Dexter for Guardians

What is Dexter?

Dexter is a system for communication between school and home. Much of the information normally found at the school office is made available in Dexter.

Guardians of pupils in Östersund Municipality's primary school are given an account in Dexter. After logging in to the system, you can view general information about the school as well as information that specifically relates to your child or children. The system is governed by a range of roles and permissions so that you can never see more than what specifically has to do with you.

What can you do in Dexter?

- Notify sickness (**Sjukanmälan**)
- See schedule (**Se schema**)
- See absence summary (**Se frånvarosammanställning**)
- See class list (**klasslista**), staff list (**personallista**), and more

Login

You log in to Dexter with your BankID via: **ostersund.dexter-ist.com**. Links to Dexter may also be found at: www.ostersund.se.

If you do not have a BankID, you can log in with a username (**användarnamn**) and password (**lösenord).** You order account information from the school administrator at your child's school.

Once you have logged in, you will find shortcuts to the administrative section directly on the "desktop" (**skrivbordet).** You choose from the drop-down list which of your children you want to see the schedule (*schema*) for or report sick (**sjukanmäla**), for example.
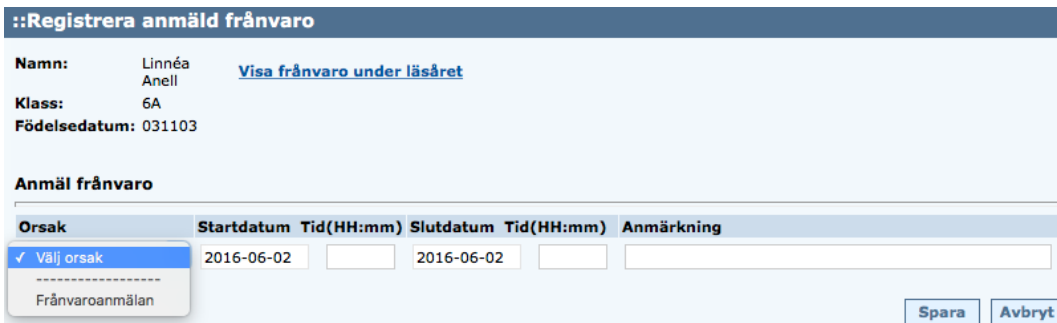
Picture 1. The desk with the shortcuts to the administrative section.

Notify absence

You can report absence either via Dexter on the web or via Dexter's mobile app. You should also select "Notify Absence" (**Anmäl frånvaro**) as a means of reporting sickness. Enter the start and end dates and click "Save" (**Spara**). Then the student's mentor and other teachers can see that the student has a valid absence that day.

Picture 2. Register reported absence.

It is possible to report absence for part of a day. If you have made an incorrect registration, it can be deleted so long as no teacher has had time to register their lesson.

Contact information

Address information is retrieved from the population register and cannot be changed directly in Dexter. However, you can change the phone number and email yourself, by going to the menu and selecting "My profile" (**Min profil**) followed by "Change contact information" (**Ändra kontaktuppgifter**).

::Mina kontaktuppgifter

Här kan du uppdatera dina personliga adressuppgifter och familjeförhållanden så att informationen alltid är aktuell.

c/o-adress:

Utdelningsadress:
Öringsvägen 5

Postnummer: Ort:
264 07   NORREKA

Tel. hem:
0101-264 07

Tel. mobil:
070-123 45 67

Tel. arbete:
0101-14 34 56

E-postadress:
förnamn.efternamn@epost.nu

Upprepa e-postadressen (görs vid ändring):

Övrig information: (256 tecken kvar)

Bekräfta   Avbryt

Confirm

Cancel

Picture 3. Change phone and email information under "My contact information" (Mina kontaktuppgifter).

You can also choose if and how you want to be notified if your child has no valid reason for being absent during a lesson.

::Notifieringsinställningar

☑ Skicka SMS: när frånvaroanmälan görs via talsvar och vid ogiltig elevfrånvaro
☑ Skicka e-post: när frånvaroanmälan görs via talsvar och vid ogiltig elevfrånvaro

Ok   Avbryt

Picture 4. Notification settings

A correct mobile number is particularly important if an SMS notification of invalid absence is to work properly.

Change password

You can change your password yourself when you are logged in to Dexter. In the menu, select "My Profile" (**Min Profil**), followed by "My Profile" (**Min Profil**). Click on "Change password" (**Ändra lösenord**). Choose a password that is at least 6 characters long and contains both letters and numbers. Do not use the letters å, ä or ö as these are not approved characters in the Dexter app for absence notification.

At the same time, take the opportunity to set a free date display for absence. This means that you can later choose to look at previous absence(s), over a date range that you personally decide instead of fixed weeks.

Picture 5. Change password and set free date display for absence.

Other

Reservation for incorrect information

In connection with the school start, it's often a little difficult to keep up with all the changes that usually take place, so we apologise if we don't get everything right first time.

Support

If you have any issues with Dexter you are unable to resolve yourself, please contact the school office, who can refer you on.

Lost or forgotten password

If you have a BankID or e-identification, you can easily use it to log in to Dexter on the web and then don't need any other account information.

If you don't have a BankID or e-identification, please contact the school administrator at your child's school to get a new password sent out. It will be sent by post to your address held in the national population registration.

Data Protection Regulation, GDPR

Dexter displays information from the school's system for student registers. The system registers information that the school needs for the exercise of authority, such as contact information and a grade catalogue.