

1. Instructions for sending secure mail with 'e-boks'

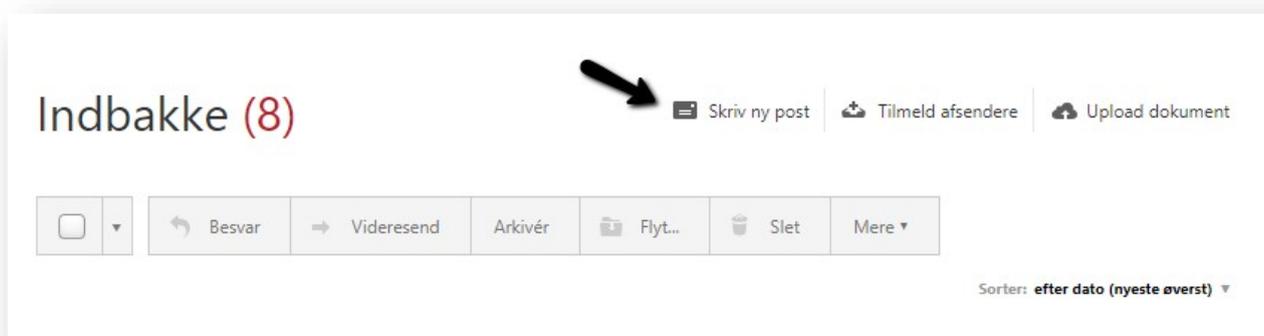
To send material to UCN, you can use your e-boks for sending secure e-mail. This way, you can be sure that your connection is secure, and that your data will not be compromised.

1.1 Log in to your e-boks

Log in at <https://www.e-boks.dk/privat>.

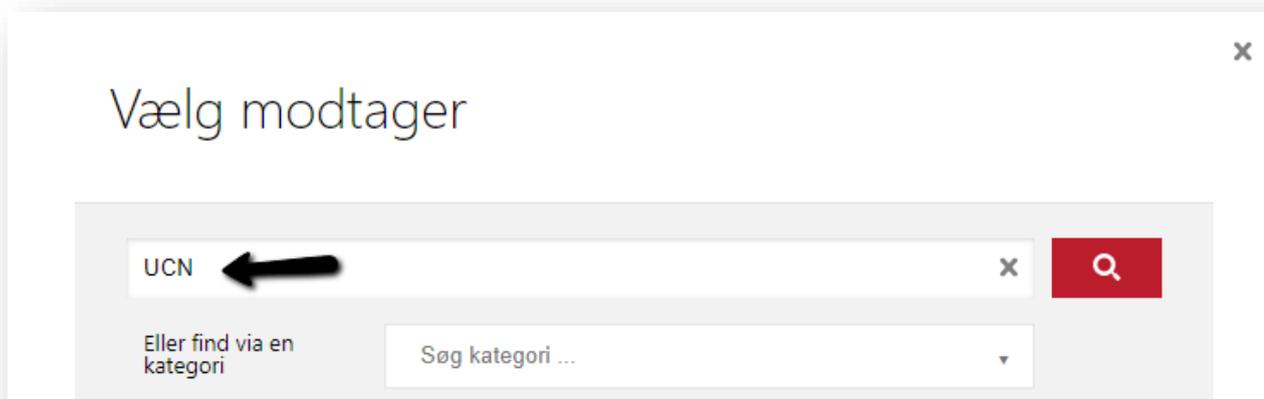
1.2 Write new mail

Select "Skriv ny post" ('write new mail').



1.3 Find UCN as the receiver

Type "UCN" in the receiver field and click the red search button. You will now have a list of UCN's receiving mailboxes.



1.4 Fill in the subject field

In the subject field ('Emne'), please enter what your request is about.
For example: "Individual prior learning assessment for the xxx Programme".

Skriv ny post

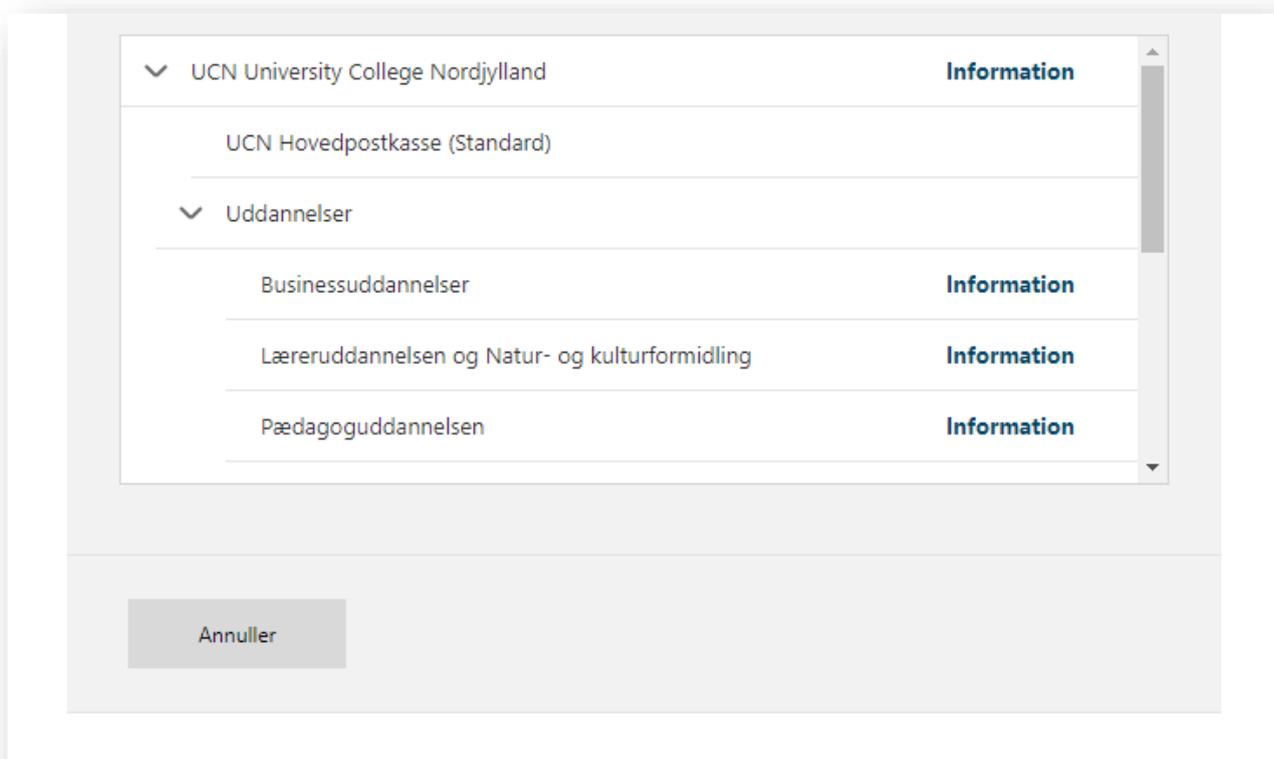


The screenshot shows a form titled "Skriv ny post". It has two main input areas. The first is labeled "Til:" and contains the text "(e-Boks-modtager)" and a button labeled "Vælg modtager". The second is labeled "Emne:" and is currently empty.

1.5 Select study programme

Expand the list and select the appropriate division for the study programme you are looking for:

Business programmes; Education (teacher training) and natural and cultural heritage management;
Social education, Healthcare programmes, Technology programmes



The screenshot shows a dropdown menu for selecting a study programme. The menu is open, showing a list of options. The first option is "UCN University College Nordjylland" with a "Information" link. Below it is "UCN Hovedpostkasse (Standard)". The next option is "Uddannelser", which is expanded to show three sub-options: "Businessuddannelser", "Læreruddannelsen og Natur- og kulturformidling", and "Pædagoguddannelsen". Each of these sub-options has an "Information" link. At the bottom of the menu is a button labeled "Annuller".

1.6 Attach the material

You are now ready to attach the application along with any supporting material before you submit the application.



1.7 Then press send