

Manual

How to apply for adult education on web.

This manual describes how to apply for courses and/or course package for adult education in Karlshamn on the web.

To log in you need a Swedish personal identity number and Electronic identification (BankID or Mobile BankID).

You will find the web application

<https://open24.ist-asp.com/karlshamn>

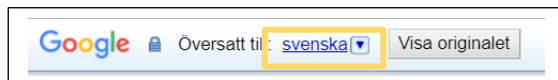
Adult education in Karlshamn




Application for courses or course packages

To start the web application, click the **Apply Here** button to access the login page.

Click the link **select your language** to translate the page into the desired language and click on the link **svenska** to find all languages




**KARLSHAMNS
KOMMUN**


Select your language


Sign in


HOMEMY APPLICATIONCOURSESINFORMATIONCONTACT


**ADULT EDUCATION IN KARLSHAMN**
APPLY HERE

NOTE! If you have questions about the application - read the details and FAQ

 **COURSES IN LIMITLESS**

 **CURRENT PERIODS**


 **UPCOMING PERIODS**

**WHO CAN APPLY?**

You are authorized to study with us from 1 July of the year you turn 20, or if you have a leaving certificate / diploma from secondary school. Are you written in another municipality to apply through your municipality.

Do you have a protected identity, do not make the application this way. Please contact a study counselor who can help you with the application. Contact information for study and careers can be found at www.karlshamn.se/vux-syv.

Questions and answers


**WHAT CAN I LEARN?**

We offer a wide range of courses on basic and secondary education. You can also read a vocational education, individual courses or apprenticeships.

school Forms

courses

To apply for a course or course package, sign in with electronic identification (BankID or Mobile BankID).

 **KARLSHAMNS
KOMMUN**

Select your language [Sign in](#)

[HOME](#) [MY APPLICATION](#) [COURSES](#) [INFORMATION](#) [CONTACT](#)

Electronic identification / bank ID

Log in with e-ID / Bank ID for high security and easy management of your account. You log in with the e-ID that best suits you. UAMS is shown in the next step.

[SIGN IN WITH E-LEG / BANK ID](#)

Out account


You can use a temporary account with a username and password if you are not able to acquire E-identification.

Personal

Password

[SIGN IN](#) [Forgot your password?](#)

[CREATE AN ACCOUNT](#) [Locked account?](#)

 **KARLSHAMN**

Välj inloggning

- Mobilt BankID >
- BankID >
- Telia >

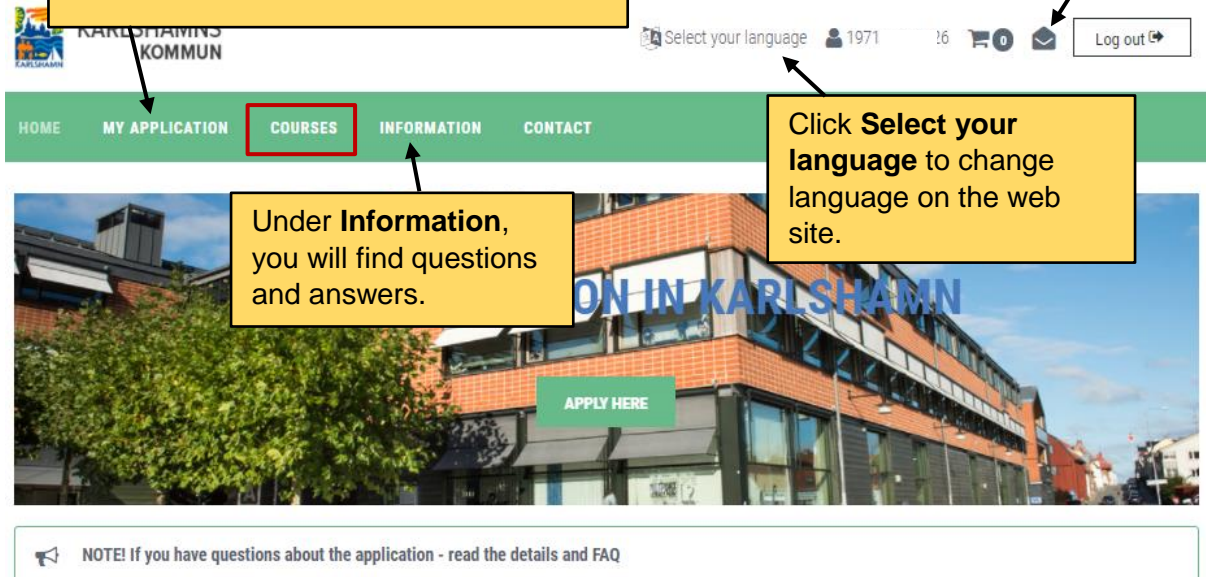
Karlshamns kommun använder Svensk e-identitet för säker inloggning

You log in with the E-ID that best suits you.

When you log in to the web application, click on **Courses** to get to the searchable courses and course packages.

Under **My Application**, you will find all the information about your education.

If you have received a message from adult education, click on the **envelope**



Click **Select your language** to change language on the web site.

Under **Information**, you will find questions and answers.

COURSES IN LIMITLESS

CURRENT PERIODS

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[Questions and answers](#)



WHAT CAN I LEARN?

We offer a wide range of courses on basic and secondary education. You can also read a vocational education, individual courses or apprenticeships.

[school Forms](#)

[courses](#)

When applying for courses, select the **individual courses** tab (1). If you want to search among the course packages, click the **Course Package** tab (2)

To expand the search filter, click the **filter** button (3).

You can also search courses by the text field by entering the course name in the textbox (4)

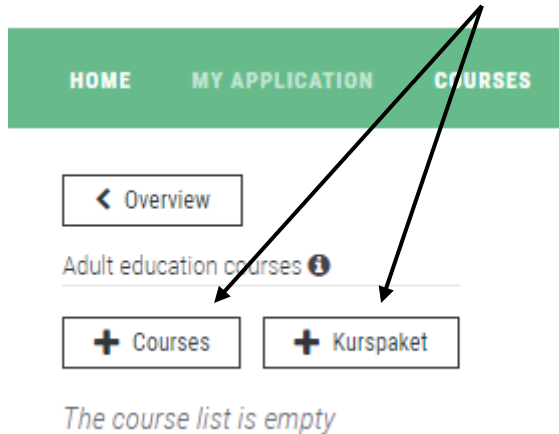
This page shows only the offer, if you want to make an application, click the **Go to course selection** button (5).

The screenshot shows a web interface for course selection. At the top is a green navigation bar with links: HOME, MY APPLICATION, COURSES, INFORMATION, and CONTACT. Below this is a light blue banner with a note: "NOTE! This page shows only supply. If you wish to make an application, please click here." and a button labeled "Go to course selection".

Below the banner are two tabs: "individual courses" (marked with a yellow circle 1) and "Kurspaket" (marked with a yellow circle 2). Below the tabs is a search bar with the placeholder text "Sök i kursutbudet" (marked with a yellow circle 4) and a "SEARCH" button. Below the search bar is a filter section (marked with a yellow circle 3) containing a "Filter" button with an upward arrow and a "Reset filter" button. Below the filter section are six dropdown menus arranged in two rows: "Categories", "Substances", "Courses", "Course start", "Course End", and "Incl. distance".

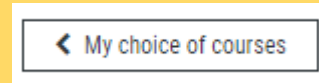
Below the filter section, it says "134 courses" and "Sort: School | code | Start date | Course Name". The first course listed is "6Y Administration 1", described as "Adult education in Karlshamn, ADMADM01, 100 points", "Distance Learning", and "Always searchable, admission is ongoing". It has a "Visa mer info" link. The second course is "6Y Administration 2", described as "Adult education in Karlshamn, ADMADM02, 100 points", "Distance Learning", and "Always searchable, admission is ongoing". It also has a "Visa mer info" link. The third course is "6Y Business Law", described as "Adult education in Karlshamn, JURAFF0, 100 points", "Distance Learning", and "Always searchable, admission is ongoing". It also has a "Visa mer info" link.

Click either Courses or Course Packages.



If you have chosen to press Courses but also want to add a course package, you need to click on **My choice of courses** to return.

Click on the **course package** to get to the selection.



Click **Show more info** under the course information if you want to learn more about the course.



The same goes for the course package

Click on **Show more info** under the course information if you want to learn more about the course package.



Courses

Find the course you want to apply for (1) and click the **Select** (2) button. The selection of courses will be shown in the box to the right. You can delete the selected course by clicking the **trashcan** (3). Once you have finished selecting, click the **Continue** button (4).

[HOME](#) [MY APPLICATION](#) [COURSES](#) [INFORMATION](#) [CONTACT](#)

◀ My choice of courses

Sök i kursutbudet

1

Q SEARCH

Filter ^

Reset filter

Categories ▾

Substances ▾

Courses ▾

Course start ▾

Course End ▾

Incl. distance ▾

134 courses

Sort: [School](#) | [code](#) | [Start date](#) | [Course Name](#)

GY Administration 1

Adult education in Karlshamn, ADMADM01, 100 points

Distance Learning

Always searchable, admission is ongoing

Visa mer info ▾

✓ Valdosta

GY Administration 2

Adult education in Karlshamn, ADMADM02, 100 points

Distance Learning

Always searchable, admission is ongoing

Visa mer info ▾

2

Select

My choice of courses

3

Administration 1

Adult education in Karlshamn

ADMADM01, 100 points

4

> continue

Course Package

Find the course package you want to apply for (1) and click the **Select** (2) button. The package is shown in the box to the right. You can remove the selected package by clicking the **trashcan** (3). Once you have finished selecting, click the **Continue** button (4).

The screenshot shows a web interface for selecting course packages. At the top is a green navigation bar with links: HEM, MIN ANSÖKAN, KURSUTBUD, INFORMATION, and KONTAKT. Below this is a search bar labeled 'Sök i utbudet...' with a magnifying glass icon and a 'SÖK' button. To the left of the search bar is a button labeled 'Mitt kursval'. Below the search bar are two buttons: 'Filtrera' (with a dropdown arrow) and 'Nollställ filter'. Below these are two course packages listed under '24 kurspaket'. The first package is 'Administratör, VUXFLEXADM' with details: 'Vuxenutbildningen i Karlshamn', 'Studiestödspoäng: 400', 'Distansundervisning', and 'Alltid sökbar, antagning sker löpande'. Below it is a 'Visa mer info' link. The second package is 'Betongarbetare, VUXFLEXBET' with details: 'Vuxenutbildningen i Karlshamn', 'Studiestödspoäng: 1200', 'Studietid 50 veckor', and 'Alltid sökbar, antagning sker löpande'. Below it is also a 'Visa mer info' link. To the right of the search bar is a sidebar titled 'Mitt kursval' containing a list of selected packages. The first package is 'Administratör' with details: 'Vuxenutbildningen i Karlshamn', 'VUXFLEXADM, 400 poäng'. To the right of this list is a trashcan icon. Below the list is a 'Fortsätt' button. Numbered callouts are placed on the interface: (1) points to the search bar, (2) points to the 'Välj' button below the second course package, (3) points to the trashcan icon in the sidebar, and (4) points to the 'Fortsätt' button in the sidebar.

In some cases, a red triangle (1) indicates that something more needs to be filled in. Follow the red instruction on the course or course package (2). Click **Select starting date** (3) and enter a desired start date.

The screenshot shows a web interface for selecting course packages. At the top is a green navigation bar with links: HOME, MY APPLICATION, COURSES, INFORMATION, and CONTACT. Below this is a button labeled 'Overview'. Below the button is a section titled 'Adult education courses' with a red triangle icon. Below this are two buttons: '+ Courses' and '+ Kurspaket'. Below these buttons is a red banner with a red triangle icon and the text 'You have one or more programs that require action.' Below the banner is a section titled 'Adult education' with a red triangle icon. Below this is a list of selected packages. The first package is 'Course Package care and education - FLEXVVOF, Adult Education in Karlshamn, 1450 points'. Below this package is a red banner with a red triangle icon and the text 'You must specify the desired start date'. Below the banner is a 'Desired start date: Select starting date' field. To the right of this field is a 'Remove' button. Below the list is a 'CONTINUE' button. Numbered callouts are placed on the interface: (1) points to the red triangle icon in the 'Adult education courses' section, (2) points to the red triangle icon in the 'Adult education' section, and (3) points to the 'Select starting date' field.

By clicking the **Remove** button (1) you can delete the selected course or course package. When done, click on the continue button (2).

[HOME](#) [MY APPLICATION](#) [COURSES](#) [INFORMATION](#) [CONTACT](#)

[< Overview](#)

Adult education courses ⓘ

[+ Courses](#) [+ Kurspaket](#)

Adult education A total of 1450 points

Course Package care and education - flex, VUXFLEXVOF, Adult Education in Karlshamn, 1450 points
Preferred starting date: 2017-11-23

[Remove](#)

[2 CONTINUE](#)

Once you have chosen the courses/course package you wish to apply for, you need to answer questions about **Student aid** and **Pace of study** in order to proceed with your application. Click the **Continue** button when done.

[HOME](#) [MY APPLICATION](#) [COURSES](#) [INFORMATION](#) [CONTACT](#)

[< Overview](#)

My choice of courses ▾
Kursval ✓
study details
My details >
my study >

Student aid

I intend to apply for study at CSN *

And	No
-----	----

Pace of study

Choose your tempo *

25%	50%	75%	100%
-----	-----	-----	------

CONTINUE

You need to fill in **personal data**. Click the **Save & Continue** button when done.

[HOME](#) [MY APPLICATION](#) [COURSES](#) [INFORMATION](#) [CONTACT](#)

[← Overview](#)

My choice of courses >


My details ▾

personal data

Work situation

previous courses

my study >

 personal data

name *

Name *

Phone mobile

Phone number home

Census municipality *

Karlshamn

How would you like to be contacted? *

☒ E-post

☐ Post

E-post *


Special assistance


☐ I am in need of special support in my studies
(I have eg dyslexia, difficulty concentrating or hearing impaired.)

[More examples](#)

SAVE

SAVE & CONTINUE

 Work situation

 previous courses

You need to fill in information about your **work situation**. Click the **Save & Continue** button when done.

[HOME](#) [MY APPLICATION](#) [COURSES](#) [INFORMATION](#) [CONTACT](#)

[← Overview](#)

My choice of courses >


My details ▾


personal data ✓

Work situation

previous courses

my study >

 personal data


 Work situation

What is your work situation? *

--Select here-- ▾

SAVE

SAVE & CONTINUE

 previous courses

You need to fill in your **previous courses** information and you can upload documents and/or personal letters here. Click the **Save & Continue** button when done.

[HOME](#)
[MY APPLICATION](#)
[COURSES](#)
[INFORMATION](#)
[CONTACT](#)

[< Overview](#)

My choice of courses >

My details v

personal data ✓

Work situation ✓

previous courses

my study >

personal data

Work situation

previous courses

Education in Sweden

Have you previously studied in adult education? *

☐ No
 ☐ Yes, the adult education in Karlshamn
 ☐ Yes, in another municipality

Have you read Swedish for Immigrants (SFI)? *

☒ No
 ☐ Yes, I'm reading right now
 ☐ Yes, I'm done

Highest completed education in Sweden *

--Select here-- v

Foreign education

Have you studied abroad? *

☒ No
 ☐ And

Other information

Other information

Upload document

Here you can upload and certificates. Do you want to upload more documents, you can do it on the Document

Choose File

Bladdra...

Describe the **purpose of the studies**. Click the **Save & Continue** button when done.

[HOME](#) [MY APPLICATION](#) [COURSES](#) [INFORMATION](#) [CONTACT](#)

< Overview

My choice of courses >

My details >

my study v

Purpose of the study

Individual study plan

🚩 Purpose of the study

Why do you want to study? *
--Select syfte-- v

Here you can write more about the purpose of your studies

SAVE SAVE & CONTINUE

📄 Individual study plan

🕒 History

You need to answer questions regarding your **individual study plan**. Click the **Save & Continue** button when done.

[HOME](#) [MY APPLICATION](#) [COURSES](#) [INFORMATION](#) [CONTACT](#)

< Overview

My choice of courses >

My details >

my study v

Purpose of the study ✓

Individual study plan

🚩 Purpose of the study

📄 Individual study plan

Goals and objectives of my study *
[More Info](#)

How do I reach my goals *
[More Info](#)

Previous education and work experience *
[More Info](#)

Areas that you have expertise in *
[More Info](#)

After completing all the information, you will get an overview.

Click the **Show More Info** (1) arrow and check your courses/course packages.

Then click the **Send Application** button (2) to complete the application.

The screenshot shows the 'Overview' page of an application system. At the top is a green navigation bar with links: HOME, MY APPLICATION, COURSES, INFORMATION, and CONTACT. Below the navigation bar, the 'Overview' title is followed by the status 'Status application: Not Submitted' in a red box. On the left is a sidebar menu with categories: 'My choice of courses' (containing 'Kursval' and 'study details'), 'My details' (containing 'personal data', 'Work situation', and 'previous courses'), and 'my study' (containing 'Purpose of the study' and 'Individual study plan'). The main content area shows 'My choice of courses' with a shopping cart icon and a 'Change' button. It lists 'Adult education' with a total of 1450 points. A specific course package is shown: 'Course Package care and education - flex, VUXFLEXVOF, Adult Education in Karlshamn, 1450 points'. Below this is a 'Visa mer info' link (1) and a green 'SEND APPLICATION' button (2).

Now your application will be green-marked (1) and submitted. You will receive an email or a letter sent to you with your application.

You can follow your application by clicking **My Application** (2) → **Overview**.

Here you will see the **status** (3) of your application.

You can also **remove** (4) or **complete** (5) your application.

Once your application is done **and** you have been in contact with a student counselor, you will be notified about your application.

The screenshot shows the 'Overview' page with the application status changed to 'Submitted' (1) in a green box. The navigation bar (2) is the same. The sidebar menu is also the same. The main content area shows 'My choice of courses' with a shopping cart icon and a 'Change' button. It lists 'Adult education' with a total of 1450 points. A specific course package is shown: 'Personal care and education' (Adult education in Karlshamn, VUX1VO, 1450 points, January 9, 2018 - April 15, 2019). Below this is a 'Deadline: 2017-11-09' and a 'Status: Pre-finished' (3) label. A 'Visa mer info' link is also present. A red 'Remove' button (4) is visible. A green 'Complete application' button (5) is also present.

For questions, please contact:

Adult education in Karlshamn

vux@karlshamn.se

Utbildningsförvaltningen

Karlshamns kommun

