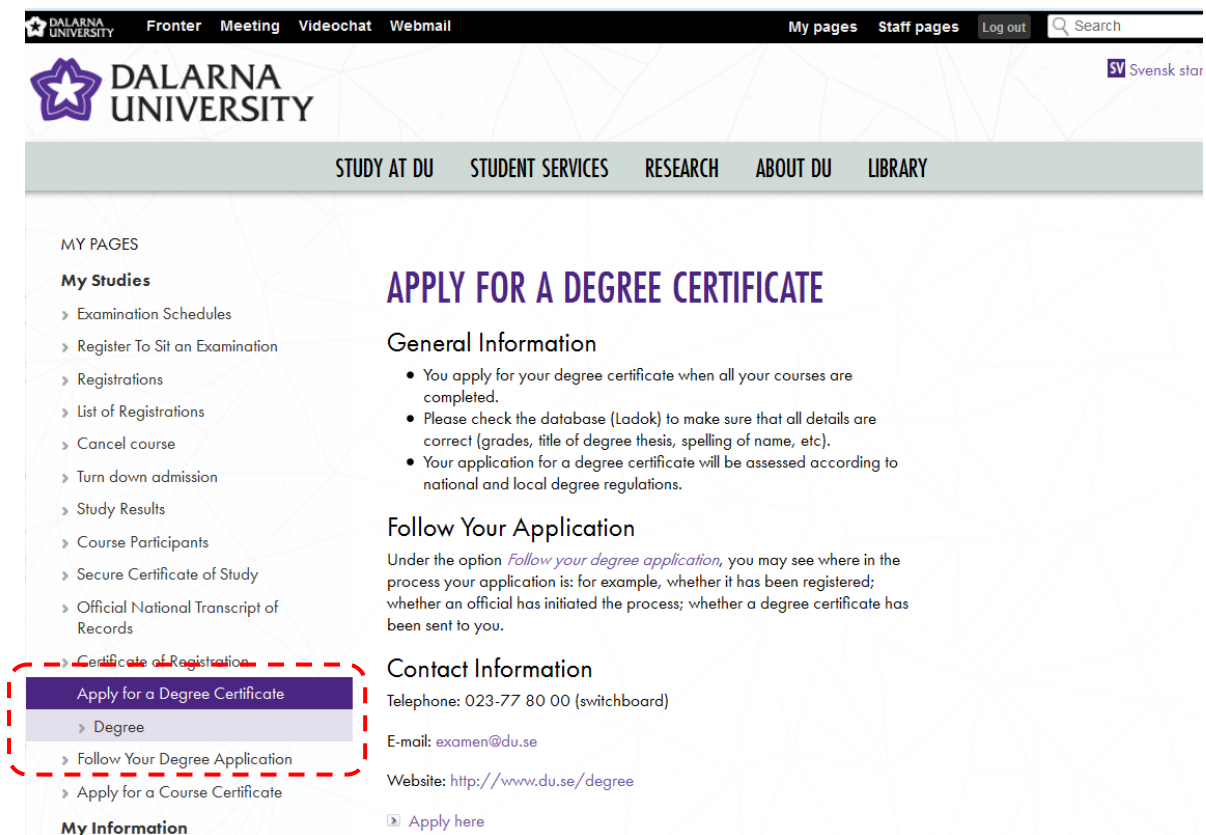


## How do I apply for a Degree Certificate?



When your courses are completed, you must apply for a Degree Certificate. You'll find instructions on the page **Apply for a Degree Certificate**. When your application is sent, you can follow the process if you click **Follow Your Degree**

### Application.



**DALARNA UNIVERSITY** Svensk star

Frönter Meeting Videochat Webmail My pages Staff pages Log out Search

STUDY AT DU STUDENT SERVICES RESEARCH ABOUT DU LIBRARY

MY PAGES

**My Studies**

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- › Cancel course
- › Turn down admission
- › Study Results
- › Course Participants
- › Secure Certificate of Study
- › Official National Transcript of Records
- › ~~Certificate of Registration~~
- Apply for a Degree Certificate**
- › Degree
- › Follow Your Degree Application
- › Apply for a Course Certificate

**My Information**

## APPLY FOR A DEGREE CERTIFICATE

### General Information

- You apply for your degree certificate when all your courses are completed.
- Please check the database (Ladok) to make sure that all details are correct (grades, title of degree thesis, spelling of name, etc).
- Your application for a degree certificate will be assessed according to national and local degree regulations.

### Follow Your Application

Under the option *Follow your degree application*, you may see where in the process your application is: for example, whether it has been registered; whether an official has initiated the process; whether a degree certificate has been sent to you.

### Contact Information

Telephone: 023-77 80 00 (switchboard)  
E-mail: [examen@du.se](mailto:examen@du.se)  
Website: <http://www.du.se/degree>

[Apply here](#)

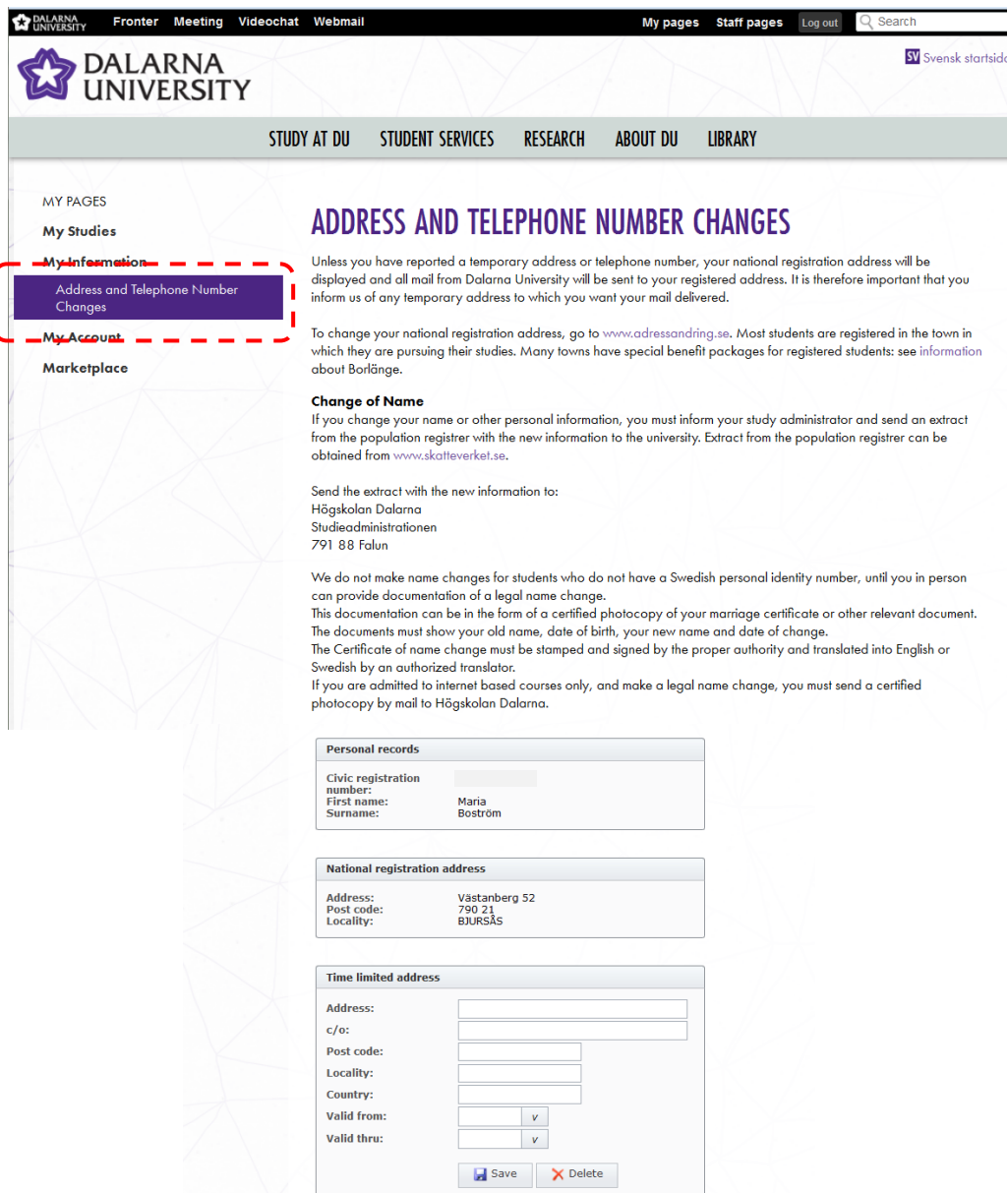




## How do I change my address?



If you want to report a temporary address, first click **My Information** and then **Address and Telephone Number Changes**. Unless you have changed, all regular mail from Högskolan Dalarna will be sent to your national registration address.



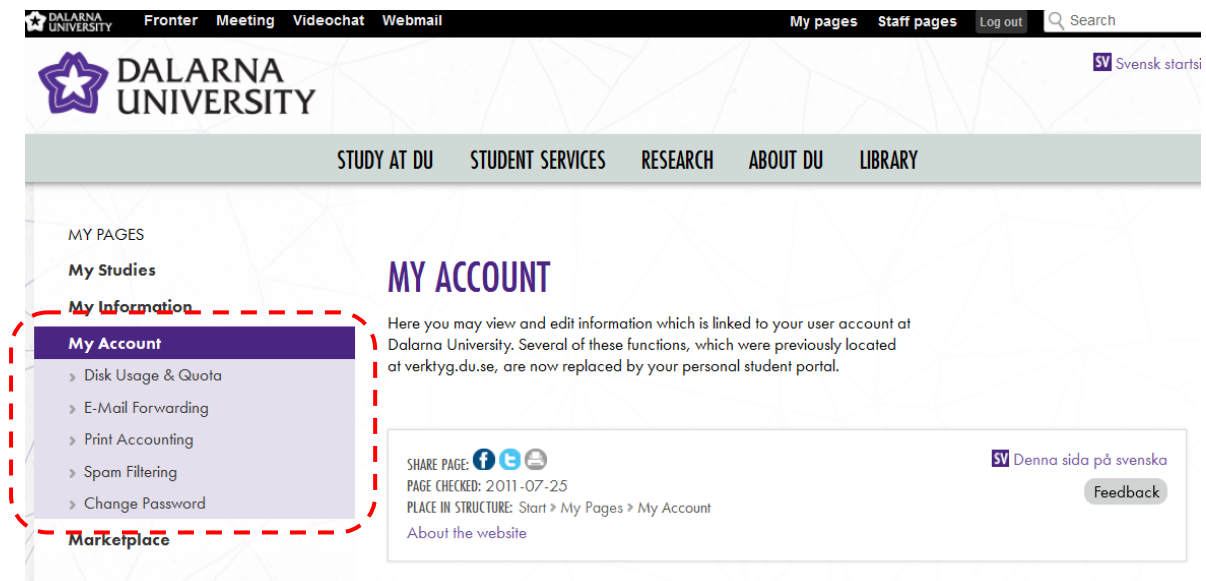
The screenshot shows the Dalarna University website interface. At the top, there is a navigation bar with links for 'Frontier', 'Meeting', 'Videochat', and 'Webmail'. Below this is the university logo and name. A secondary navigation bar contains 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. On the left side, there is a 'MY PAGES' menu with items: 'My Studies', 'My Information', 'Address and Telephone Number Changes', 'My Account', and 'Marketplace'. The 'My Information' item is highlighted with a red dashed box. The main content area is titled 'ADDRESS AND TELEPHONE NUMBER CHANGES'. It contains several sections: a general notice about national registration addresses, a 'Change of Name' section with instructions and contact information, and three form sections: 'Personal records', 'National registration address', and 'Time limited address'. The 'Personal records' section shows 'Civic registration number' (redacted), 'First name: Maria', and 'Surname: Boström'. The 'National registration address' section shows 'Address: Västenberg 52', 'Post code: 790 21', and 'Locality: BJURSÅS'. The 'Time limited address' section has input fields for 'Address', 'c/o', 'Post code', 'Locality', and 'Country', along with 'Valid from' and 'Valid thru' date pickers. At the bottom of the form are 'Save' and 'Delete' buttons.



## What services do I find under the link My Account?



Under **My Account** you can see how much disk space you have left, forward your e-mail to another address, register your key card to be able to print from a computer, see your money status on the print account and change your password.



The screenshot shows the Dalarna University website interface. At the top, there is a navigation bar with links for 'Frontier', 'Meeting', 'Videochat', and 'Webmail'. Below this is the university logo and name, along with a search bar and a 'Svensk startsi' button. A secondary navigation bar contains 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. On the left side, there is a 'MY PAGES' menu with 'My Studies' and 'My Information' sections. The 'My Information' section is expanded, and the 'My Account' option is highlighted with a red dashed box. The 'My Account' menu includes links for 'Disk Usage & Quota', 'E-Mail Forwarding', 'Print Accounting', 'Spam Filtering', and 'Change Password'. Below the menu, there is a 'Marketplace' section. The main content area features the heading 'MY ACCOUNT' and a paragraph explaining that users can view and edit information linked to their user account. Below this, there are social media sharing options, a 'Feedback' button, and a 'Denna sida på svenska' link. The footer of the page includes 'SHARE PAGE', 'PAGE CHECKED: 2011-07-25', 'PLACE IN STRUCTURE: Start > My Pages > My Account', and 'About the website'.

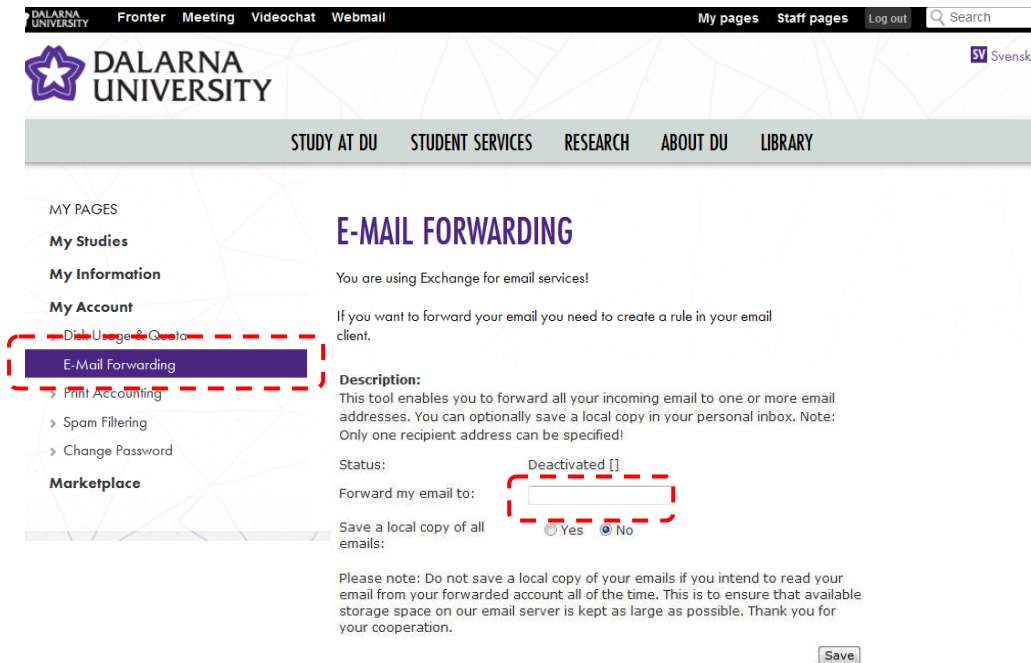




## How do I forward my e-mail to another address?



If you want to forward your E-mail, click on **E-mail forwarding**. You will then come to a page where you can forward your E-mail to another account.



The screenshot shows the webmail interface for Dalarna University. The top navigation bar includes links for Fronter, Meeting, Videochat, Webmail, My pages, Staff pages, Log out, and a search box. The main header features the Dalarna University logo and the text 'DALARNA UNIVERSITY' with a 'Svensk' language selector. Below the header is a menu with 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. The left sidebar contains 'MY PAGES' with sub-links for My Studies, My Information, My Account, and Marketplace. The 'E-Mail Forwarding' link is highlighted with a red dashed box. The main content area is titled 'E-MAIL FORWARDING' and contains the following text:

You are using Exchange for email services!

If you want to forward your email you need to create a rule in your email client.

**Description:**  
This tool enables you to forward all your incoming email to one or more email addresses. You can optionally save a local copy in your personal inbox. Note: Only one recipient address can be specified!

Status: Deactivated [ ]

Forward my email to:

Save a local copy of all emails:  
 Yes  No

Please note: Do not save a local copy of your emails if you intend to read your email from your forwarded account all of the time. This is to ensure that available storage space on our email server is kept as large as possible. Thank you for your cooperation.

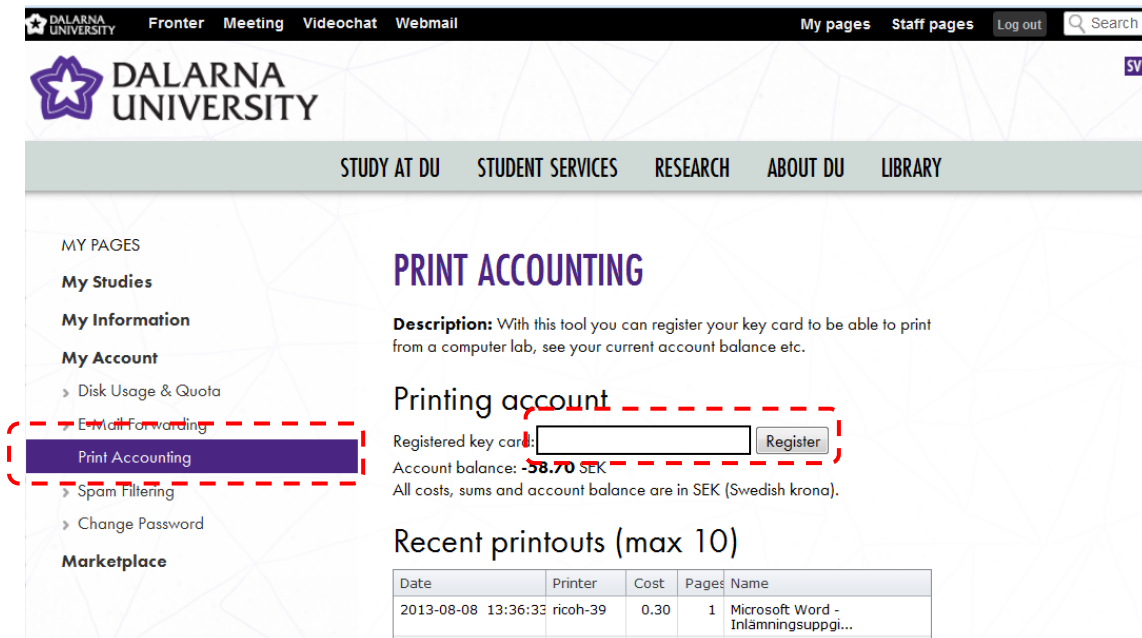


**How do I register my key card to the print account?**



To check what you have printed and see the money status, click on **Print Accounting**.

Make sure to register your key card so you can print and copy documents. Do this by typing down the five letters on the key card and click on the button **Register**.



Frontier Meeting Videochat Webmail My pages Staff pages Log out Search

DALARNA UNIVERSITY

STUDY AT DU STUDENT SERVICES RESEARCH ABOUT DU LIBRARY

MY PAGES

- My Studies
- My Information
- My Account
  - Disk Usage & Quota
  - Email Forwarding
  - Print Accounting**
  - Spam Filtering
  - Change Password
- Marketplace

## PRINT ACCOUNTING

**Description:** With this tool you can register your key card to be able to print from a computer lab, see your current account balance etc.

### Printing account

Registered key card:

Account balance: **-58.70** SEK

All costs, sums and account balance are in SEK (Swedish krona).

### Recent printouts (max 10)

Date	Printer	Cost	Pages	Name
2013-08-08 13:36:33	ricoh-39	0.30	1	Microsoft Word - Inflamningsuppgi...

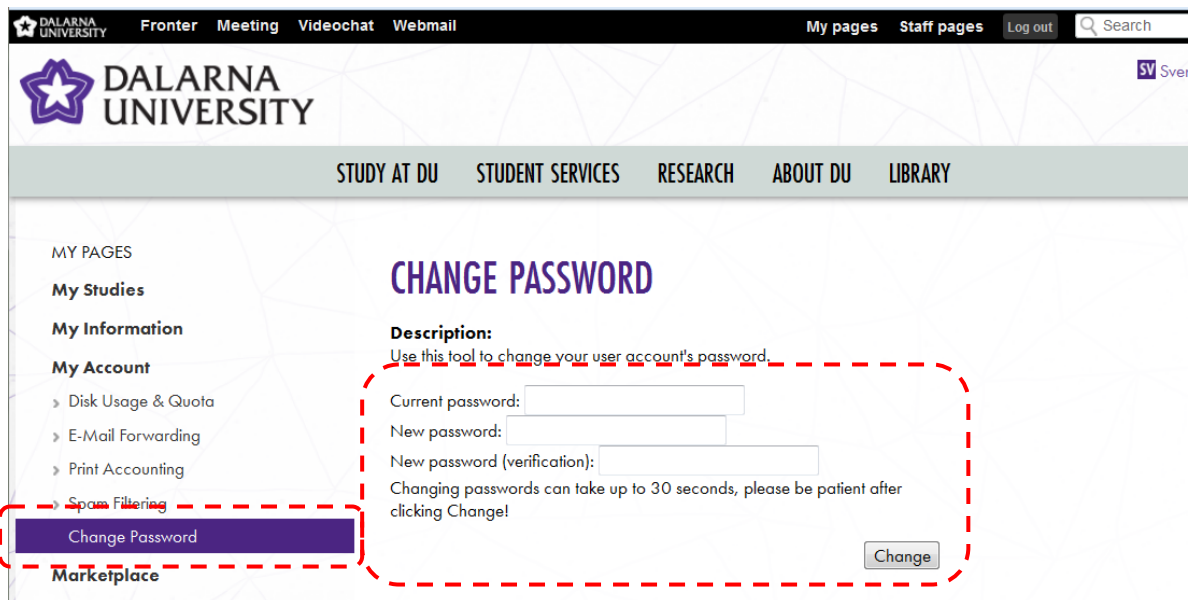


## How do I change my password?



First click on **My Account**, then click **Change password** if you want to change the password for your user account. You must type in your current password, your new password and the new password one more time for verification. Then click

**Change.**



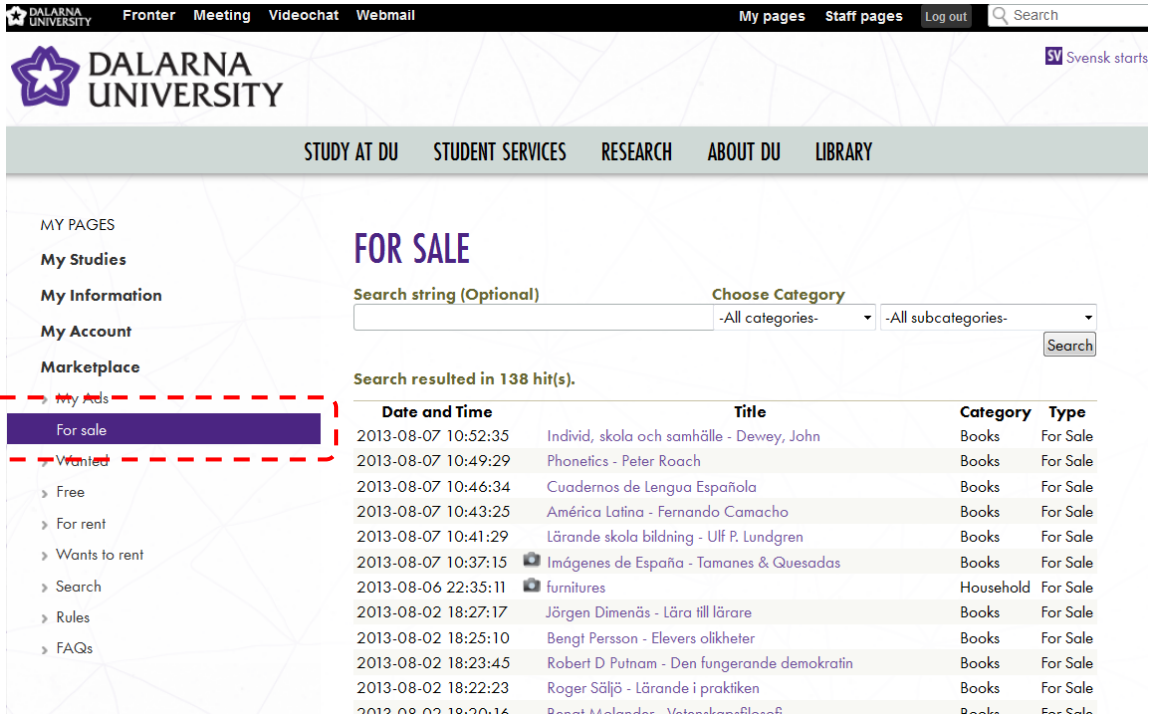
The screenshot shows the Dalarna University website interface. At the top, there is a navigation bar with links for 'Frontier', 'Meeting', 'Videochat', and 'Webmail'. Below this is the Dalarna University logo and a search bar. A secondary navigation bar contains links for 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. On the left side, there is a 'MY PAGES' sidebar with a tree view: 'My Studies', 'My Information', 'My Account', and 'Marketplace'. Under 'My Account', several options are listed: 'Disk Usage & Quota', 'E-Mail Forwarding', 'Print Accounting', 'Spam Filtering', and 'Change Password'. The 'Change Password' option is highlighted with a red dashed box. The main content area is titled 'CHANGE PASSWORD' and contains a 'Description' section with the text: 'Use this tool to change your user account's password.' Below the description are three input fields: 'Current password:', 'New password:', and 'New password (verification):'. A 'Change' button is located at the bottom right of the form area. A red dashed box also encloses the entire form area, including the input fields and the 'Change' button.



**Can I buy used books or rent an apartment through My Pages?**



Yes, on My Pages you can buy and sell literature and rent an apartment, and lots of other things. Click on **Marketplace** and you can find bargains!



The screenshot shows the Dalarna University website's 'My Pages' section. The top navigation bar includes 'Frontier', 'Meeting', 'Videochat', 'Webmail', 'My pages', 'Staff pages', 'Log out', and a search bar. The main header features the Dalarna University logo and navigation links for 'STUDY AT DU', 'STUDENT SERVICES', 'RESEARCH', 'ABOUT DU', and 'LIBRARY'. On the left, a sidebar menu lists 'MY PAGES' categories: 'My Studies', 'My Information', 'My Account', and 'Marketplace'. Under 'Marketplace', 'My Ads' is expanded, and 'For sale' is highlighted with a red dashed box. The main content area is titled 'FOR SALE' and contains a search interface with a search string field, category and subcategory dropdowns, and a search button. Below the search bar, it states 'Search resulted in 138 hit(s)' and displays a table of listings.

Date and Time	Title	Category	Type
2013-08-07 10:52:35	Individ, skola och samhälle - Dewey, John	Books	For Sale
2013-08-07 10:49:29	Phonetics - Peter Roach	Books	For Sale
2013-08-07 10:46:34	Cuadernos de Lengua Española	Books	For Sale
2013-08-07 10:43:25	América Latina - Fernando Camacho	Books	For Sale
2013-08-07 10:41:29	Lärande skola bildning - Ulf P. Lundgren	Books	For Sale
2013-08-07 10:37:15	Imágenes de España - Tamanes & Quesadas	Books	For Sale
2013-08-06 22:35:11	furnitures	Household	For Sale
2013-08-02 18:27:17	Jörgen Dimenäs - Lära till lärare	Books	For Sale
2013-08-02 18:25:10	Bengt Persson - Elevers olikheter	Books	For Sale
2013-08-02 18:23:45	Robert D Putnam - Den fungerande demokratin	Books	For Sale
2013-08-02 18:22:23	Roger Säljö - Lärande i praktiken	Books	For Sale
2013-08-02 18:20:14	Boet Melander - Vetenskapsteori	Books	For Sale

### Dalarna University's NGL Centre

This manual has been developed by the NGL Centre at Dalarna University.

Please email us if you find it to have mistakes: [support@du.se](mailto:support@du.se).

If you would like to read other such manuals, please go to:

<http://du.se/manuals> (students)

If you would like to learn more about the NGL Centre, please go to: [www.du.se/nglc](http://www.du.se/nglc).