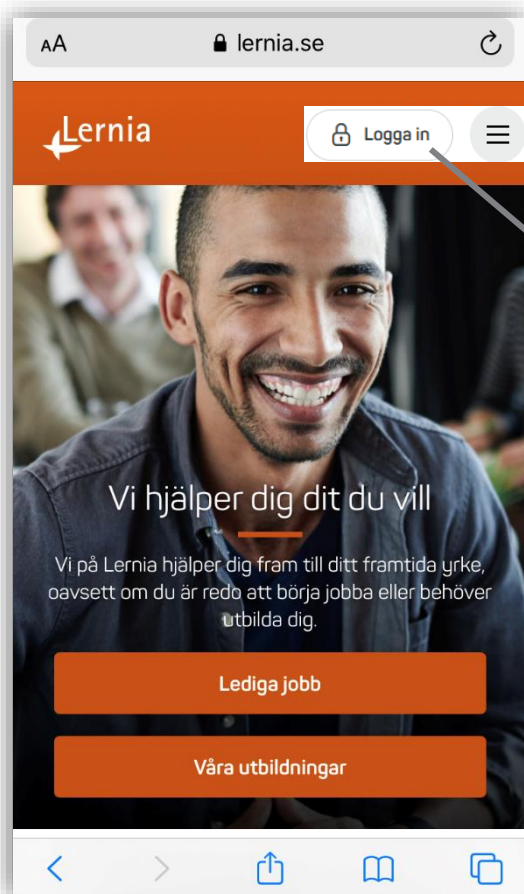


Log in to Mitt Lernia (The Consultant Portal)

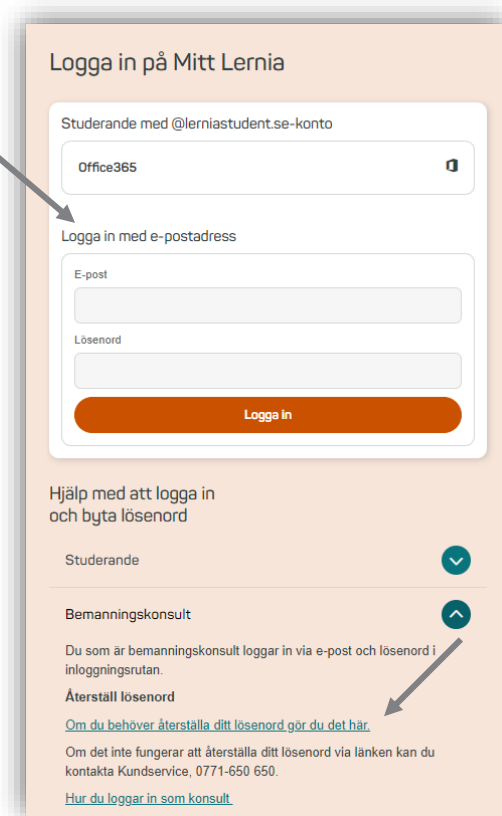
In case of new employment, you get an e-mail with information and link to log in to Mitt Lernia (The Consultant Portal), located on the page: www.lernia.se.

In case of re-employment, you can use [Hjälp med att logga in och byta lösenord](#) (get help logging in and change password) to reset your password and log in again.



Login

Go to www.lernia.se and click [Logga in](#) (sign in), the symbol that looks like a padlock.



Type your email, and then type your password. To reset your password, click [Om du behöver återställa ditt lösenord gör du det här](#) (If you need to restore your password, do it here?) and you will receive a link to the email address you provided to Lernia to restore and select a new password. If you can't log in, contact customer service as soon as possible, 0771-650 650.

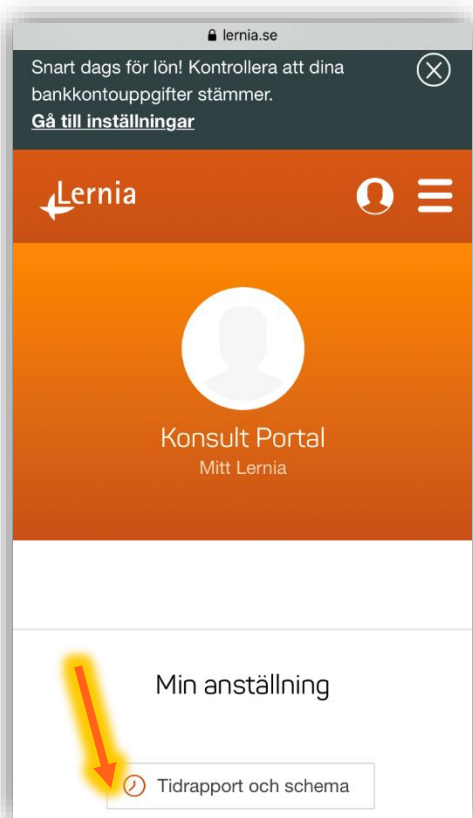
Do you not get to the start page when logged in?

The image shows two overlapping forms. The background form is titled 'Lönekonto' and contains the following text: 'Information om hur du uppdaterar clearingnummer och bankkontonummer hittar du nedan.' Below this are two sections: 'Clearingnr' with the value 'Inget valt' and 'Bankkontonr' with the value 'Inget valt'. At the bottom, there are two expandable sections: 'Vad gäller kring bankkontonummer?' and 'Vad gäller kring löneutbetalning?'. The foreground form is titled 'Kontaktinformation till anhörig' and contains the text: 'Vem i din närhet vill du att vi kontaktar om det skulle ske en olycka? Har du flera kontaktpersoner skriv dessa i övrigt'. Below this are fields for 'Namn' (Mamma Vivi), 'Telefon' (01010101001), and 'Övrigt' (Inget valt).

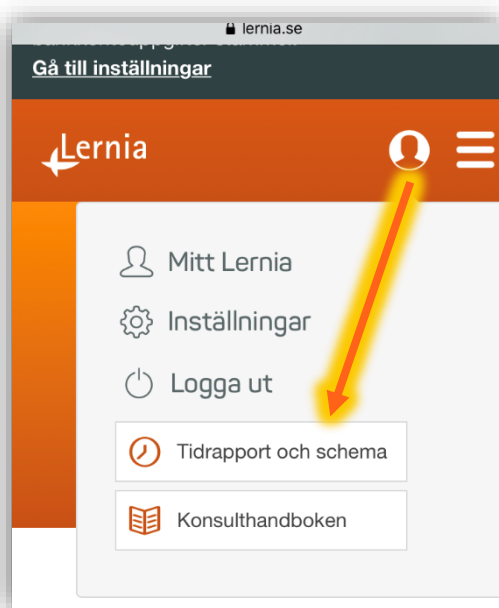
If mandatory information about your **salary account** (lönekonto) and **next of kin** (anhörig) is missing, you will at each login be linked to the page where this is filled in.

Once you have saved this information, you will instead get to the start page after login.

Open your timesheet

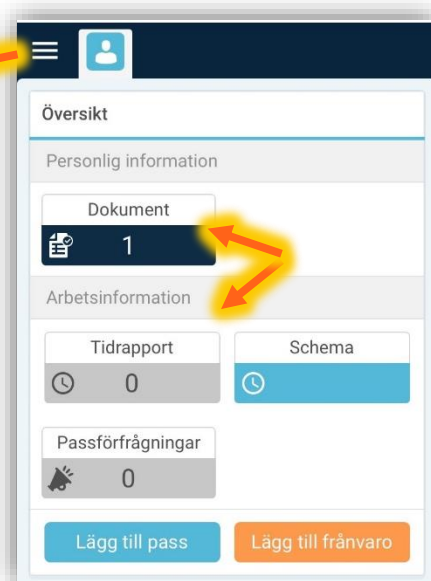


After you sign in, you can open your timesheet by clicking the *Tidrapport och schema* button (Timesheet and Schedule), or click the profile picture and select *Tidrapport och schema* from the menu:



You'll now be linked to the timesheet that opens in a new page.

Time report and log out



Click [Dokument](#) (Documents) to open a manual with instructions about how to register time and what other things you can do in [Tidrapport och schema](#).

Click on [Tidrapport](#) (Time report) to certify the time worked. When you are done it is important to log out via [Logga ut – Min profil](#) in the meny before closing.

If you don't log out, your browser may attempt to recreate your last visit to the page, which would require a new login to the timesheet.

Since you are linked to the time report from [Tidrapport och schema](#) on Mitt Lernia, you have no login details to the timesheet system (Intelliplan) and end up on the login page, that does not work for our staffing consultants.

To log in again, you need to clear your browsing history before logging in via [Mitt Lernia](#) on www.lernia.se and clicking the button [Tidrapport och schema](#) (Timesheet and Schedule).

