



| SCHOOL BOARD ELECTION |
| parents |

MU Elev · User manual

version 1.0 – march 2026

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School Board election – directly integrated in MU Elev

As a parent it is possible to nominate yourself and vote in the School Board election directly via MU Elev, if your school has chosen to use the module.

You do this the same place where you report your child's absences.

This guide is for you, whether you want to run for election and/or cast your vote. All images in this guide are shown as they appear when you access MU Elev from a mobile device, for example, directly from the link-widget in AULA.

1 Your options for the School Board election

As a parent, you can nominate yourself for the school board election as soon as the set date for the start of nominations is reached.

1.1 Are you eligible for the School Board election?

As a parent, you can nominate yourself if your child is enrolled at the school either now, in the future, or as of August 1st during an election year.

This means you are eligible to run and can participate in the election if your child will attend the school within the remainder of this school year or is set to do so for the upcoming school year.

This applies, for example, if:

- Your child is enrolled in preschool class (børnehaveklasse),
- Your child is enrolled in the 7th or 10th grade after the summer holiday, or
- Your child is otherwise enrolled at the school (where the election is held) after the summer holiday.

Please notice that this decision must have been made prior to the beginning of the School Board election.

1.1.1 How to participate in an election where the vote takes place via MU Elev

As you will see in section 1.2, you can find the School Board election icon in the same place where you report your child's absences. However, if your child currently attends one school and you need to participate in an election for a different school, you must log in specifically to MU Elev at that school.

To do this, please:

1. Go to the website [www.minuddannelse.net]
2. Log in using your **MitID**
3. On the page that appears, you can select a parent role (mor [mum]/far [dad]) at both your child's current and upcoming schools
4. Choose the upcoming school, after which you can access the School Board election exactly as shown below in Section 1.2 and beyond

1.2 How to nominate yourself for the School Board election

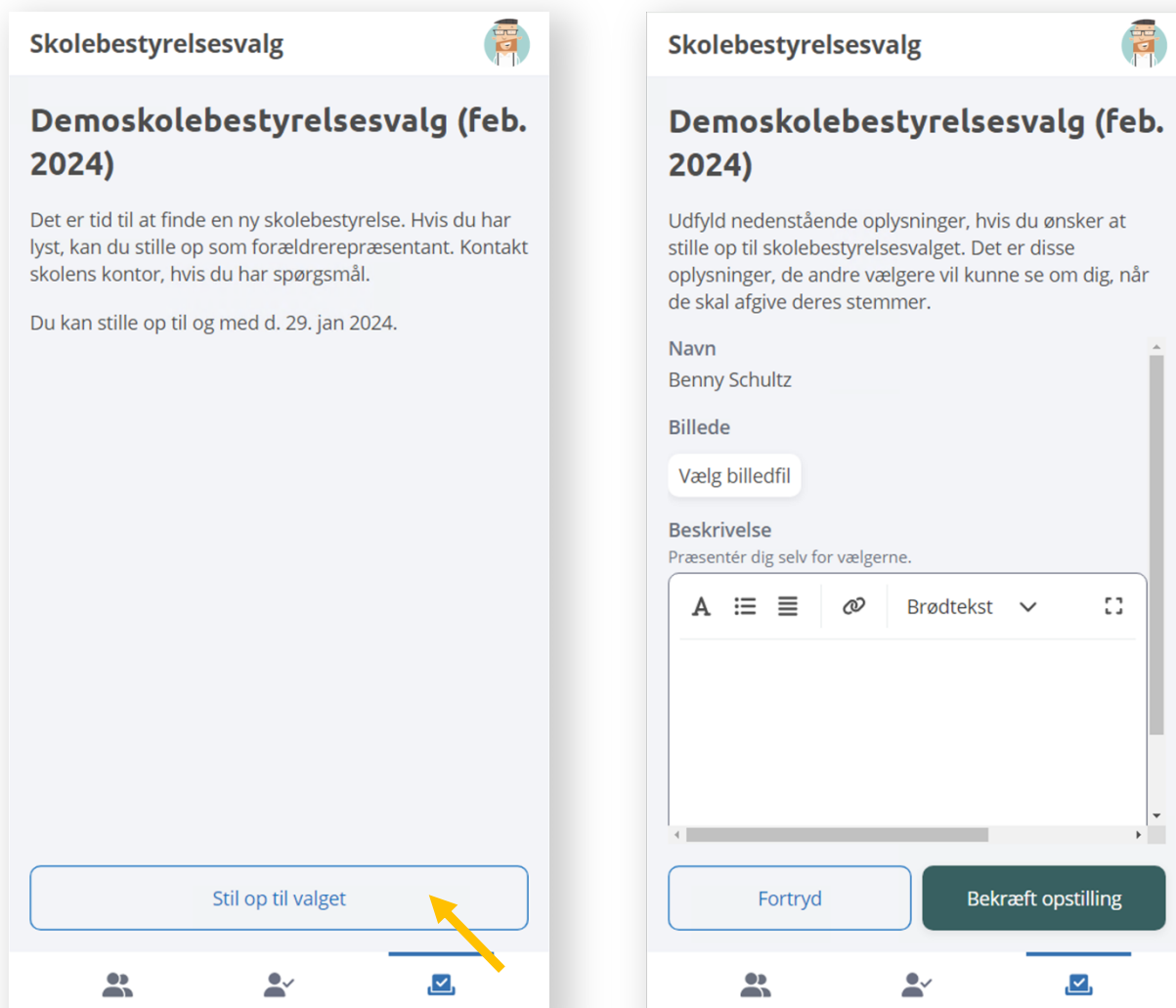
When an election is active and nominations are open, you will once again see an **additional icon** in MU Elev. This icon appears in the same section where parents log in to report their child's absences. By clicking the icon, you will be directed to the nomination page.

The availability of the icon depends on the election dates set by the school.



1.2.1 How to nominate yourself for the School Board election

When you click on the School Board election-icon during the period when the school has opened nominations for the election, you will be directed to the nomination page.



Skolebestyrelsesvalg

Demoskolebestyrelsesvalg (feb. 2024)

Det er tid til at finde en ny skolebestyrelse. Hvis du har lyst, kan du stille op som forældrerepræsentant. Kontakt skolens kontor, hvis du har spørgsmål.

Du kan stille op til og med d. 29. jan 2024.

Stil op til valget

Skolebestyrelsesvalg

Demoskolebestyrelsesvalg (feb. 2024)

Udfyld nedenstående oplysninger, hvis du ønsker at stille op til skolebestyrelsesvalget. Det er disse oplysninger, de andre vælgere vil kunne se om dig, når de skal afgive deres stemmer.

Navn
Benny Schultz

Billede
Vælg billedfil

Beskrivelse
Præsenter dig selv for vælgerne.

Fortryd **Bekræft opstilling**

On the nomination page you can nominate yourself by clicking [**Stil op til valget**], which will take you to a page where you can provide a profile statement explaining why you are running for the school board [**Beskrivelse**]. You can also upload a profile picture [**Vælg billedfil**] for election purposes only.

Once you have filled out the nomination form, please confirm your nomination by clicking [**Bekræft opstilling**].

Please Note: If you wish to withdraw your candidacy, you must contact the school office. A staff member there can remove your name from the list of candidates up until the election has begun.

1.2.2 Edit your profile statement

If you wish to edit your profile statement during the nomination period, access the School Board election using the icon on the main page. If you have already nominated yourself, you can use the Edit Nomination [**Rediger opstilling**] button to make changes.

You can do this until the nomination period ends, as set by the staff at school.

Fravær

Sygdom

Ekstraordinær frihed

Louise Møller Keller

7A

✓

Fra

29. jan 2024

Hele dagen

Til

29. jan 2024

Hele dagen

Årsag

Skriv evt. årsagen fx tandlæge- eller lægebesøg

Send fravær til skolen

Skolebestyrelsesvalg

Tak for at stille op!

Kandidat

Benny Schultz

Beskrivelse

Jeg vil gerne stille op til dette års skolebestyrelsesvalg.

I skal stemme på mig, fordi jeg vil arbejde for de tre mærkesager:

1. Skolerejser på mellemtrin og i udskolingen skal tilbage som en fast del af skolegangen.

2. Vi skal arbejde for sundere kost på skolen som en generel indsats.

3. Skolens arbejde med trivsel skal forstærkes endnu mere.

Du er nu stillet op som kandidat til skolebestyrelsesvalget. Kontakt skolens kontor, hvis du har spørgsmål.

Rediger opstilling



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1.3 Cast your vote in the School Board election

When the election begins, you can access the voting process by pressing the School Board election icon.



Fravær

● Sygdom ● Ekstraordinær frihed

Louise Møller Keller
7A

Fra
29. jan 2024
Hele dagen

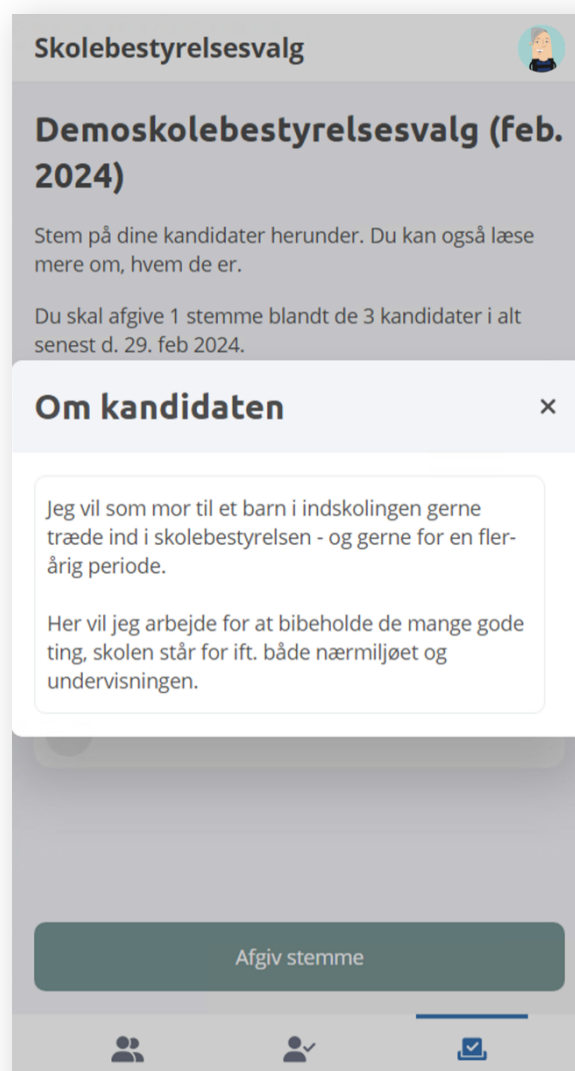
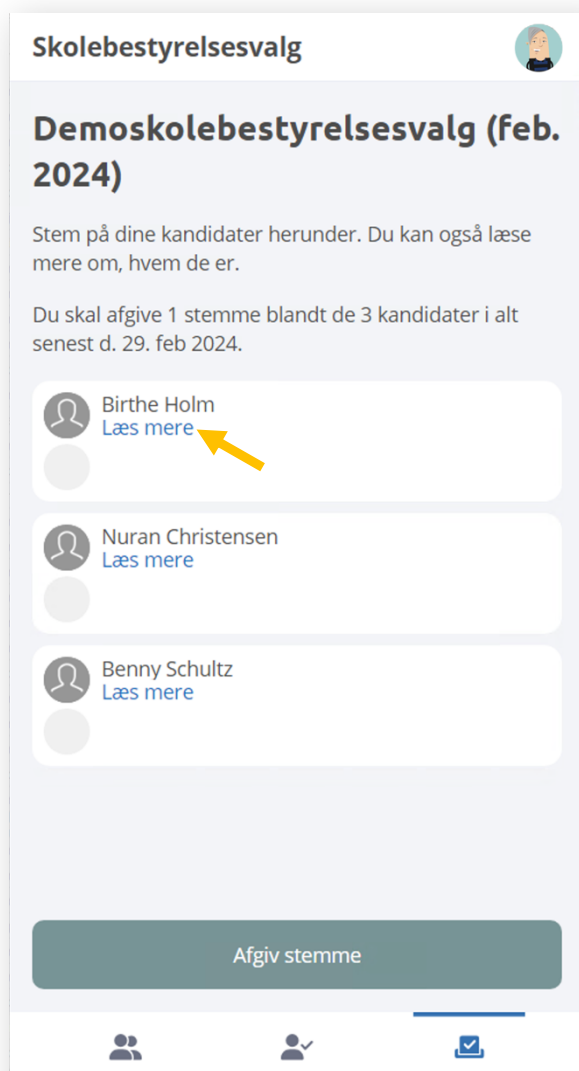
Til
29. jan 2024
Hele dagen

Årsag
Skriv evt. årsagen fx tandlæge- eller lægebesøg

Send fravær til skolen

1.3.1 Read about the candidates and cast your vote in the election

When you click on the School Board election icon after the voting process has begun, you will be directed to the voting page, where you can cast your vote.

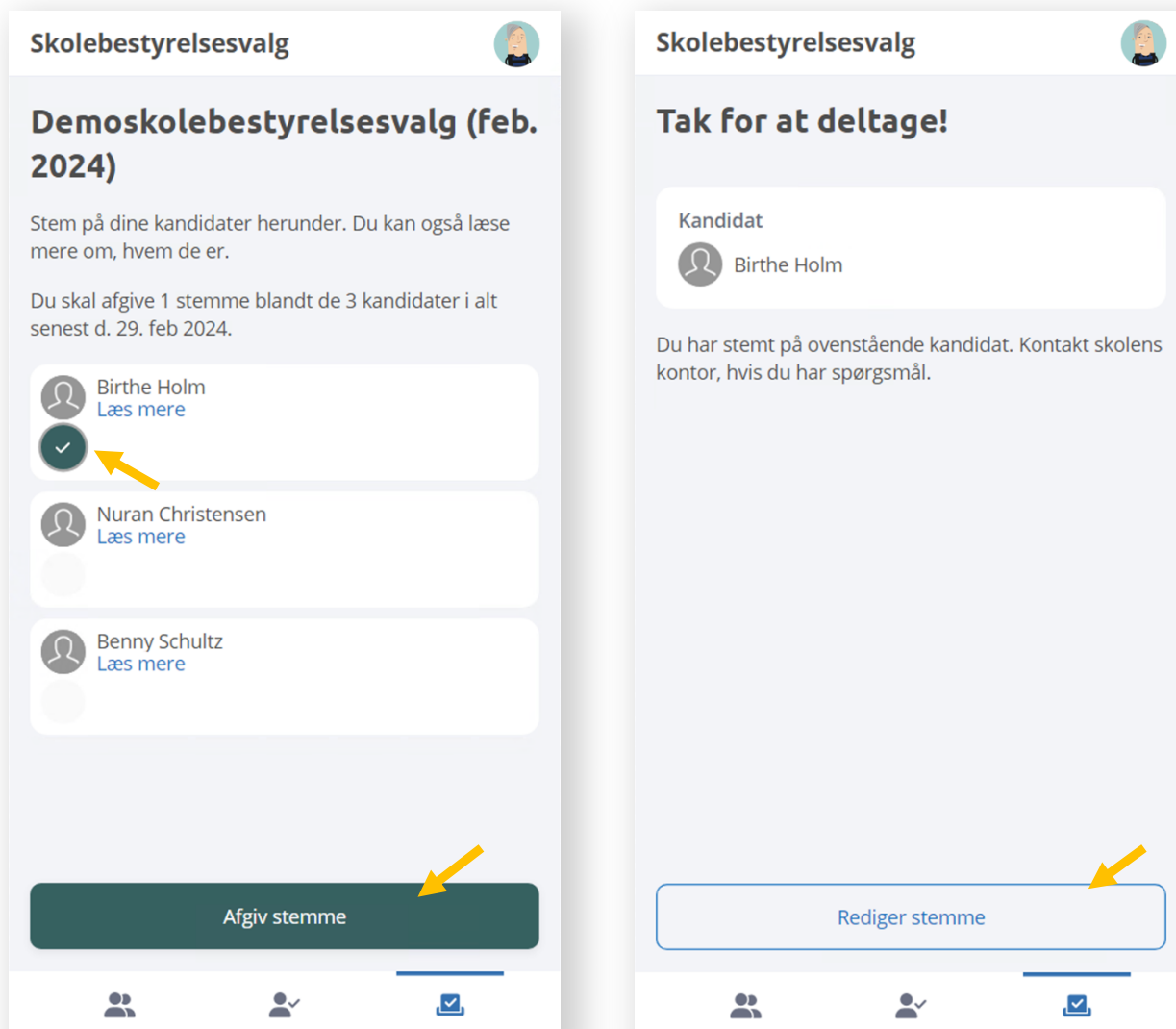


Prior to casting your vote, you can click "Read more" [**Læs mere**] and thereby access any information the candidate has provided regarding their nomination. The information shown is what the candidate has personally provided, as shown in the example above.

The information will not be shown translated into English – unless the candidate has provided English text upon nominating themselves.

Once you are ready to cast your vote, you can select your preferred candidate by marking the candidate. In the example below, the personal vote has been given to **Birthe Holm**.

You submit your vote by clicking Cast Vote [**Afgiv stemme**].



1.3.2 Edit your vote (during the election period)

As shown in the image above on the right, you are given the possibility to change your vote during the election period. This is done by clicking Edit Vote [**Rediger stemme**], which will allow you to remove your vote and assign it to a different candidate.

This option is available until the voting process is completed and the end date for the votation has been reached. You can change your vote as many times as you need during this period.

1.3.3 Results of the School Board election

The results of the School Board election are communicated to you by the school office, most likely via AULA, and therefore the results cannot be found directly in MU Elev.