




How to use SUS Admin

Instructions for councils and associations


Stockholms universitets studentkår 

SUS Admin

Användarnamn

Lösenord [Glömt lösenordet?](#)

— Eller —

 Logga in med BankID




Table of contents

1. Introduction

2. How to sign in to SUS Admin

- a. How to view your page and assignments

3. How to register your student association at SUS Admin

4. How to view your student council's page

5. How to apply for grants

- a. Operational grants
- b. Project grants

6. How to upload documents

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



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.

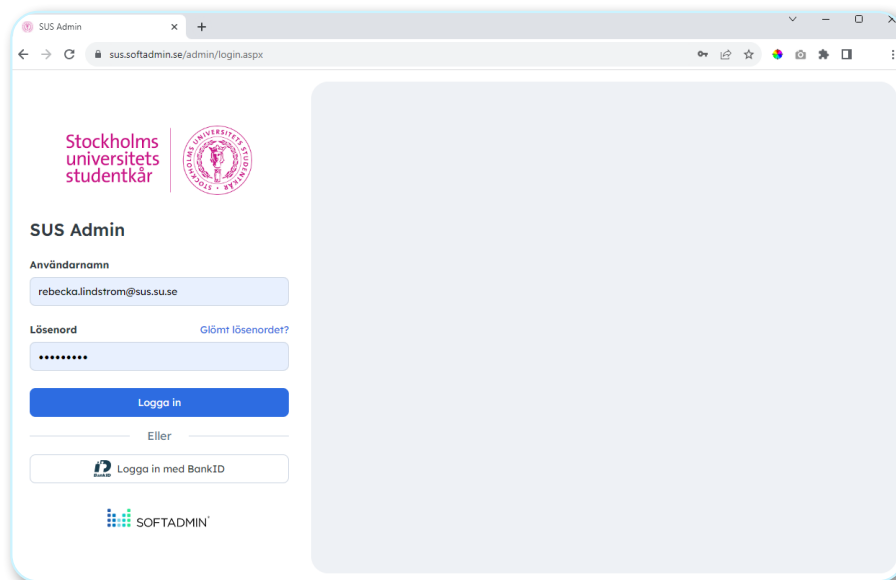
We hope this guide to SUS Admin will help you in your work with creating a more active and engaged student environment. The purpose of SUS Admin is to make it easier for students to keep track of their assignments, and to provide the student councils with an overview of the positions they can elect representatives 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.



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.

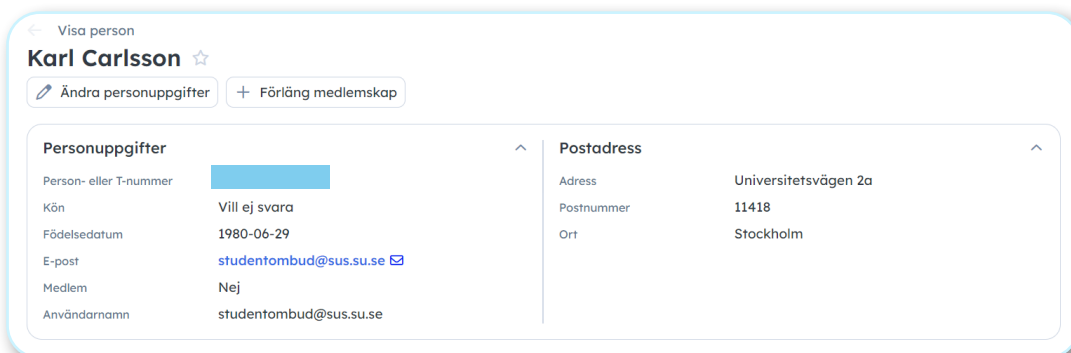
The page you will be directed to looks like this:



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.

Uppdrag Medlemskap Arvodesansökningar Lokalbokningar


Uppdrag

Här kan du som är aktiv i råd, förening eller som studentrepresentant se dina uppdrag, boka lokal och ansöka om arvode. För att söka bidrag går du in på den organisation (råd/förening) som du har ditt uppdrag inom.

3 träffar Gruppera på

Uppdrag	Organisation	Utsedd av	E-postadress
Ordförande i studentråd	Studentrådet vid Institutionen för a...	Studentrådet vid Institutionen för ag...	studentombud@sus.su.se
Studentrepresentant Ordinarie	Institutionsstyrelse vid Institutionen...	Studentrådet vid Institutionen för ag...	studentombud@sus.su.se
Ordförande i kårförening	Dataspelsföreningen	Dataspelsföreningen	studentombud@sus.su.se

Reimbursement (Arvodering)

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

Uppdrag Medlemskap Arvodesansökningar Lokalbokningar

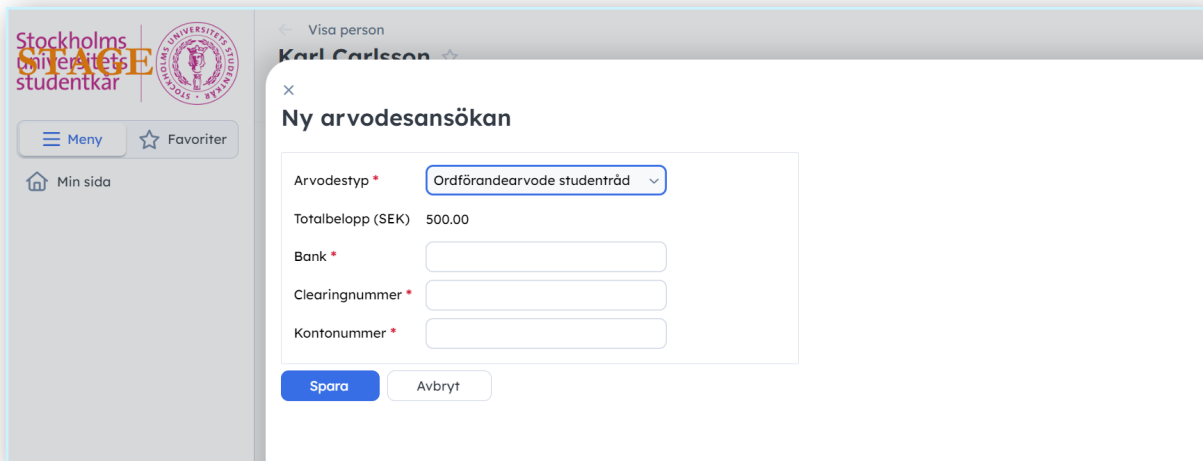
Uppdrag

Här kan du som är aktiv i råd, förening eller som studentrepresentant se dina uppdrag, boka lokal och ansöka om arvode. För att söka bidrag går du in på den organisation (råd/förening) som du har ditt uppdrag inom.

3 träffar Gruppera på

Uppdrag	Organisation	Utsedd av	E-postadress
Ordförande i studentråd	Studentrådet vid Institutionen för a...	Studentrådet vid Institutionen för ag...	studentombud@sus.su.se
Ny arvodesansökan Ordinarie	Institutionsstyrelse vid Institutionen...	Studentrådet vid Institutionen för ag...	studentombud@sus.su.se
Ordförande i kårförening	Dataspelsföreningen	Dataspelsföreningen	studentombud@sus.su.se

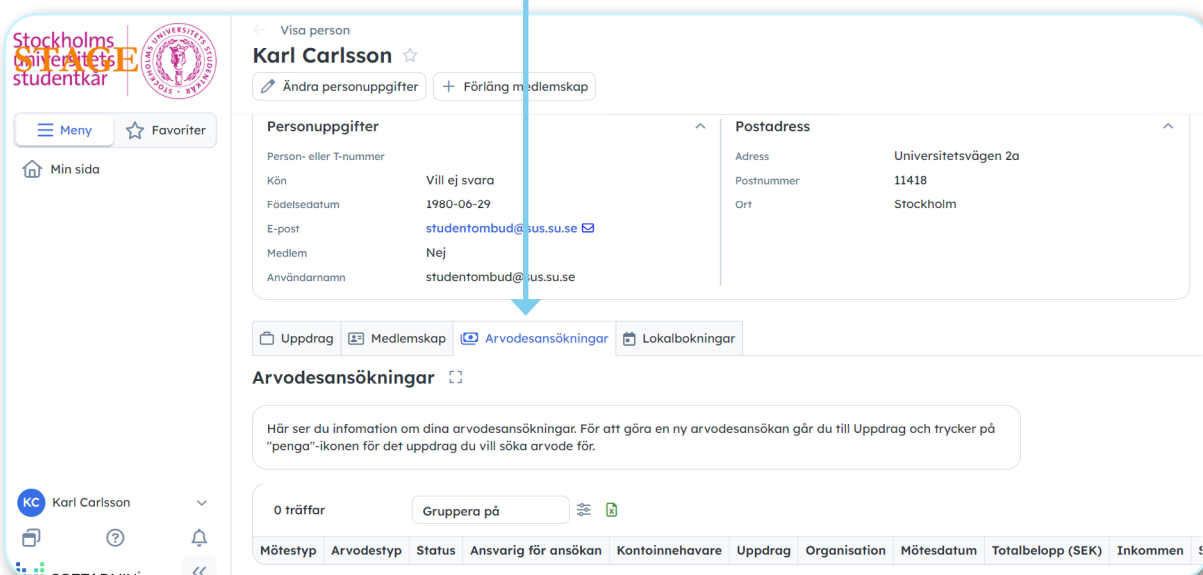
A new window will open called “Ny arvodesansökan” (new application for reimbursement). In “Arvodestyp”, you can choose the position you are applying for. Thereafter, you will type in your bank account information starting with the name of your bank account, followed by your clearing number and your bank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



The screenshot shows a mobile application interface for a student. On the left is a sidebar with the 'Stockholms universitets studentkår' logo and navigation options like 'Meny', 'Favoriter', and 'Min sida'. The main content area is titled 'Visa person Karl Carlsson' and displays a form for 'Ny arvodesansökan'. The form includes a dropdown menu for 'Arvodestyp' (set to 'Ordförandearvode studentråd'), a 'Totalbelopp (SEK)' field (500.00), and three input fields for 'Bank', 'Clearingnummer', and 'Kontonummer'. At the bottom of the form are 'Spara' and 'Avbryt' buttons.

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.



The screenshot shows the 'Arvodesansökningar' page for Karl Carlsson. A blue arrow points from the text above to the 'Arvodesansökningar' tab in the navigation bar. The page displays personal information (Personuppgifter) and address (Postadress) for Karl Carlsson. Below the navigation bar, there is a section for 'Arvodesansökningar' with a message: 'Här ser du information om dina arvodesansökningar. För att göra en ny arvodesansökan går du till Uppdrag och trycker på "penga"-ikonen för det uppdrag du vill söka arvode för.' At the bottom, there is a table with columns: 'Mötestyp', 'Arvodestyp', 'Status', 'Ansvarig för ansökan', 'Kontoinnehavare', 'Uppdrag', 'Organisation', 'Mötesdatum', 'Totalbelopp (SEK)', and 'Inkommen'.

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	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.



The screenshot shows a web interface with a navigation bar at the top containing tabs for "Uppdrag", "Medlemskap", "Arvodesansökningar", and "Lokalbokningar". Below the navigation bar is a section titled "Uppdrag" with a sub-header "3 träffar" and a "Gruppera på" button. A text box provides instructions: "Här kan du som är aktiv i råd, förening eller som studentrepresentant se dina uppdrag, boka lokal och ansöka om arvode. För att söka bidrag går du in på den organisation (råd/förening) som du har ditt uppdrag inom." Below this is a table with the following columns: "Uppdrag", "Organisation", "Utsedd av", "E-postadress", and "Telefon". The table contains three rows of data:

Uppdrag	Organisation	Utsedd av	E-postadress	Telefon
Ordförande i studentråd	Studentrådet vid Institutionen för agrikultur	Studentrådet vid Institutionen för agrikultur	studentombud@sus.su.se	
Studentrepresentant Ordinarie	Institutionsstyrelse vid Institutionen för Agrikultur	Studentrådet vid Institutionen för agrikultur	studentombud@sus.su.se	
Ordförande i kårförening	Dataspelsföreningen	Dataspelsföreningen	studentombud@sus.su.se	

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.

← Uppdrag - Visa organisation

Studentrådet vid Institutionen för agrikultur ☆

13 träffar Gruppera på

Uppdrag	Utsedd fill	Antal utsedda	Min-antal	Max-antal	Personer
Fakultetsrådsrepresentant student ordinarie	Naturvetenskapliga fakultetsrådet	1	0	2	Martin Martinsson (2023-06-15 -)
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 (2023-06-15 -)
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 (2023-06-15 -)
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 (2023-06-15 -)
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.

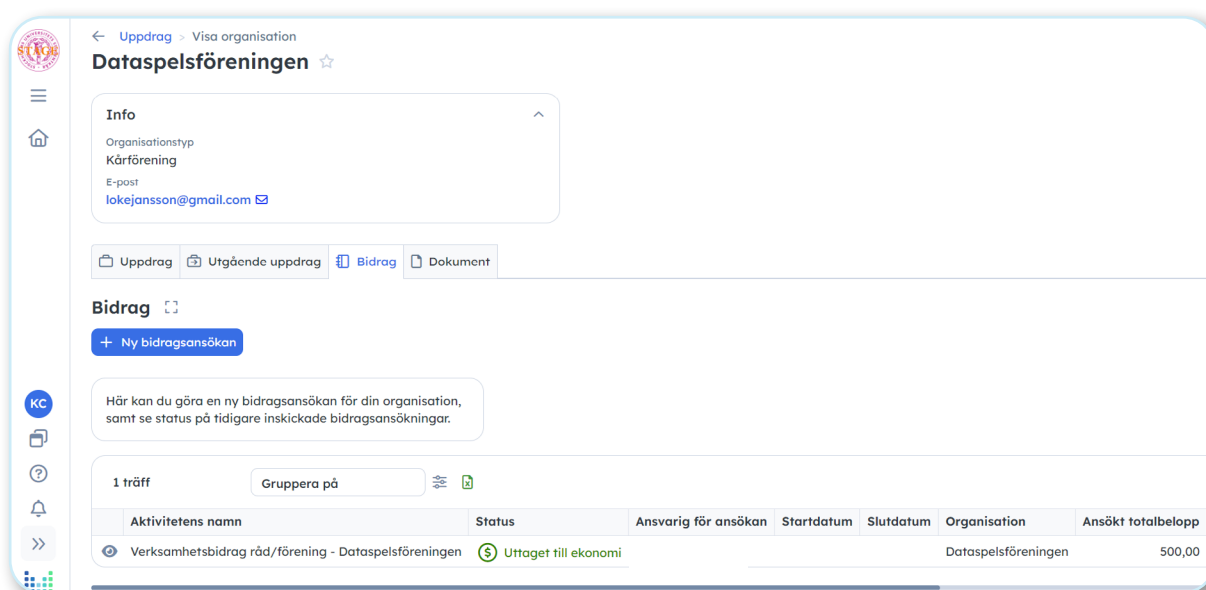
In the column called “max-antal”, you will see the number of how many representatives you can elect in total to that group. You can always elect as many alternates as you want, but there is a limit to how many ordinary student representatives you can elect.

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.

The screenshot shows the STAGE system interface for creating a new operational grant. The page title is "Nytt verksamhetsbidrag för Dataspelsföreningen (500.00 SEK)". The form includes the following fields:

- Bank: The bank
- Clearingnummer: 000000
- Kontonummer: 1234567891011
- Beslutande mötesprotokoll: Välj fil (Ingen fil har valts)

Buttons for "Spara" (Save) and "Avbryt" (Cancel) are visible at the bottom of the form.

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!

The screenshot shows the 'Ny projektbidragsansökan för Dataspelsföreningen' form. The form includes fields for 'Var vill ni genomföra projektet/aktiviteten?' (Where will the project/activity take place?), 'Startdatum' (Start date), 'Slutdatum' (End date), 'Bank', 'Clearingnummer', and 'Kontonummer'. Below these is a 'Budget' section with a table for 'Detaljbudget' (Detailed budget) with columns for 'Utgiftspost Expense item' and 'Belopp Amount'. A 'Ny rad' (New line) button is present in the budget table. At the bottom, there is a 'Bifoga fil' (Attach document) section with a 'Välj fil' (Select file) button and the text 'Ingen fil har valts' (No file has been selected).

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.

Uppdrag

Här kan du som är aktiv i råd, förening eller som studentrepresentant se dina uppdrag, boka lokal och ansöka om arvode. För att söka bidrag går du in på den organisation (råd/förening) som du har ditt uppdrag inom.

3 träffar Gruppera på

Uppdrag	Organisation	Utsedd av	E-postadress
Ordförande i studentråd	Studentrådet vid Institutionen för a...	Studentrådet vid Institutionen för ag...	studentombud@sus.su.se
Studentrepresentant Ordinarie	Institutionsstyrelse vid Institutionen...	Studentrådet vid Institutionen för ag...	studentombud@sus.su.se
Ordförande i kårförening	Dataspelsföreningen	Dataspelsföreningen	studentombud@sus.su.se

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

Uppdrag > Visa organisation

Dataspelsföreningen

Info

Organisationstyp
Kårförening

E-post
lokejansson@gmail.com

Uppdrag Utgående uppdrag Bidrag Dokument

Dokument

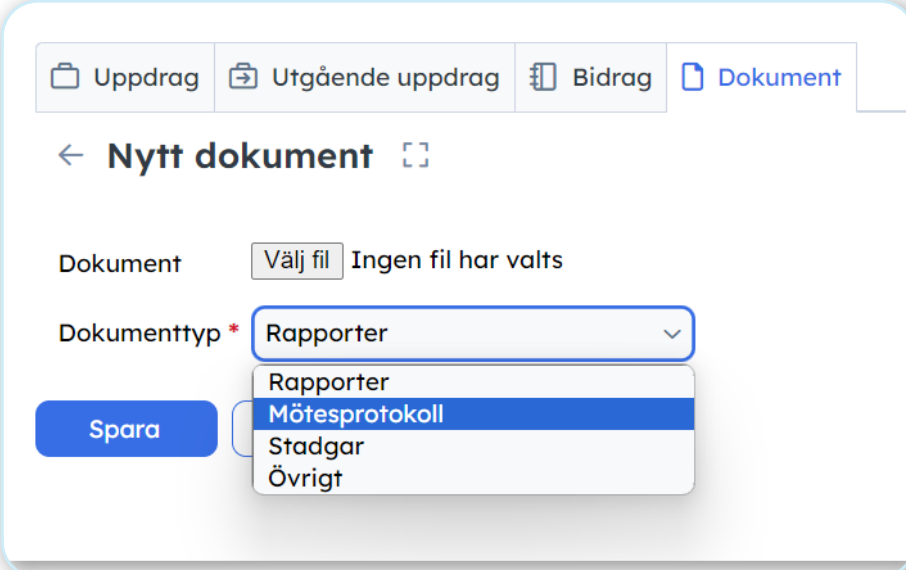
+ Nytt dokument

Här kan du ladda upp dokument, t.ex. mötesprotokoll. OBS! Notera att uppladdade dokument inte går att radera. Har du laddat upp fel version kontakta SUS kansli.

0 träffar Gruppera på


Dokument	Dokumenttyp	Förening	Ändrad	Ändrad av	Skapad	Skapad av
----------	-------------	----------	--------	-----------	--------	-----------

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.



The screenshot shows a web interface for uploading a document. At the top, there are navigation tabs: 'Uppdrag', 'Utgående uppdrag', 'Bidrag', and 'Dokument'. Below the tabs is a header with a back arrow, the text 'Nytt dokument', and a refresh icon. The main form area contains a 'Dokument' field with a 'Välj fil' button and the text 'Ingen fil har valts'. Below this is a 'Dokumenttyp *' dropdown menu currently set to 'Rapporter'. A dropdown list is open, showing options: 'Rapporter', 'Mötesprotokoll' (highlighted in blue), 'Stadgar', and 'Övrigt'. To the left of the dropdown is a blue 'Spara' button.

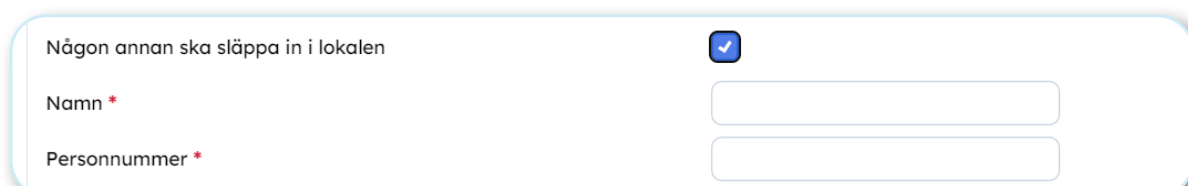
7. How to inquire about booking a meeting room or venue

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).



Uppdrag	Organisation	Utsedd av	
 Ordförande i studentråd	Studentrådet vid Institutionen för agrikultur	Studentrådet vid Institutionen för agrikultur	
 Ny lokalbokningsförfrågan	Institutionsstyrelse vid Institutionen för Agrikultur	Studentrådet vid Institutionen för agrikultur	
 Ordförande i kårförening	Datapoleföreningen	Datapoleföreningen	

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.




Någon annan ska släppa in i lokalen

Namn *

Personnummer *

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”).



Återkommande möte

Lokal *

Nej

Nej

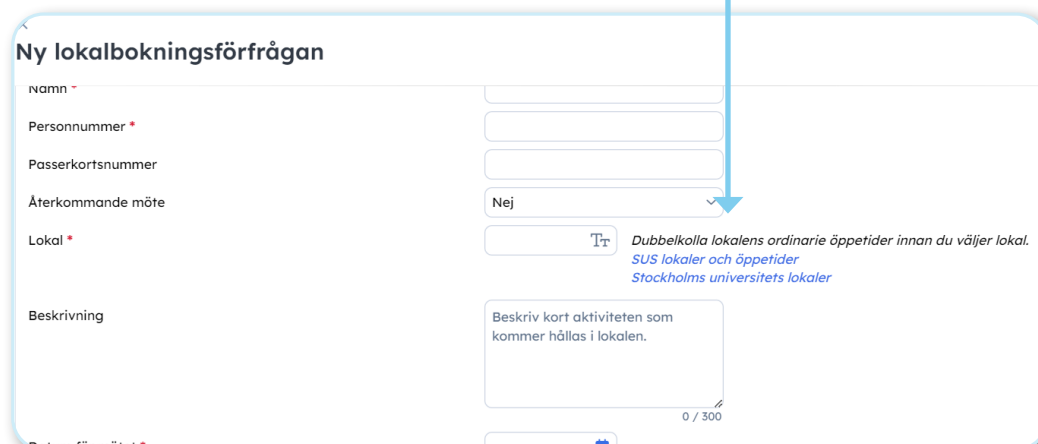
Veckovis

Varannan vecka

Månadsvis

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”.



Ny lokalbokningsförfrågan

Namn *

Personnummer *

Passerkortsnummer

Återkommande möte

Lokal *

Beskrivning

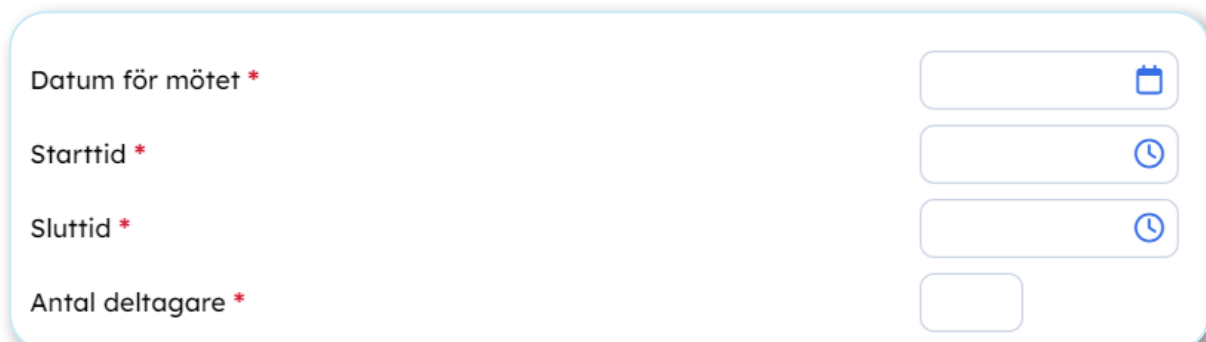
Datum för mötet *

Nej

Dubbelkolla lokalens ordinarie öppettider innan du väljer lokal.
[SUS lokaler och öppettider](#)
[Stockholms universitets lokaler](#)

Beskriv kort aktiviteten som kommer hållas i lokalen.
0 / 300

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”).



Datum för mötet *

Starttid *

Sluttid *

Antal deltagare *

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”.

Medverkar externa gäster eller finns det en risk för ordningsstörning

Bifoga riskanalys [Länk till riskanalys](#)

Ladda ner och fyll i riskanalysen.
Ladda upp den ifyllda riskanalysen här. *

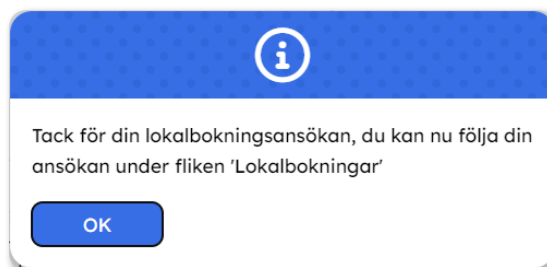
Välj fil Ingen fil har valts

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.

Jag har läst igenom informationen och godkänner förhållningsregler *

Jag godkänner att mina personuppgifter behandlas *

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.

Uppdrag Medlemskap Arvodesansökningar Lokalbokningar

Lokalbokningar

Här ser du information om dina lokalbokningar. För att göra en ny lokalbokning går du till Uppdrag och trycker på “kalender”-ikonen för den organisation du vill boka lokal för.

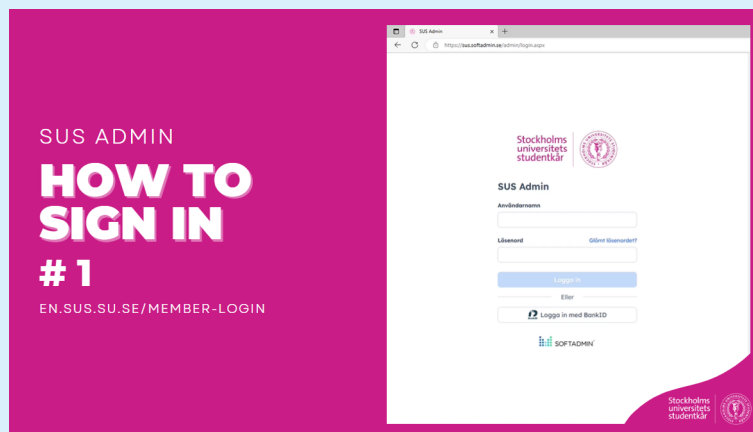
2 träffar Gruppera på

Lokal	Datum	Tid	Återkommande	Slutdatum (Återkommande möte)	Risk för ordningsstörning	Status	Ansvarig för ansökan	Ansökande	Förening/råd
Test	2023-09-19	14:00 till 15:30	Nej		Nej	Inkommet		Karl Carlsson	Studentrådet vid I
Rosa rummet	2023-06-09	10:30 till 11:00	Nej		Nej	Inkommet		Karl Carlsson	Studentrådet vid I

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.