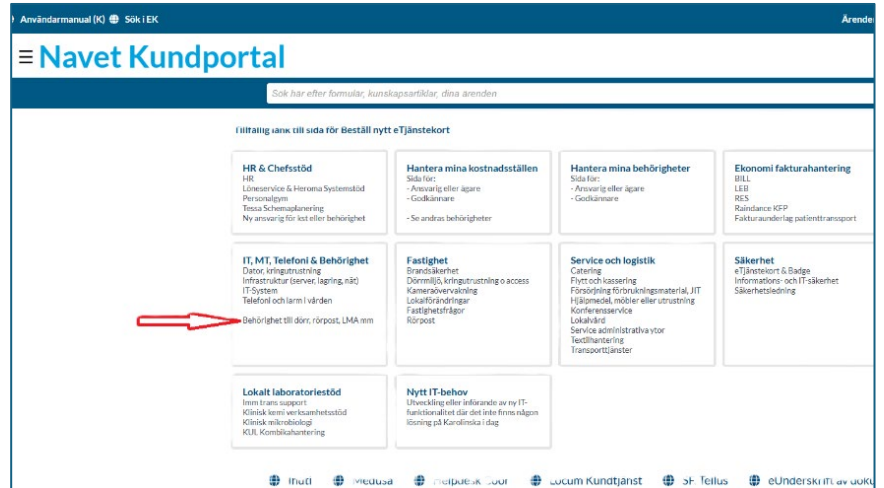


Apply for access in NAVET

Bring your e-service card and the 6-digit code that you received in an envelope from Telia. Go to a region Stockholm computer and put the card in the slot on the side of the keyboard.

1. Open the web browser go to **Karolinska inuti** and choose: **Navet** among the short cuts. Then choose: **IT, MT, Telefoni & Behörighet**



2. Next window choose:
Behörigheter - Beställ



3. Next window choose:
“Mig själv”

Kostnadsställe (only if you have double positions at the hospital)

Valbara behörigheter
choose: **BioClinicum
Forskning**

Orsak: write your **Research group**

Press: **“Skapa ärende”**

 The screenshot shows the 'Behörigheter - Beställ' form. At the top, there's a section 'Ärendet registreras för' with two radio buttons: 'Mig själv' (selected) and 'Annan person'. A red arrow points to the 'Mig själv' button. Below this, there's a text input field for 'Kostnadsställe'. Then, there's a section 'Valbara behörigheter' with a text input field containing 'BioClinicum, forskning'. A red arrow points to this field. Below that, there's a text input field for 'Orsak' containing 'Researchgroup: xxxx xxxx'. A red arrow points to this field. At the bottom, there are fields for 'Startdatum', 'Slutdatum', and 'Orsak krävs.'. The 'Skapa ärende' button is circled in red.