1 About this guideline

This guideline contains information about how to log on to RejsUd, and how to get a password, if you forgot your password.
# How to log on to RejsUd and how to get a new password

<table>
<thead>
<tr>
<th>Actions</th>
<th>Description</th>
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<tbody>
<tr>
<td>Log on to RejsUd</td>
<td>RejsUd is a module in the same system as IndFak, which is used for handling invoices. Link: <a href="https://IndFak2.dk">https://IndFak2.dk</a></td>
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<tr>
<td>Password the first time you log on to RejsUd.</td>
<td><strong>Indfak users must log in as usual.</strong>&lt;br&gt;The first time you want to log on to RejsUd, you must order a new <strong>password</strong>&lt;br&gt;Write your <strong>username</strong> (your email address, see below): <a href="mailto:AUxxxxxx@uni.au.dk">AUxxxxxx@uni.au.dk</a>&lt;br&gt;Replace xxxxxx with your unique AU ID number.&lt;br&gt;For example: <a href="mailto:AU404174@uni.au.dk">AU404174@uni.au.dk</a>&lt;br&gt;Click <strong>Forgot password?</strong>&lt;br&gt;Check your username and confirm that you are not a robot 😊. Click <strong>Send</strong>.&lt;br&gt;You will then receive an email with a link to a website where you can write a new password.&lt;br&gt;Please note, a strong <strong>password</strong> must contain:&lt;br&gt;✓ at least eight characters&lt;br&gt;✓ both upper-case and lower-case letters&lt;br&gt;✓ at least one number&lt;br&gt;✓ at least one symbol such as: !&quot;#$%&amp;/=</td>
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</table>
## How to log on to RejsUd after the initial logon

### Write your username and password

Your **username** is your email address, see below:

**AUxxxxxx@uni.au.dk**

Replace xxxxxx with your unique AU ID number. For example:

**AU404174@uni.au.dk**

If you want the system to remember your username, tick the box **Remember me**.

Click the **flag** to see available language options.