

To order temporary card for the co-workers for less than 6 months

A short guide for group leaders

1. On the home page for OncPat find information about HSAid [Information about HSAid | Karolinska Institutet \(ki.se\)](#), in particular, for the co-workers for less than 6 months. *This card will be free of charge for you*
2. Send an e-mail to K Funk BioClinicum bioclinicum.karolinska@regionstockholm.se. explaining that you have a new co-worker who needs a temporary card.
3. You will get back an e-mail with the forms and instructions. Fill in the form, sign and send it back. Different forms apply for persons with or without a Swedish personal ID. If the co-worker does not have a Swedish ID, you need to accompany this person to the Badge office to confirm his/her identity. Name and telephone number shall be stated in the form. *However, since it is a head of a Medical unit at NKS (Theme Cancer for OnkPat) who is to confirm the identity, he needs to formally delegate this to you. We are working on obtaining this delegation for all OnkPat group leaders at Bioclinicum that will be valid for one year.*
4. The e-service card (eTjänstekort) will be ordered, and you will receive an e-mail with HSAid for your co-worker and "ärende nummer".
5. **For your co-worker:**
 - a. Take a web-course in security and fire safety and take the test. Link to the English version: <http://www.karolinska.se/safety-course>
 - b. Book time to make a photo after the test is taken. It may take a month before it could be done. Meanwhile, **fetch a reserve-card that can be used until the permanent card is received at the eTjänstekort & Badge Solna office**
 - c. to fetch the temporary card and for photography: eTjänstekort & Badge office Solna in S2:02 (2nd floor above the staff gym).

Take with you:

- Swedish ID card.
- If you do not have Swedish ID, you need to bring your passport and take along with you the delegated person who will confirm your identity (see 3.)
- Ask for access to "Bioclinicum Forskning", and get your code.

To book time: [Tidsbokning eTjänstekort \(enalog.se\)](#). Make sure you choose the office in Solna!

6. If the temporary card is not working, send an e-mail to bioclinicum.karolinska@regionstockholm.se, they might have missed to add access to Bioclinicum ("behörighet till Bioclinicum")