

Guide on how to fill in SDBF forms

SDBF is a collection of KEA's electronic forms.

Login and browser

We recommend that you use **Google Chrome** when filling in SDBF forms.

Link to SDBF: www.sdbf.dk

Velkommen til ditmerFlex

Før du kan komme i gang skal du vælge din organisation fra listen. Når du har valgt en organisation, vil du automatisk starte på den valgte organisation ved fremtidige besøg.

Vælg hvilken organisation du hører til:

Choose Københavns Erhvervsakademi

Click on continue "Fortsæt"

Fortsæt

NOTE!

The first time you log in, choose Copenhagen School of Design and Technology "Københavns Erhvervsakademi" in the list of organisations.

Use your **NemID** to log into the system. Read more about [how you obtain NemID](#).

Log ind Log in

Velkommen til ditmerFlex. Er du ny bruger skal du klikke på "Send ny adgangskode" for at modtage login oplysninger.

Click on change type of log-in "Skift logintype" and choose NemID

Skift logintype ▾

NemID

Email + Adgangskode

Windows login

WAYF login

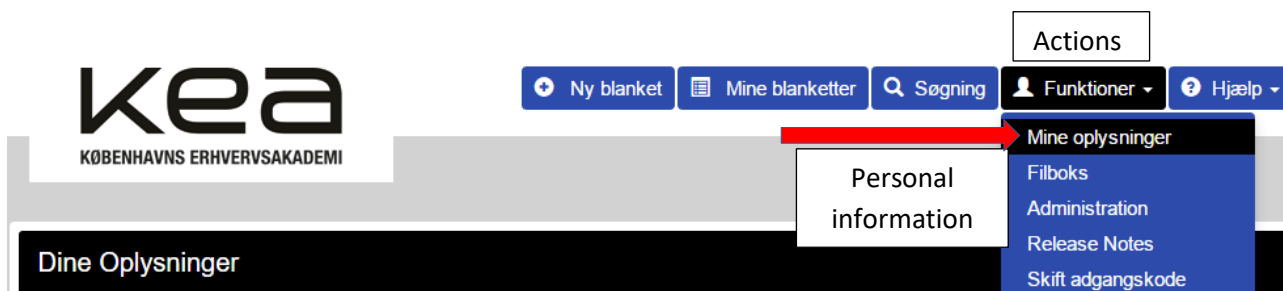
E-mail

Adgangskode

Husk mig: Sæt kryds her for at systemet husker dig

Login

Add your KEA mail



To be able to fill in a form, you must click on actions "Funktioner", personal information "Mine oplysninger" and add your KEA mail.

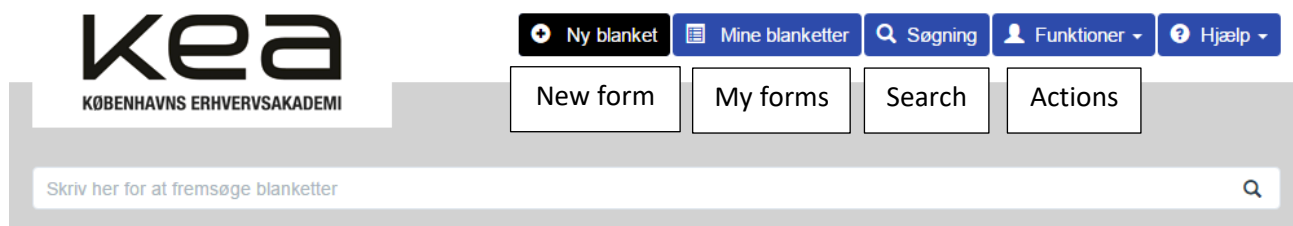
Jeg har ingen email

E-mail adresse *

Write your KEA mail: Aaa11@stud.kea.dk

Your options

See the menu bar at the top:



Fill in a new form

- Choose a new form "Ny blanket".
- Choose "Studerende/students"



Here you may choose between various forms, such as

- Sygemelding/Notification of illness
- Meddelelse om barsel/Notice of childbirth
- Ansøgningskema/Application form

Add extra information to your form

When you've filled in the form, you may add extra information in the input field "Notat".

Notat Her kan du angive et notat som vises i det kommende blanketforløb.

Extra information! Here you may add extra information, which will be visible in the succeeding flow.

When you have filled in a form

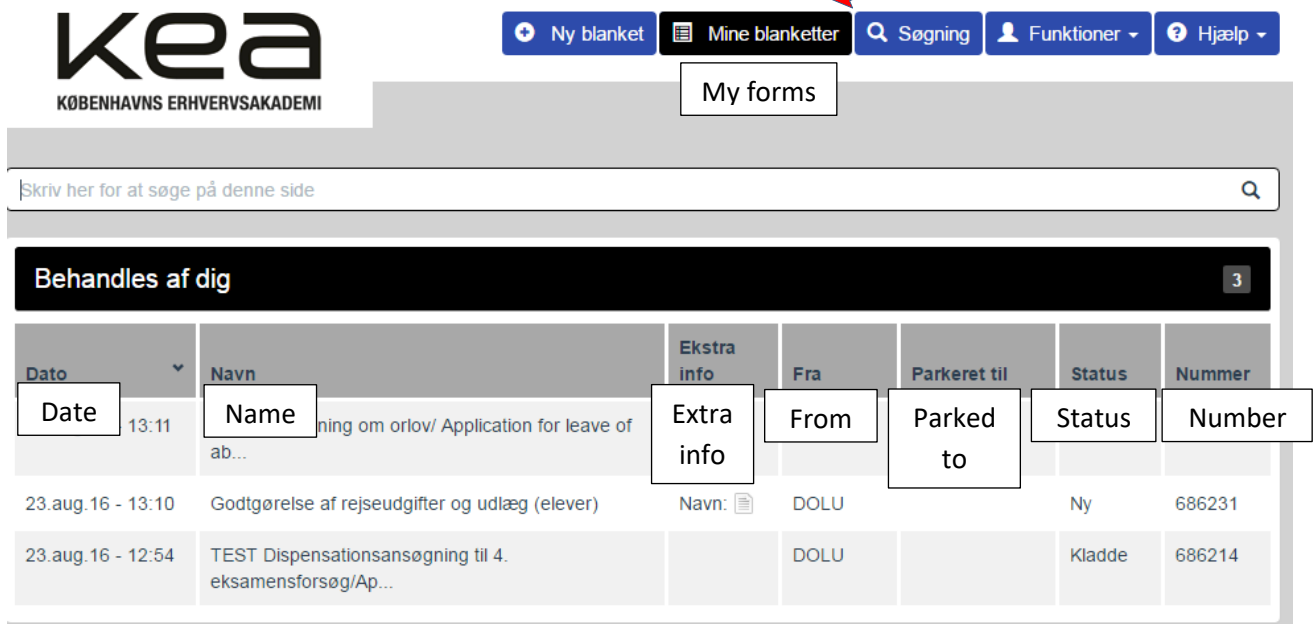
You have various options when you have filled in a form.



- If your form is ok, click on "Send blanket" to send it further on in the flow.
- If you want to delete your form, click on cancel form "Annuller blanket".

My forms

Under my forms "Mine blanketter" you can check the status of your forms.



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KØBENHAVNS ERHVERVSAKADEMI

Ny blanket Mine blanketter Søgning Funktioner Hjælp

My forms

Skriv her for at søge på denne side

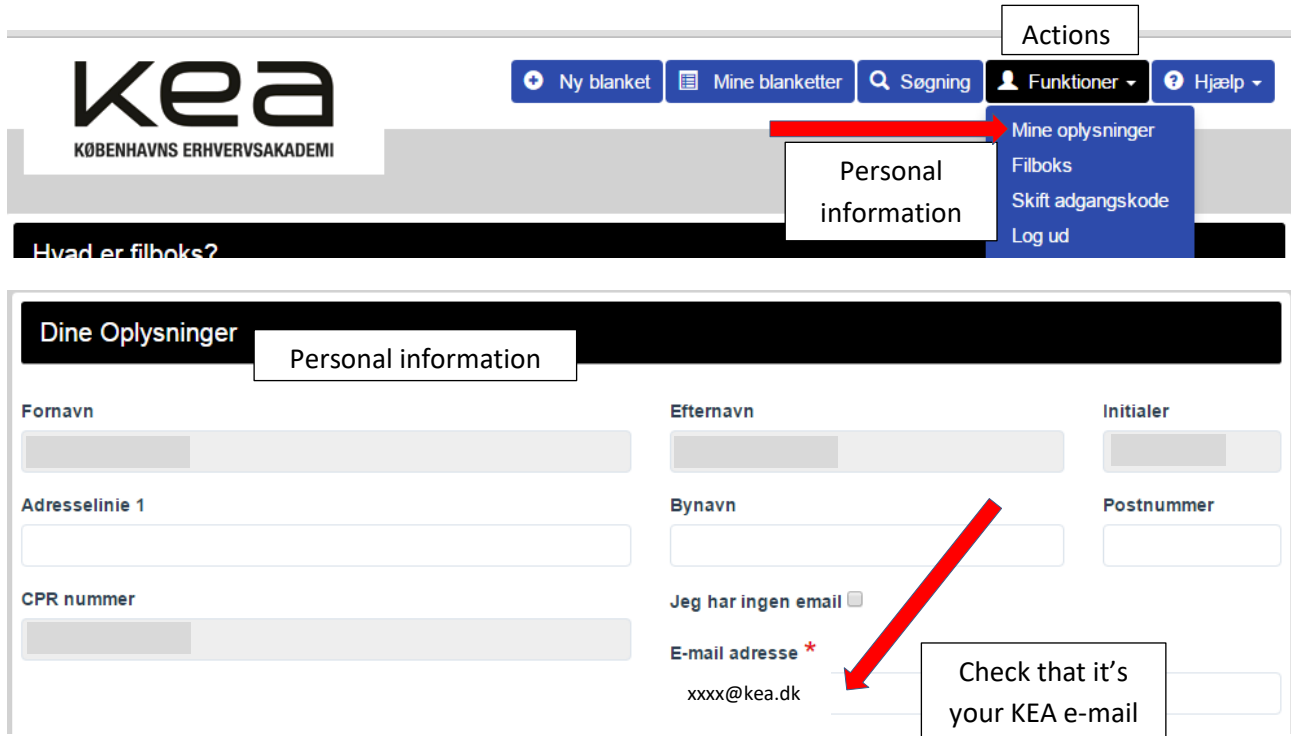
Behandles af dig 3

Dato	Navn	Ekstra info	Fra	Parkeret til	Status	Nummer
13:11	Name	ning om orlov/ Application for leave of ab...		Parked to	Status	Number
23.aug.16 - 13:10	Godtgørelse af rejseudgifter og udlæg (elever)	Navn: [ikon]	DOLU		Ny	686231
23.aug.16 - 12:54	TEST Dispensationsansøgning til 4. eksamensforsøg/Ap...		DOLU		Kladde	686214

Actions

Personal information

Check that your KEA mail is specified under your personal information "Mine oplysninger".



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Ny blanket Mine blanketter Søgning Funktioner Hjælp

Actions

Mine oplysninger
Filboks
Skift adgangskode
Log ud

Hvad er filboks?

Dine Oplysninger

Personal information

Fornavn [input]
Efternavn [input]
Initialer [input]

Adresselinie 1 [input]
Bynavn [input]
Postnummer [input]

CPR nummer [input]
Jeg har ingen email

E-mail adresse *
xxxx@kea.dk

Check that it's your KEA e-mail

File box – attach pictures to your form

If you want to attach a picture to your form, just take a picture with your smartphone and mail it directly to filboks@sdbf.dk. In the subject field of the mail, write a short text, so that you can recognise it in the file box.

Note! Please check that you're sending your e-mail from the e-mail address specified under your personal information "Mine oplysninger".

Alternative e-mail-addresses

If you want to send a picture from another e-mail address than the one specified under your personal information "Mine oplysninger", just add an alternative e-mail address.

- Click on actions "Funktioner" and file box "Filboks".
- Click on "+"
- Enter the alternative e-mail address
- Save by clicking on "Gem".

If you want to add further e-mail addresses, repeat the procedure.

Kea
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Actions
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Ny blanket Mine blanketter Søgning Hjælp

Hvad er filboks?
Send a picture to filboks@sdbf.dk and write a short description in the subject field of your e-mail. Subsequently, you may add the picture to your form directly from the file box.

Filboks giver dig mulighed for at sende billeder til dit formularsystem. Du kan tilføje adresser til din arbejds-e-mail eller en alternativ e-mail.

Bemærk

- Filer slettes automatisk efter 60 dage
- Det virker kun hvis du sender fra den mailadresse som du benytter til dette system

Write alternative e-mail address

Alternative e-mail adresser

Alternativ e-mail

Alternativ email Add e-mail address

Save Gem

Filboks filer
Example of list of files already in your file box

Liste med filer der allerede findes i din filboks

Filnavn	Beskrivelse	Oprettet	Download	Delete
20160627_132702_resized_2.jpg	Billede fra Herning	23-08-2016	Hent	Slet

Under "Filboks filer" you can see the files, you have sent to filboks@sdbf.dk. The files are automatically deleted after 60 days.

Attachment to a form

Apart from pictures you may also attach a file from your computer such as a medical certificate or a pregnancy record.



Comments

Send your form in SDBF

When you have filled in one of the following forms

- Meddelelse om barsel/Notification of childbirth
- Sygemelding/Notification of illness
- Ansøgningskema/Application form

please send it to KEA Study Administration.

Choose the group of study secretaries affiliated to your department:

- BUILD -> BYG – studiestekretærer
- DIGITAL -> DIGITAL – studiestekretærer
- DESIGN -> DESIGN – studiestekretærer
- TECH -> TEKNIK – studiestekretærer

Legal basis

KEA will assess your application, notification of childbirth or notification of illness according to

- [Adgangsbekendtgørelsen](#) (Ministerial order on admission)
- [Eksamensbekendtgørelsen](#) (Ministerial order on exams)
- [Bekendtgørelse om erhvervsakademiuddannelser og professionsbacheloruddannelser](#) (Ministerial order on academy profession programmes and professional bachelor programmes)