Manual – Certify results

1. When an administrator or a teacher reports a result and you are connected as an examiner on the course, you will get an email that tells you to certify the result.

2. Use any of the browsers Chrome or Firefox. Go to the webpage www.start.ladok.se. Click on ”Välj lärosäte för att logga in”.

3. The first time you log into the system you have to type Ume in the searchbox to find Umeå University.
4. Click on "Proceed to login" och use your Umu-id to log in.

This service requests that you identify yourself. Select your preferred identity service below...

Umeå University
Identity Provider for employees and students at Umea University.

If you always use one and the same login provider for everything it might be a good idea to remember your choice and use Forever. Press Start Over to redo the search and pick another login provider.

![Login interface](image)

5. You are now logged in. The first time you use Ladok, you will want to change the language to English. Click in on your name in the upper right corner on the page and choose Mina inställningar.
6. Click on Språk and change the language to English.

7. You will find all your courses that have results that you have to certify under “To certify” on the Homepage. Click on the link with the courses name.
8. You will then see a page with the students personal number, name, grade and examination date.

In the case a results marked as ready is incorrect, you can change the information (grade or date) before you certify the result.
9. I you can now choose to certify the results (see instructions below), or remove the marked as ready-mark. By removing the marked as ready-mark, the student will be removed from the list with results to certify and instead appear in the list for the person who report results. To remove the marked as ready-grade, click on Select and choose Remove marking as ready.

10. To certify the results, click on the Select and choose Certify. You can also certify all the results at the same time. See the next page for instructions.
11. You can also certify all the students results at the same time.

Mark the checkbox in the upper left corner to mark all the students. The click on Certify.

**NOTE:** Make sure that you see all the students on the same page! It is only the students on the same page that will get their results certified.

12. When you click on certify a dialog box will appear. Click on Save. You don’t have to write anything in the Memo-box.