



SDBF Student Guide

Digital Forms

This guide tells you what to do before you log on to SDBF and how to fill out a form

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1. What is SDBF (Digital Forms)?

SDBF is a digital form system that replaces manual forms at Business Academy Aarhus.

To use SDBF please note that you must have a Danish CPR and a NemKonto.

1.1. Browser selection

We recommend that you use Google Chrome when filling out SDBF forms (you cannot use Internet Explorer).

2. What should I do before I sign in?

If you need to settle expenses that is to be reimbursed from the Business Academy, you must be created with your name on NemID, see how to do so under section 4. You must also have told your bank which bank account you want to use as your NemKonto.

3. First log-in

You will learn about SDBF, from your teacher or programme secretary, who will send you a link when you need it. You can also find the links for the forms yourself on StudyUpdate: <https://studieupdate.eaaa.dk/vejledning/Sider/Selvbetjening---SDBF.aspx>

You must log on to SDBF with your NemID, therefore please keep your key card or NemID key app ready. The link to SDBF is: <https://sdbf.dk/eaas/Login>

The first time you sign in, fill in your email address and repeat it, then click finish. When you use a direct link, SDBF opens the form you need to fill out.



The screenshot shows a web form titled "Opdater din e-mailadresse" (Update your email address). Below the title, there is a message: "Du har endnu ikke indtastet din e-mailadresse. Dette er nødvendigt for at kunne benytte systemet. Indtast venligst din e-mailadresse." (You have not yet entered your email address. This is necessary to be able to use the system. Please enter your email address). The form contains two input fields: "E-mailadresse:" and "Gentag e-mailadresse:". Below these fields is a blue button labeled "Udfør" (Finish).

After filling in all the required fields in the form, be sure to send it by clicking “Send blanket”- which means send form.

The required fields are marked with a *. The system will alert you if you have not filled in all required fields.

You can cancel the forms yourself if they are not to be sent anyway - click on “Annuller blanket” - which means cancel the form.

4. How do I know if I was created with my name on NemID?

4.1. Pseudonym

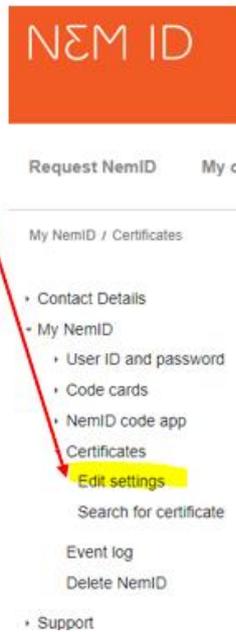
If your name appears as “pseudonym” on the form after you log in please go to the NemID website to edit your name settings. See how in the next section. Then start a new form in SDBF. Afterwards please cancel the form with “pseudonym”.

4.2. Edit your name settings on My NemID

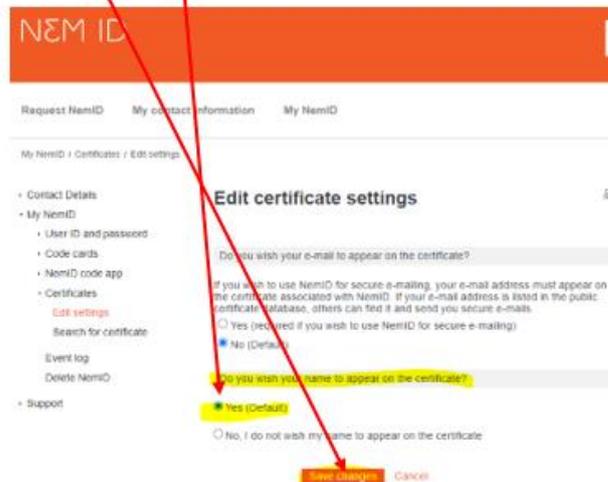
Please follow this procedure: Log on to My NemID: <https://service.nemid.nu/dk-en/>



3. Choose Edit settings



4. Choose **Yes (Default)** to the question: *Do you wish your name to appear on the certificate.* Save changes.



5. Why do I get an email notification from SDBF?

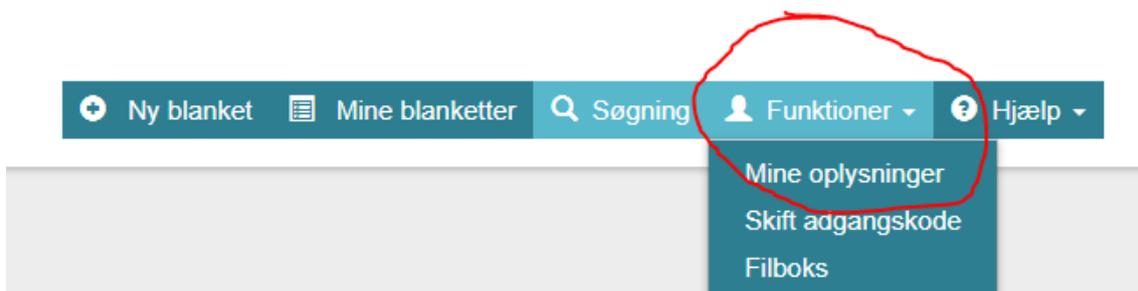
You will receive notifications by email:

- If you have forgotten to finish by sending the form
- if your form has been rejected

The message will be sent to the email you provided at your first log-in. You can log in via the link in the notification and edit and resend your form.

6. Can I change my email address in SDBF?

Yes, you can change your information on the "Funktioner" tab and "Mine oplysninger".



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Ny blanket Mine blanketter Søgning Funktioner Hjælp

Dine Oplysninger

Fornavn	Efternavn	Initialer
Adresselinie 1	Bynavn	Postnummer
CPR-nummer	E-mailadresse *	
Telefonnummer	Beskeder sendes til dig via E-mail	

7. Searching for forms and favourites

You can search for forms under “Ny blanket” by entering the form name in the search box. You can add forms as favourites by clicking on the star to the left of the form name.

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8. Where do I find my forms?

You can at any time see your active and completed forms under the “Mine blanketter” tab.