Stockholms universitets studentkår

How to use SUS Admin

Instructions for councils and associations

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1. Introduction

Thank you for engaging with SUS to create a better and more fun working environment for students at Stockholm University! Your participation in student union activities demonstrates a genuine commitment to enhancing the overall student experience. Whether it's organizing events, advocating for student rights, or fostering a sense of belonging, your contributions have made a significant impact on the university community.

We hope this guide to SUS Admin will help you in your work with creating a more active and engaged student environment. The purpose of SUS Admin is to make it easier for students to keep track of their assignments, and to provide the student councils with an overview of the positions they can elect representatives to. The student councils and associations will also be able to request meeting rooms, apply for funding, and upload documents through the system. This guide will help you with everything you need to know for administrating your council or association.

SUS Admin!

2. How to sign in to SUS Admin

Type in https://sus.softadmin.se/admin/login.aspx on your search bar or click on the link.

The page you will be directed to looks like this:
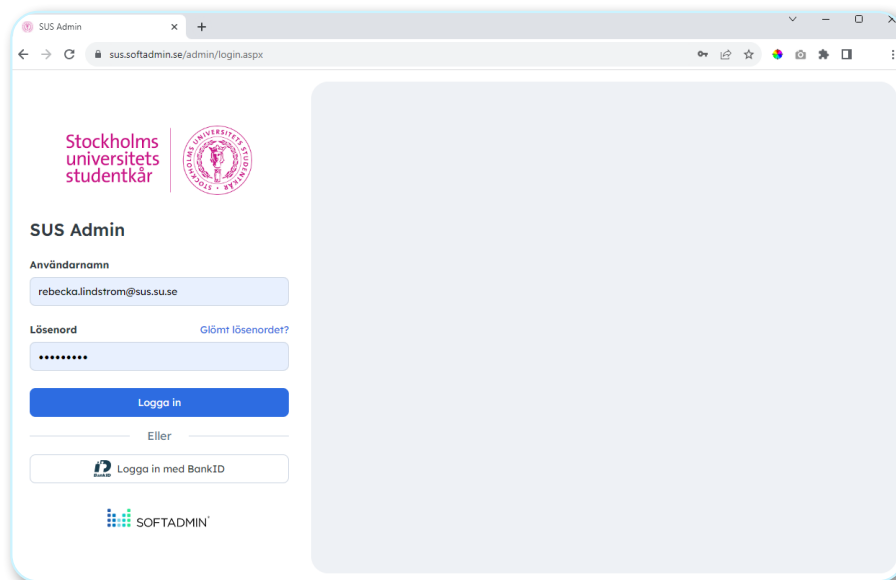
Write your assigned username in the field "Användarnamn" and password in the field "Lösenord" and click on "Logga in" to sign in. If you have a Swedish social security number, you can also sign in with Bank ID.

Homepage (Min sida)

The startpage when signing in will look like the photo below. This is also known as your own page on SUS Admin. Here, you can view and edit your personal information such as e-mail address, phone number, home address, and so on. To edit your personal information, click on "Ändra personuppgifter".
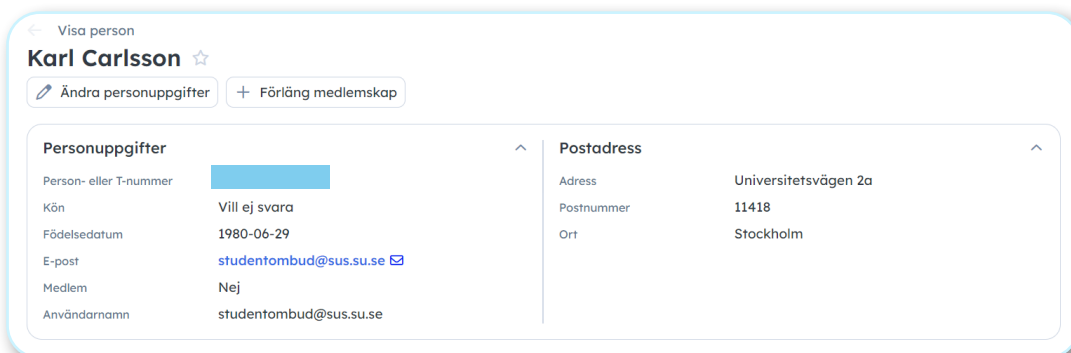
Assignments (Uppdrag)

If you scroll down on your page, you can see your assignments and which councils or associations you are currently enrolled in. You can also see what type of role you have in that council or association.

Reimbursement (Arvodering)

To apply for reimbursement, start by clicking on the money icon next to the assignment you would like to be reimbursed for.

A new window will open called "Ny arvodesansökan" (new application for reimbursement). In "Arvodestyp", you can choose the position you are applying for. Thereafter, you will type in your bank account information starting with the name of your bank account, followed by your clearing number and your bank account number.

If you have a **foreign bank account** you can send us an email to **studentombud@sus.su.se**

By clicking on "Arvodesansökningar" (application for reimbursement) you will be able to see which reimbursement you have previously applied for and the process of it.

3. How to register or re-register your student association at SUS Admin

If your association is completely new, you'll need to have a constituent meeting where your association is formally founded and the statutes of your association are accepted. Thereafter, email your statutes and the notes from the meeting to the project and events developer at SUS along with the names and dates of birth of the students who are part of the board of your association along with their tasks in the association (for example treasurer, president or contact person).

Don't forget that the board needs to consist of at least three students who are full members of the Student Union!

If you are re-registering your association, you can upload the documents on your own on the page of your association (for further instructions, see the chapter dedicated to this). Click the name of your association on your personal page on the tab "Uppdrag" (assignments) and find the tab called "Dokument" on the page. Upload the minutes from the last yearly meeting of your association, where you include the names and dates of birth of the students who are part of the board of your association along with their tasks in the association (for example treasurer, president or contact person).

Don't forget that the board needs to consist of at least three students who are full members of the Student Union!

← Uppdrag › Visa organisation
Dataspelsföreningen ☆

Info ⌃

Organisationstyp
Kårförening

E-post
lokejansson@gmail.com ✉

📁 Uppdrag   ⤷ Utgående uppdrag   🗔 Bidrag   📄 Dokument

Uppdrag ⛶

Här kan du se dina uppdrag i den valda organisationen.

1 träff	Gruppera på							
Uppdrag	**Utsedd till**	**Utsedd av** ℹ	**Person**	**E-postadress**	**Telefon**	**Mobil**	**Startdatum**	**Slutdatum**
Ordförande i kårförening	Dataspelsföreningen	Dataspelsföreningen	Karl Carlsson	studentombud@sus.su.se			2023-06-08	

4. How to view your student council's page

On the page called "Min sida" (my page), you will be able to click on the name of your council next to the column where you find the name of your position in the council. In this case, you can see that it is written "Studentrådet vid Institutionen för agrikultur" (student council at the department of agriculture) next to "ordförande i studentråd" (Chairperson in student council). By clicking on the name of your student council, you will enter the council's page.

After you have entered the page for your council, you will be able to view all students that the council has elected to different positions. If you click on the tab called "Uppdrag", you will see a list of all students that you have elected within the council, so all the members of the board (the chairperson, vice chairperson, treasurer, secretary, and other board members) will be visible here. You will find their names and their emails in the list, as well as the date that they began their assignment. In the list you will also find the contact person for student influence at your department. Their email will also be seen in the top right corner of the page.

If you click on the tab called "Utgående uppdrag", you will see a list of all positions that you can elect student representatives to. This will include the groups at the department and the faculty council.

Below "Uppdrag" you will find the name of the assignments. Here, it will for example be written if it's an ordinary position or an alternate one.

Below "Utsedd till" (appointed to) you will find the name of the groups.

To the right there will be a column called "Antal utsedda". Here, you will see how many student representatives you have appointed.

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Studentrådet vid Institutionen för agrikultur

Uppdrag	Utsedd till		Antal utsedda	Min-antal	Max-antal	Personer
Fakultetsrådsrepresentant student ordinarie	Naturvetenskapliga fakultetsrådet		1	0	2	Martin Martinsson (2023-06-(
Fakultetsrådsrepresentant student suppleant	Naturvetenskapliga fakultetsrådet		0	0	2	
Studentrepresentant Ordinarie	Institutionsstyrelse vid Institutionen för Agrikultur		2	1	2	Karl Carlsson (2023-06-08 -) Alexandra Alexandersson (20
Studentrepresentant Suppleant	Institutionsstyrelse vid Institutionen för Agrikultur		0	0	2	
Jämlikhetsombud	Rådet för arbetsmiljö och lika villkor vid Institutionen f…	⚠	0	1	2	
Studerandeskyddsombud	Rådet för arbetsmiljö och lika villkor vid Institutionen f…		Fel antal personer på uppdraget 2			Julia Juliensson (2023-06-08
Studentrepresentant Suppleant	Rådet för arbetsmiljö och lika villkor vid Institutionen f…		0	0	2	
Ordförande i studentråd	Studentrådet vid Institutionen för agrikultur		1	1	1	Karl Carlsson (2023-06-15 -)
Vice ordförande i studentråd	Studentrådet vid Institutionen för agrikultur		1	1	3	Alexandra Alexandersson (20
Sekreterare i studentråd	Studentrådet vid Institutionen för agrikultur		1	1	1	Julia Juliensson (2023-06-08
Kassör i studentråd	Studentrådet vid Institutionen för agrikultur		1	1	1	Martin Martinsson (2023-06-(
Styrelseledamot i studentråd	Studentrådet vid Institutionen för agrikultur		0	0	99	
Kontaktperson på SU	Studentrådet vid Institutionen för agrikultur		1	1	1	Sven Svensson (2023-06-08 -

In the next column called "Min-antal", you will see how many student representatives there must be in a group (it will always be 1 for groups at the department or in the faculty council). This is to make it easier for you to keep track of where you should focus to find representatives. If you have not elected a student representative to a group, there will be an exclamation mark next to the name of the group (as you can see in picture above, next to "Rådet för arbetsmiljö och lika villkor vid institutionen för agrikultur"). If there isn't an exclamation mark next to a group, you know that in that group you have at least one representative.

In the column called "max-antal", you will see the number of how many representatives you can elect in total to that group. You can always elect as many alternates as you want, but there is a limit to how many ordinary student representatives you can elect.

In the column to the far right, you will be able to see the names of the students that have been elected as student representatives to their respective groups. The date will show you when they started their assignment.

If any information in this list is incorrect, for example if a student representative has ended their assignment or if you have elected a new representative, you must contact the ombuds at SUS via studentombud@ sus.su.se. You can always contact us if you need help navigating the page or if you have any questions. We also appreciate it if you contact us if you have positions in the council that aren't included in the list, for example if you have anyone responsible for social media or events. In that case, we can add that position for you.

5. How to apply for grants

1. Sign in to SUS Admin as instructed above and click the "Uppdrag" tab on your personal page. To apply for a grant, click on the name of the association or council you wish to apply for.

2. You will then see the page below after you click the "Bidrag" tab (grants). Here, you can see your previous applications and apply for new ones by clicking the blue "+Ny bidragsansökan" button (new application).
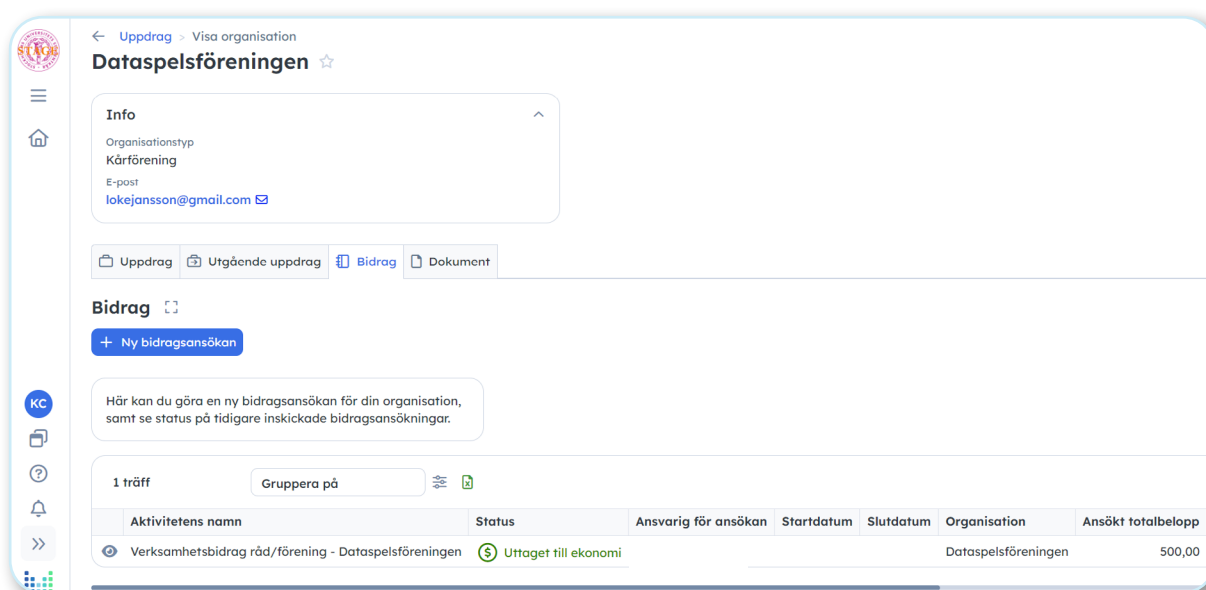
On the next page you will choose from three alternatives:

1. **Operational grants (Verksamhetsbidrag)**

2. **Project grants (Projektbidrag)**

3. Operational grants for student union parties (Verksamhetsbidrag kårparti). This is not applicable for student associations or student councils.

Operational grants (Verksamhetsbidrag)

- For the operational grant, you will only need to fill out the form and upload a document from a board meeting where a decision was made to apply for the grant.

- In order to apply, you will need a Swedish bank account.

- Follow the status of your application by clicking the grants (bidrag) tab on your associations' or council's page.

Project grants (Projektbidrag)

1. Fill out the form as instructed on the page (there are instructions in English on SUS Admin!)

2. You can create budget posts in your application as you apply (pictured below). Name the item or expense and the cost.

3. Click "Ny rad" (new line) to add another budget expense.

4. You can also attach documents to your application. If you attach a document with the budget, you can skip the budget step above.

5. Follow the status of your application by clicking the grants (bidrag) tab on your associations' or council's page.

6. As soon as you receive invoices or receipts related to your application, upload them to SUS Admin and let your contact person at SUS know via email that you have uploaded them to receive payment to your association or council.

Your association/council makes all payments and SUS covers the cost!

← Bidrag > Ny projektbidragsansökan

Ny projektbidragsansökan för Dataspelsföreningen

Var vill ni genomföra projektet/aktiviteten?
Where will the project/activity take place? *

Startdatum
Start date *

Slutdatum
End date

Bank *

Clearingnummer *

Kontonummer *

Budget

Detaljbudget   Utgiftspost *Expense item* ⊕   Belopp *Amount* *

Ny rad

Total budget

Bifoga fil   Välj fil Ingen fil har valts

6. How to upload documents

The following steps will guide you through the process of uploading documents to your council's or associations' page.

1. Log in to SUS Admin.

2. Go to "Min sida" and "Uppdrag". Click on the council or association for which you will upload documents.

3. When you get to your council's or association's page, click on "Dokument" and you will arrive at the view below.

4. Click on the blue square with the text "+ Nytt Dokument" to upload a document. Note that uploaded documents cannot be deleted. If you have uploaded the wrong version, contact the SUS office at **studentombud@sus.su.se**.

5. After clicking on the button, you will arrive to a view where you are asked to upload the document by clicking on "Välj fil" and choosing the type of document (Dokumenttyp). You can either choose minutes ("mötesprotokoll"), statutes ("stadgar"), reports ("rapporter") or other ("övrigt"). After you have chosen what documents to upload and their type, you click on "Spara" to save. If you have uploaded the wrong document and not saved yet, you can discontinue the process by clicking on "Avbryt". Remember that student representatives can use this function to upload reports or notes that they have taken during a meeting. So you do not have to be a member of a board in a council or association to upload documents to their page.

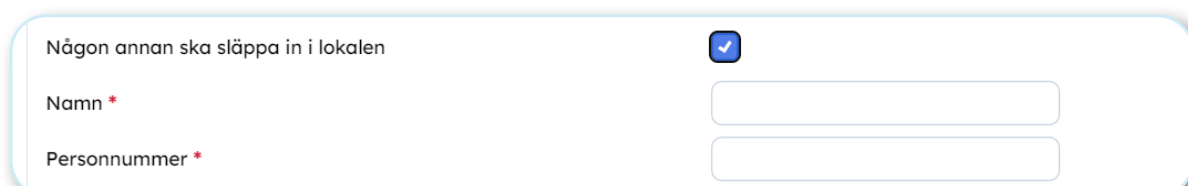6. In the overview of your council or association page, you can see what documents you have uploaded.

7. How to inquire about booking a meeting room or venue

1. Log in to SUS Admin.

2. In the menu, click on "Min sida".

3. When you are on "Min sida", scroll down to "Uppdrag".

4. Here, you can view your assignments. If you want to make an inquiry about booking a room or venue for your student council and/or association, you hover over the calendar icon 📅 and click on it (see example below).

5. After clicking on the icon, a new page will appear, where you will be asked to fill in information to complete the booking. The rows with a red asterisk are compulsory to fill in.

6. At the top of the page, you can see your name ("Ansökande") and the name of the council or association ("Förening") you are booking for.

7. If you are not the one to let people in and out of the room/venue, you have to check this box and fill in the name and social security number of the person who is responsible for doing so.

8. If it is a recurring meeting you are booking the room or venue for, you can choose the following options: weekly ("veckovis"), biweekly ("varannan vecka"), monthly ("månadsvis"), and other, specify in the box "övrig information" ("annat, specificera under övrigt").
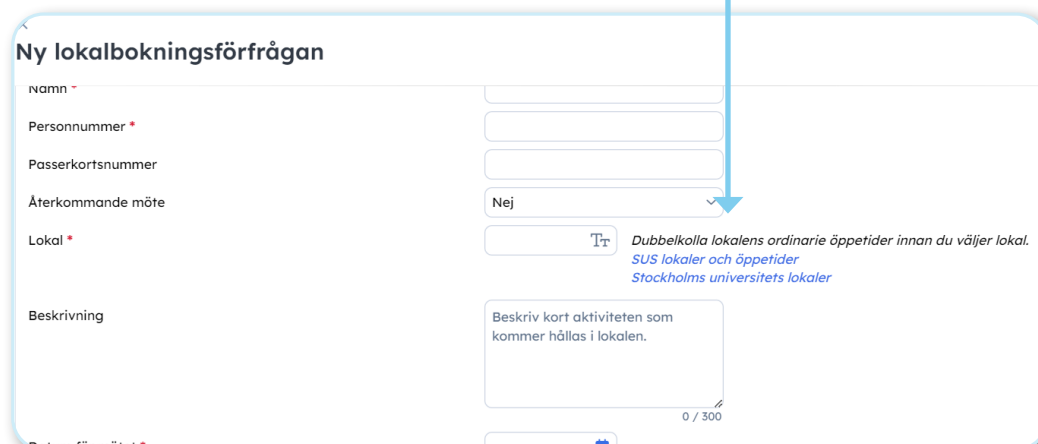

9. To know if a room or venue is available to book through SUS, you can check availability by clicking the link named "SUS lokaler och öppettider". To know if a room or venue is available to book through Stockholm University, you can check availability by clicking the link named "Stockholms universitets lokaler".

10. Then you are asked to fill in the date ("Datum för mötet"), when the activity starts ("Starttid") and ends ("Sluttid") and number of participants ("Antal deltagare"). If you choose that the booking should occur weekly, biweekly or monthly, you are asked to fill in an end date ("Slutdatum för återkommande möte").

11. If external guests are participating or if there is a risk of disorder, you have to check the box and attach a probabilistic risk assessment. You can find the link to the assessment by clicking on "Länk till riskanalys".
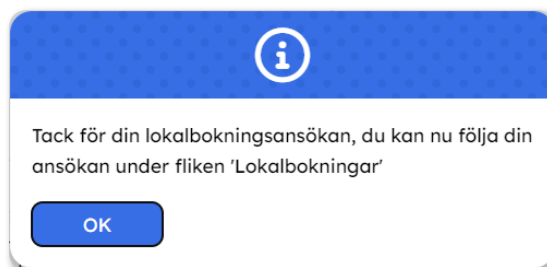

12. Before saving the inquiry, you have to check these boxes and verify that you have read the rules of conduct, and that you agree to SUS storing your personal data.

13. Then you click on "Spara" and you will receive this confirmation box which informs you that you can view the inquiry at "Min Sida" and "Lokalbokningar".

14. If you go to "Min Sida" and "Lokalbokningar", you can view your inquiry and its status. When the inquiry has been approved, the status will change to "Godkänd". You will also receive a confirmation email.

And that's all!

We hope that this guide has been helpful, and that you will keep engaging with SUS to create a better and more fun working environment for students at Stockholm University!

If you prefer a more visual guide, you can have a look at this [information video](#):
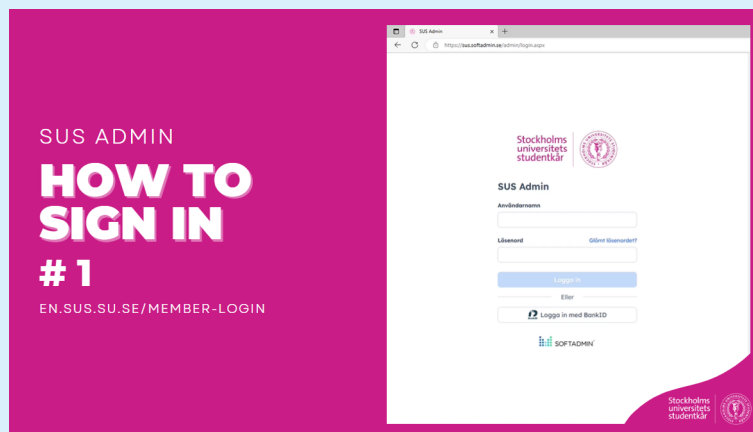
If you are a student council and have any questions, please contact us at studentombud@sus.su.se.

If you are a student association, please contact the project and events developer at SUS.