

User guide

SCHOOL ENROLLMENT

(v. 2.0 – november 2026)

MU Elev

PARENTS

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SCHOOL ENROLMENT IN MU ELEV

As a parent, you have received information about enrolling your child in school for the upcoming school year.

This guide will walk you through the school enrolment process step by step. If you need further assistance, please contact your local catchment area school or your municipality.

Please note: All screenshots in this guide have been taken using a mobile device. The school enrolment process can easily be completed on a smartphone or tablet, but you can also use a computer or any other device with access to the website.

1 GET STARTED ON SCHOOL ENROLMENT

Parents enrolling their children in school should visit the website: www.minuddannelse.net/mine-børn.

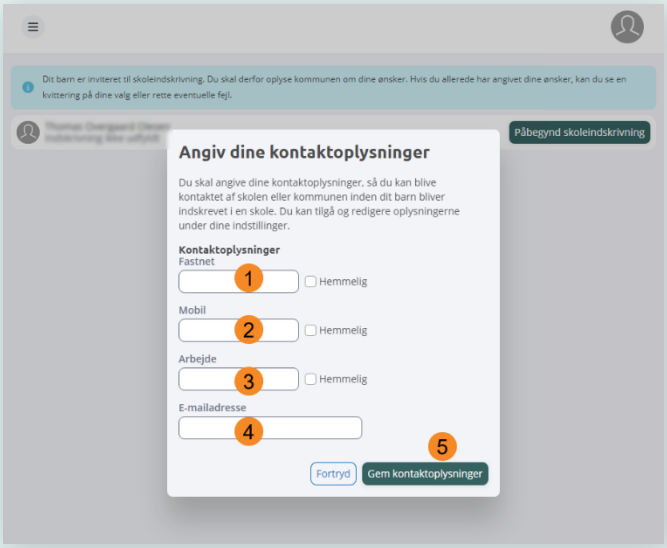
You must use MitID to log in.

2 STEP-BY-STEP GUIDE TO SCHOOL ENROLMENT

The following section provides a walkthrough of the school enrolment process from a parent's perspective. You can complete the enrolment process using any device of your choice, such as a smartphone, tablet or computer.

2.1 CONTACT INFORMATION – FIRST LOGIN

Before starting the school enrolment process, please enter the relevant contact information as shown in the screenshots below:



Terms used on the screen:

- Fastnet: Line telephone
- Mobil: Cell phone number
- Arbejde: Work phone number
- E-mailadresse: E-mail address

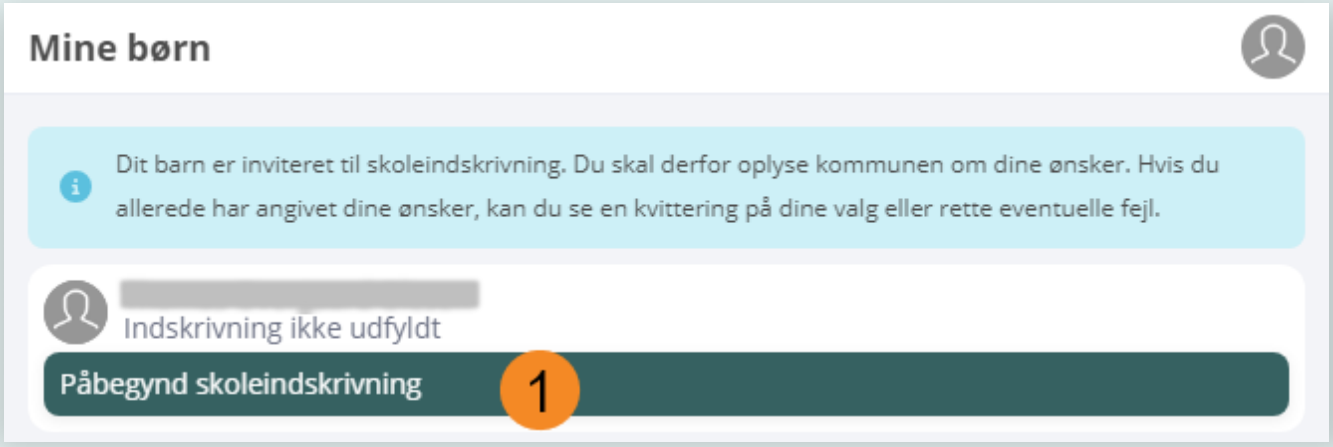
***Please note**: If this screen does not appear at your first login, you can proceed directly to the school enrolment process. MU Elev already has your contact information from a previous registration – perhaps because you already have a child attending the school.*

2.2 START THE SCHOOL ENROLMENT PROCES

To begin the enrolment process, click the **[Påbegynd skoleindskrivning]** = START ENROLMENT button, as shown below (1).

If you have more than one child to enrol in school, you must complete the entire enrolment process separately for each child.

ou can enter your current preferences and return later to make changes or add information during the school enrolment period specified by your municipality.



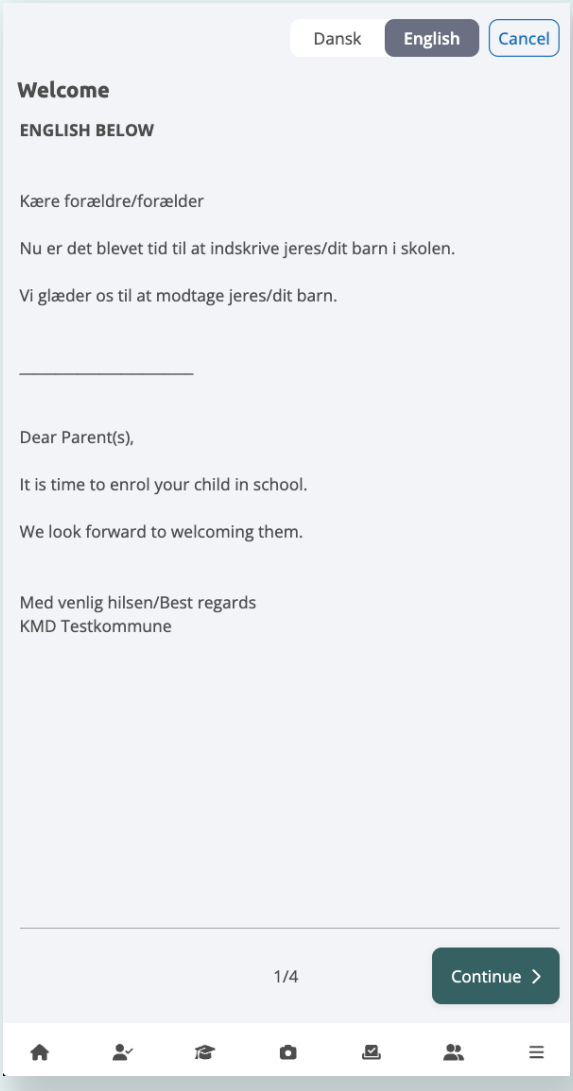
2.3 WELCOME

In the top right-hand corner of the Welcome page, you can choose whether to complete the school enrolment process in Danish (the default language) or English.

The Welcome page contains information from your municipality specifically related to the local school enrolment process.

INFO: If you encounter text in English while completing the enrolment process in Danish, this is because your municipality provides information in free-text fields in both Danish and English.

When you are ready to proceed to the next page, click [CONTINUE >] in the bottom right-hand corner.

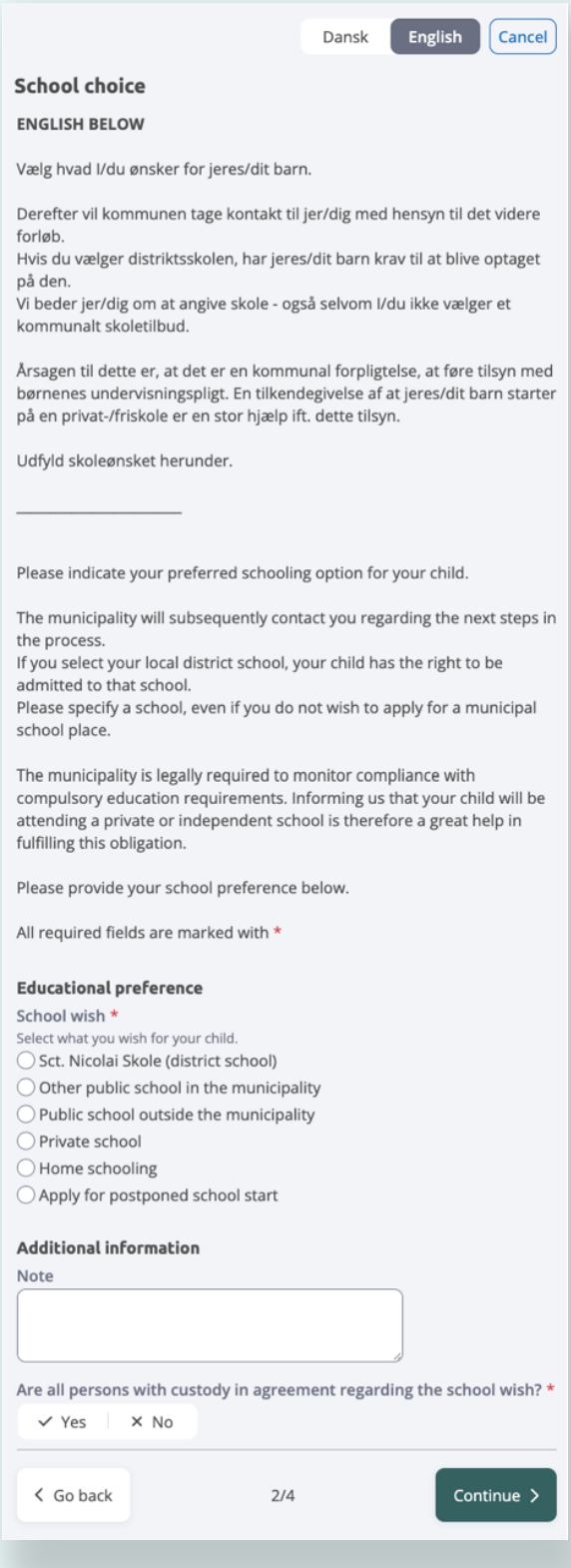


2.4 School choice

IMPORTANT! All fields marked with an asterisk (*) in the form must be completed before you can proceed with the enrolment process.

On the School choice page, you may see an introductory text from your municipality providing relevant information about choosing a school for your child.

You must make a selection in the Educational preferences section (as shown below and to the right).



Please note: You can change your selections at any time while the online school enrolment period is open.

If you choose a school other than states district school, i.e.:

1. Other public school in municipality
2. Public school outside the municipality
3. Private school



you **must** specify the school in the field that appears.

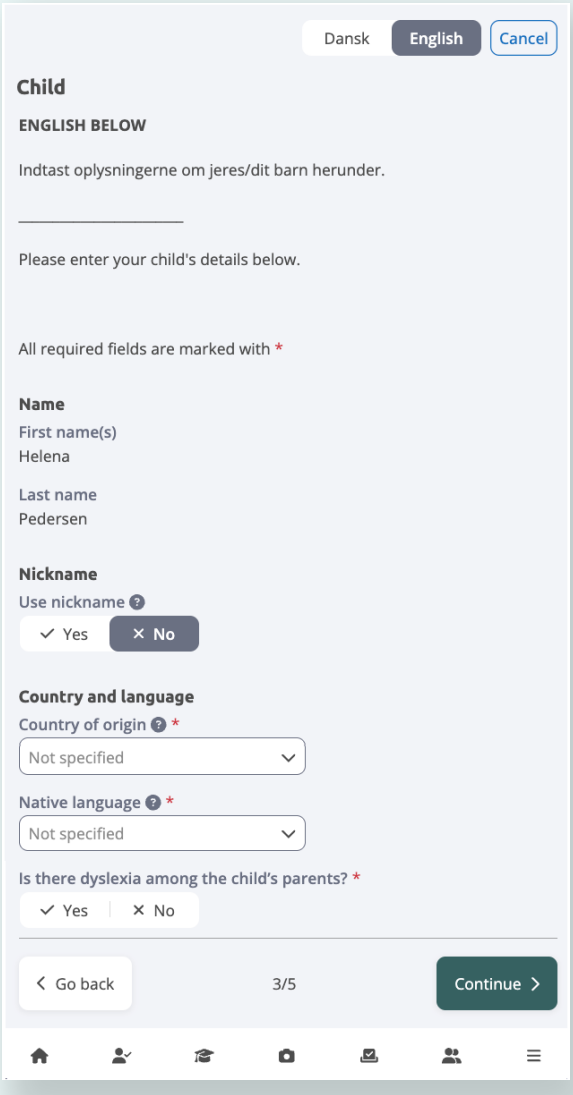
For options 2 and 3, you can search for the school by entering its name in the field and selecting it from the search results.

Finally, you must indicate [Yes/No] whether all holders of parental responsibility agree on the choice of school.

IMPORTANT! Throughout the enrolment process, you can navigate back and forth between pages using the buttons at the bottom of the screen: **[< Go back]** or **[Continue >]**.

2.5 Child

You must now provide your child's personal details. The appearance of this page may differ from the example shown if your child has name and address protection registered in the Danish Civil Registration System (CPR).



IF your child has name and address protection, you will first be asked to provide an alias for your child.

The name you enter here allows the school to use a name other than the default "Alias-Fornavn Alias-Efternavn" in school-related systems, including attendance registration and Aula.

Nickname allows you to enter a preferred name that differs from the name registered in the Danish Civil Registration System (CPR).

If a preferred name is provided, it will be used in school-related systems, including attendance registration and Aula.

In the **Country and Language** section, you must specify your child's *Country of origin* and *Native language*. This information helps the school and municipality identify and address any specific needs if your child has a background outside Denmark or a native language other than Danish.

If you select a different Country of Origin and/or Native language, additional fields may appear that you must complete before proceeding.

The final **optional section** (may not be shown due to municipality choices) concerns any family history of dyslexia. If this question appears, you must answer Yes or No.

2.6 AFTER SCHOOL CARE* (IF SHOWN)

Please go directly to section 2.7 if this tab is not shown in the proces.

PLEASE NOTE: Schools with after school care*
An additional step will appear in the enrolment guide if you select a school offering after-school care (SFO). This allows you to complete both the school enrolment and after-school care registration in one single process.*

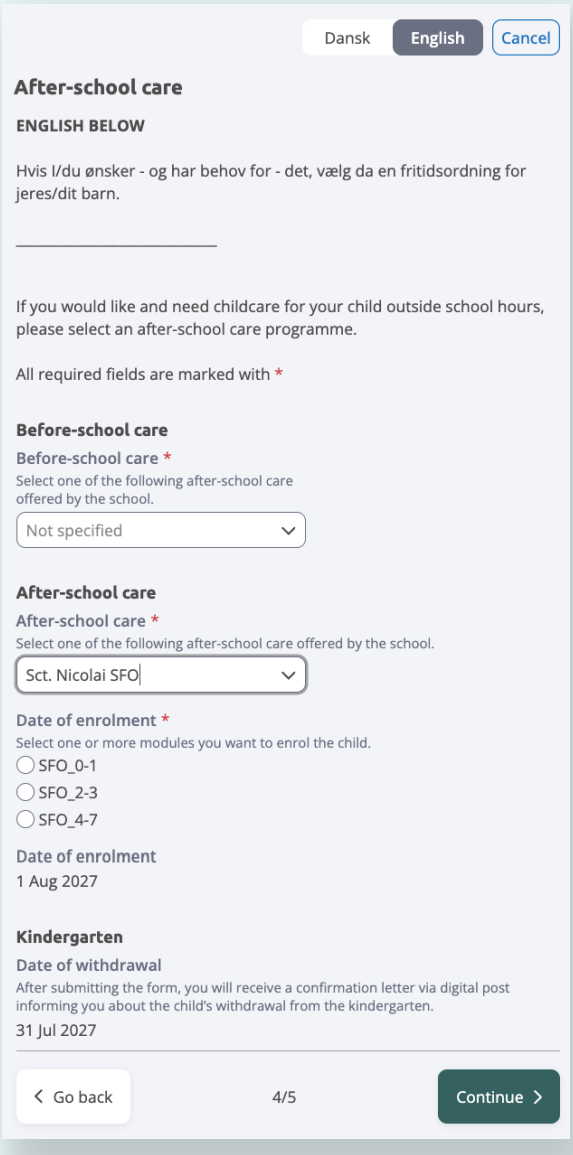
If your chosen school offers after-school care (SFO)* and, where applicable, a pre-school programme, you must indicate whether you wish to enrol your child in these services or opt out.

If you choose after-school care (SFO)*, the available options offered by your municipality will appear – see the examples on the right.

Once you have made your selections and clicked **[CONTINUE >]**, you will proceed to the final step of the school enrolment process.

PLEASE NOTE: The content and available options on this tab may vary between municipalities. The options displayed reflect the services offered by your municipality and its specific system configuration. Therefore, the content of this page may differ from the examples shown.

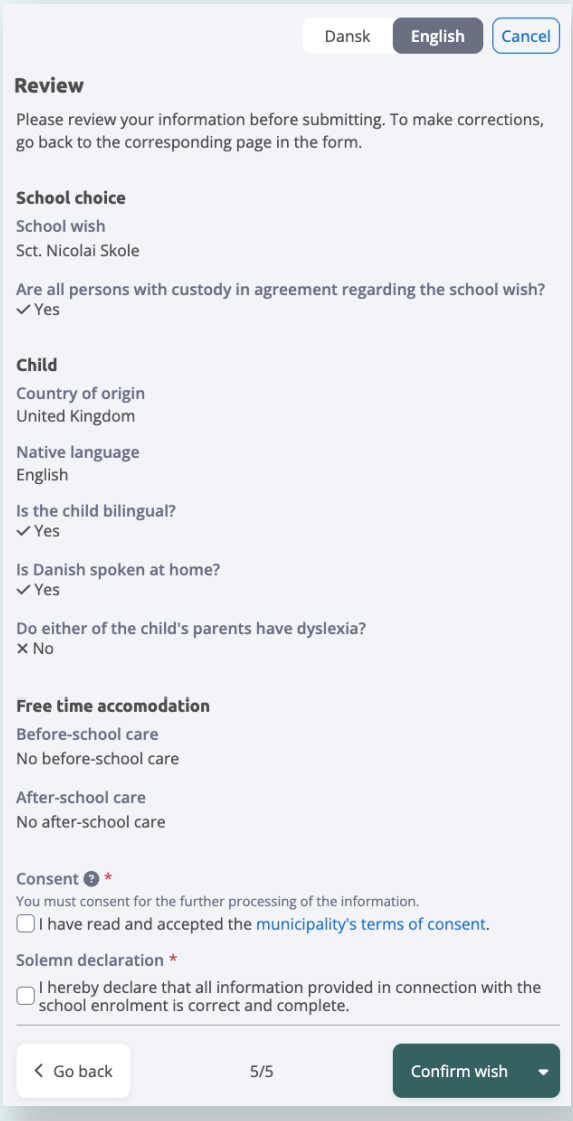
Please note: You can change your selections at any time while the online school enrolment period is open.



*) Throughout this guide, the term after-school care is used to refer to all types of after-school care services offered by the respective municipality. These services may have different names depending on the municipality, such as SFO, FO, DUS, etc.

2.3.5 Review

Finally, you will be presented with a summary of the selections you have made and the information you have provided throughout the enrolment process.



This page provides a summary of the selections you have made during the enrolment process.

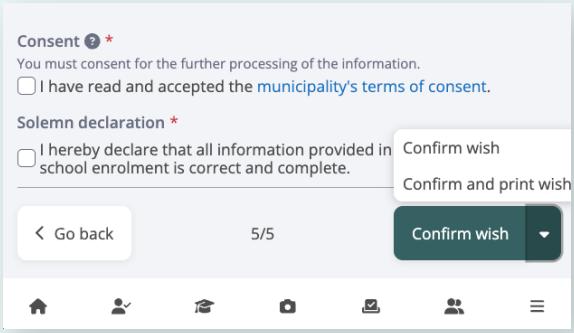
To complete the process, you must:

- Give your consent, if required, to the municipality's further processing of the information you have provided.
- Confirm, by means of a declaration of truth and accuracy, that all information provided during the school enrolment process is correct and complete.

If you notice any information that needs to be changed, you can return to previous steps using the **[< Go Back]** button. If you wish to start the entire process again, select **[CANCEL]** at the top of the page.

To confirm your selections, click **[Confirm wish]**. This completes the school enrolment process for your child. If you have more than one child to enrol, you can repeat the process for each child.

Once you have clicked **Confirm wish**, you will receive a confirmation of your submitted school preference in your Digital Post inbox as soon as possible.



IMPORTANT! If you wish to print a physical copy of this page, click the arrow to the right of the **[Confirm wish]** button. This will allow you to select **Confirm and print school wish**.

Please note: You can change your selections at any time while the online school enrolment period is open.

Once you have completed this page, you have successfully completed your child's school enrolment in MU Elev.