

# En snabbguide till EMREX

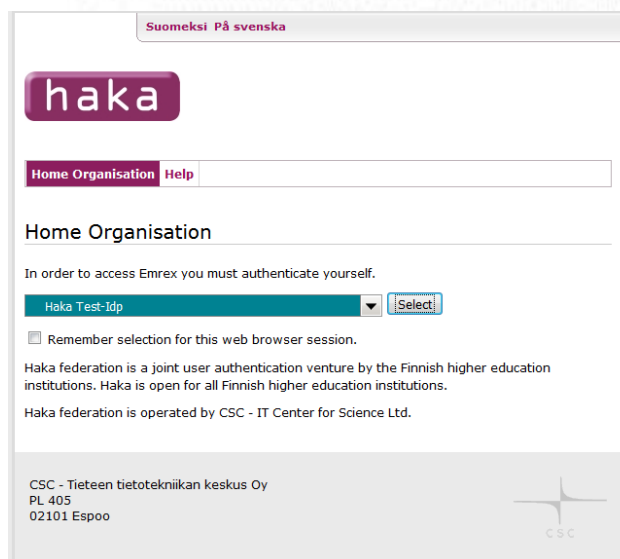
Är du tillbaka från en utbytesperiod och behöver få dina studier tillgodoräknade av din egen högskola?

Med EMREX öveför du elektroniskt dina studieprestationer från värdhögskolan till din egen högskola.

Följ dessa steg:


1. Gå till EMREX via länken i din högskolas intranet, eller via den länk du fått per epost av din handledare

2. Logga vid behov in med HAKA (välj din egen högskola)



The screenshot shows the HAKA login interface. At the top, there are language options: 'Suomeksi' and 'På svenska'. The 'haka' logo is prominently displayed. Below the logo, there are tabs for 'Home Organisation' and 'Help'. The main heading is 'Home Organisation'. A message states: 'In order to access Emrex you must authenticate yourself.' Below this, there is a dropdown menu with 'Haka Test-Idp' selected and a 'Select' button. A checkbox option reads: 'Remember selection for this web browser session.' Further down, there is explanatory text: 'Haka federation is a joint user authentication venture by the Finnish higher education institutions. Haka is open for all Finnish higher education institutions. Haka federation is operated by CSC - IT Center for Science Ltd.' At the bottom left, contact information for CSC is provided: 'CSC - Tieteen tietotekniikan keskus Oy, PL 405, 02101 Espoo'. The CSC logo is at the bottom right.

3. Välj från vilket land du vill hämta dina studieprestationer



The screenshot shows the 'Supporting Student Mobility (EMREX)' page. It features the European Union flag and the EMREX logo. The main heading is 'Supporting Student Mobility (EMREX)'. Below this, there is a 'Hi and welcome to Emrex!' section with a brief introduction and a list of five steps: 1. Select the country from which you want to retrieve your achievement records; 2. Use the credentials from the host university where you studied to log into the system where your results are stored; 3. Select the achievement records you want to import; 4. Review and confirm the selection. The records will be sent to your home university and you will be sent a copy if you'd like; 5. Afterwards you will be asked to answer a few questions about the tool to help us develop it further. Below the steps, there is a 'So let's get started by selecting a country!' prompt. To the right, there is a 'Choose Your Exchange Country:' section with a list of countries and their flags, each with a 'Select' button: Finland, Sweden, Norway, Norway Alien, and Italy.

#### 4. Logga in med det användarnamn du haft i värdlandet, t.ex. med Feide i Norge eller Swamid i Sverige

#### 5. Du visas en lista på dina studieprestationer i värdlandet. Välj vilka du vill överföra. Tryck på «Import selected» (kan se lite olika ut beroende på landet)



Supporting Student Mobility (EMREX)



Find and select results to import

Filter Results

Education institutions	Type	Level	Time Period
		Any	

Import selected Cancel

#### 6. Efter att du valt studieprestationerna kommer du att skickas tillbaka till den finländska sidan för att bekräfta överföringen.



Supporting Student Mobility (EMREX)

Review and confirm selection

**Almost done!**  
You have selected to import 0 courses. Please review your selection below and approve it to import the courses to your home institution.

Cancel [Change selection](#)

#### 7. Bedöm EMREX – Gillade du tjänsten? Berätta vad du tyckte genom att klicka på länken och svara på några korta frågor (inga personuppgifter överförs till frågeformuläret)

EMREX - user experience evaluation

[English] [Polski] [Dansk] [Svensk] [Polski]

✓ Now we would like to ask your opinion about EMREX. Please fill in the questionnaire below. This should take no more than 3 minutes of your time. Your responses are very important and will help us improve our software. Your answers will be completely anonymous.

✓ Please rate how much you agree or disagree with the following statements:

	1 - Strongly disagree	2 - Disagree	3 - Neutral	4 - Agree	5 - Strongly agree	No opinion
EMREX is easy to use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructions are clear and understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EMREX works fast.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was able to import all relevant data (courses, grades) using EMREX.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The EMREX interface is visually appealing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am satisfied with how EMREX works.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend EMREX to other mobile students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Om du har frågor om själva tillgodoräkandet, vänligen kontakta din högskola

Om du har tekniska problem med överföringen, vänligen kontakta [emrex-support@emrex.eu](mailto:emrex-support@emrex.eu)