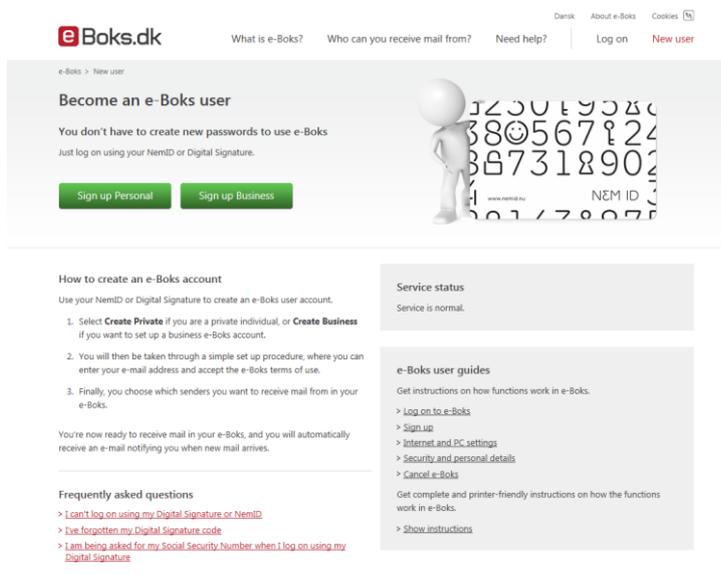


Using eBoks and NemID

Step 1

You must have an eBoks account to log on eBoks.dk. As an employee at CBS you are automatically registered and usually you don't have to sign up again. The homepage includes user guides in English. Your pay slip from the CBS and Danish State (The Agency for the Modernization of Public Administration) is always and only posted to eBoks. If you have logged on before please go to step 4.



The screenshot shows the eBoks.dk homepage for new users. At the top, there is a navigation bar with links for 'Danish', 'About e-Boks', 'Cookies', 'Log on', and 'New user'. Below the navigation bar, the main heading is 'Become an e-Boks user'. A sub-heading states 'You don't have to create new passwords to use e-Boks. Just log on using your NemID or Digital Signature.' There are two green buttons: 'Sign up Personal' and 'Sign up Business'. To the right of the buttons is a graphic of a 3D white figure standing next to a grid of numbers and letters, with the text 'www.nemid.nu' and 'NEM ID' below it. Below the main heading, there are three sections: 'How to create an e-Boks account', 'Service status', and 'e-Boks user guides'. The 'How to create an e-Boks account' section contains three numbered steps: 1. Select 'Create Private' if you are a private individual, or 'Create Business' if you want to set up a business e-Boks account. 2. You will then be taken through a simple set up procedure, where you can enter your e-mail address and accept the e-Boks terms of use. 3. Finally, you choose which senders you want to receive mail from in your e-Boks. Below the steps, it says 'You're now ready to receive mail in your e-Boks, and you will automatically receive an e-mail notifying you when new mail arrives.' The 'Service status' section says 'Service is normal.' The 'e-Boks user guides' section has a sub-heading 'Get instructions on how functions work in e-Boks.' and lists several links: '> Log on to e-Boks', '> Sign up', '> Internet and PC settings', '> Security and personal details', '> Cancel e-Boks', and '> Show instructions'. Below the user guides, it says 'Get complete and printer-friendly instructions on how the functions work in e-Boks.' and lists three frequently asked questions: '> I can't log on using my Digital Signature or NemID', '> I've forgotten my Digital Signature code', and '> I am being asked for my Social Security Number when I log on using my Digital Signature'.

Step 2

You must also have a NEM ID account to enter eBoks. If you don't already have a NEM ID digital signature, you have to sign up using the homepage <http://www.nemid.nu>. You must have a Danish Social Security Number, a driver license or passport to register on-line, otherwise you have to contact the Borger Service in the municipality where you live. The homepage is partly in English. If Danish isn't your native tongue, you might have to ask one your colleagues to help. Most Danes already have a NEMID in order to do business with their bank or to check their tax bills.

NEM ID

PRIVAT | ERHVERV | MYNDIGHEDER | OM NEMID | DIGITAL SIGNATUR

SUPPORT SELVBETJENING

Om NemID

Forside / Om NemID / About NemID

- Aktuelt
- Hvad er NemID?
- Hvem kan få NemID?
- Her kan du bruge NemID
- Sikkerhed
- Regler
- Videreudvikling af NemID
- Om dette websted
- Presse
- Kontakt
- About NemID
- Behind NemID

About NemID

NemID is the new digital signature that will accelerate the Danish vision of one login for public and private services on the Internet.

One for all

Your NemID login remains the same regardless of where you use it.

The way you log in will always be the same, whether you are accessing your online banking service, e-Boks or the local public authorities' self-service or whether you are checking your insurance or retrieving your tax return from the Danish tax authorities, SKAT.

To go

Take your NemID with you and use it on other computers. As long as you remember your password, you can use NemID on most computers with Internet connections. You can use your NemID on your work computer during the day, on your Mac at home in the evening or at an Internet café if you are out and about.

Security in numbers

Because security is given pride of place, NemID is comprised of two components: your password, which only you know, and a code card, which you have in your possession. Therefore, NemID offers strong protection against intruders and hackers.

Selvbetjening

[Log på Selvbetjening >](#)

Få hjælp

[Mest efterspurte emner >](#)

Read more

(opens in a new window)

[National IT and Telecom Agency DanID A/S](#)

NemID Rules

[Read the NemID-rules in english](#)

[NemID-rules >](#)

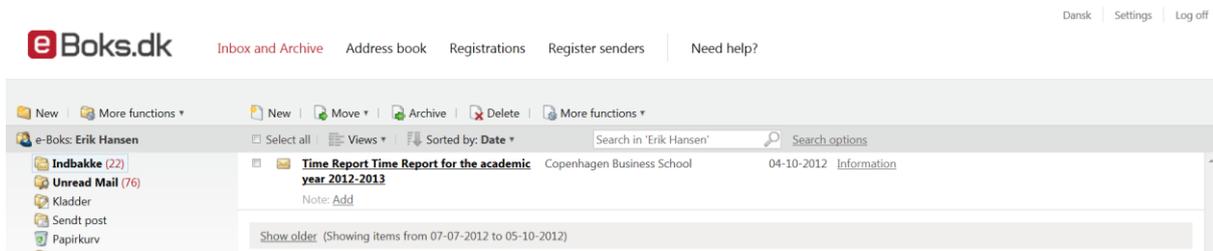
Step 3

You now have an account at e-boks and a NemID. Open the link <http://eboks.dk> in a JAVA compliant browser e.g. Internet Explorer or Firefox. You might get problems on an Apple platform. You can instead download an App from App Store to your IPAD or iPhone. There are apps for Android and Windows Phone too.

Unfortunately the following page is in Danish only. You have 3 possibilities for Bruger id (User id): Your social security number, a user id of your own choice created in step 2 or the user id coming in the letter with your NemID keys. The "Adgangskode" is the password you created in step 2. Having been validated you are asked to enter your own NemID key corresponding to a foreign key.

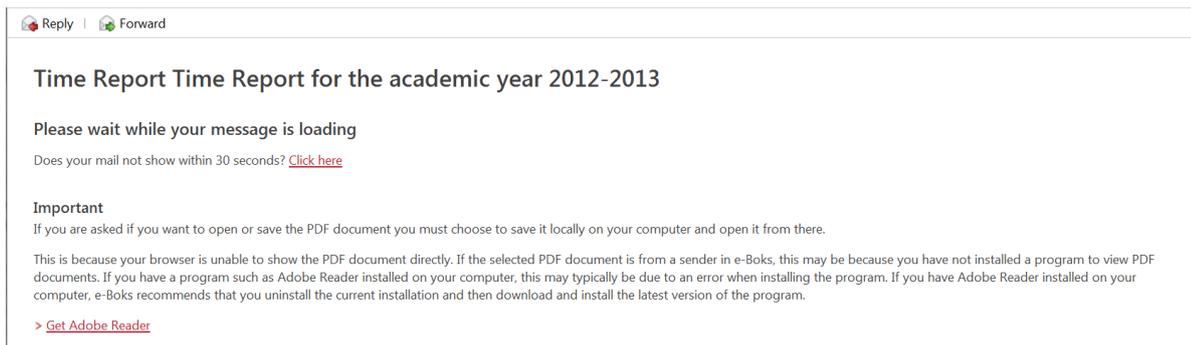
Step 4

Having logged on eBoks and clicked on the menu “Inbox and Archive” you’ll see a screen like the one below. The time sheet should appear in Unread Mail and Indbakke (Inbox). Open the report by clicking the link.



Step 5

At the top of the page you’ll find two buttons. When you have controlled your report press “Reply”. You cannot use the Forward option in this connection.



Step 6

In this last step you can either accept or refuse the time sheet by checking either Yes or No boxes. When you press “Send” your answer is mailed to CBS.

[Back to message](#)

Reply: Time Report Time Report for the academic year 2012-2013

Du modtager hermed som deltidsvidenskabelig underviser på CBS en anmodning om at acceptere eller afvise det timetal som CBS har registreret for dig i indeværende semester. Når CBS har modtaget din godkendelse får du, når semesteret er afsluttet, dine overskydende timer udbetalt. Hvis du afviser timetallet i vedlagte timerapport, skal du henvende dig til det institut, hvorpå du er ansat med henblik på at få rettet timetallet. Da deltidsvidenskabelige medarbejdere jævnfør cirkulæret om eksterne lektorer ikke må arbejde mere end 780 timer pr. studieår, har CBS ikke hjemmel til at udbetale timer over dette timeloft. Du har også en forpligtelse til at sikre, at timeloftet på 780 timer per studieår overholdes. Er dit timeloft overskredet skal du henvende dig til dit institut.

- Ja, jeg godkender hermed de registreringer som fremgår af vedhæftede timerapport
- Nej, jeg kan ikke godkende de registreringer, idet jeg har undervist/vejledt enten flere eller færre timer end det som fremgår af vedhæftede rapport