

Instructions

How to grant next of kin access to Inna

Please note: To sign in to Inna, use [Ice Key - Digital Certificates](#)

How to grant next of kin access to Inna, for students over the age of 18

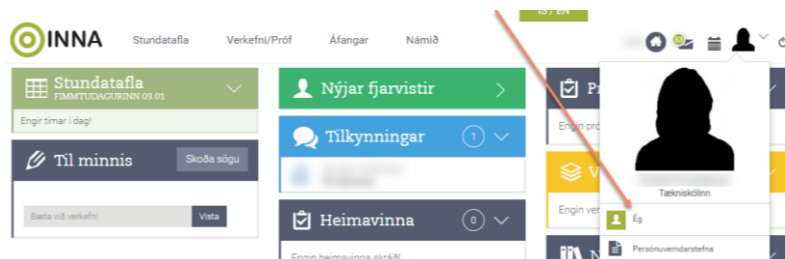
Registered next of kin for students under the age of 18 have access to the school information system Inna and can monitor study progress and attendance among other things. Next of kin can also register sick leave for students in Inna.

When a student turns 18, the access for next of kin closes but the student can reopen it and allow their next of kin continued access.

If a student reopens the access in Inna, the next of kin can continue to register sick leave in Inna for the student. If sick leave is registered through Inna it is not necessary to show proof of absence from a healthcare centre.

Instructions – Opening Inna access for next of kin of students who are 18 years or older

1. The student logs in to Inna.
2. Click on the profile picture in the top of the bar and choose “me”. The students’ personal information will appear in this menu.



3. Open the link “Next of kin” at the bottom of the menu.
4. By choosing “Yes” instead of “No” in the access field next of kin are granted access to Inna.

