

All employees at Aarhus University will receive new email addresses in 2014. We recommend that you change your **AU email address** in your CWT profile. Adding/switching to other mail addresses than your official AU mail address **is not permitted**.

How to change your AU mail address in your CWT profile:

Log on to CWT



Click "**My Travel Profile**"

Traveller Details

Powered by
CWT Portrait


*Indicates Required Field

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Traveller Information

Important Notice: Your first name, middle name and last name must be identical to the ones mentioned in your passport and travel documents. This information is required by law for security reasons in some countries (such as the United States). Failure to provide accurate information may result in additional screening or denied boarding. If your name is longer than the space available in CWT Portrait, please complete the field until no space is left.

* Title	Mrs
* First name	Dorte
Middle name	
* Last name	Kondrup
Suffix	
* Birth date (mm/dd/yyyy)	xxxxxxxx 
* Gender	xxxxxxxx
* Language	English (Great Britain)
Residency	None
Client	AARHUS UNIVERSITET
* Subunit	DK-AU-OEKOPLAN 8147
* Traveller Type	General-DK-AM
* First 10 characters of Aurus ID.	ADMIDOK
* PIN	██████████
Activation date (mm/dd/yyyy)	Apr 12, 2012
Expiration date (mm/dd/yyyy)	Jan 31, 2200

[RESET](#)

Phone Number

E-mail Address

Address

Click "E-mail address"

Traveller Details Powered by CWT Portrait


*Indicates Required Field

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Traveller Information

Phone Number

E-mail Address

* Type ▲	* E-mail Address	
Work	dok@adm.au.dk	

Click the field 'E-mail address', delete your old email address, and then add your new new email address.

Traveller Details Powered by CWT Portrait

*Indicates Required Field

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Traveller Information

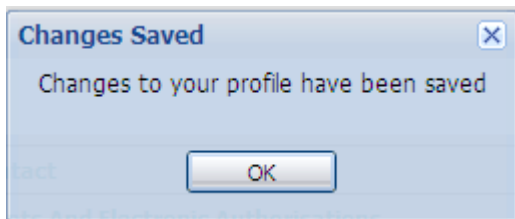
Phone Number

E-mail Address - Pending

* Type ▲	* E-mail Address	
Work	dorte.kondrup@au.dk	

[RESET](#) [ADD E-MAIL ADDRESS](#)

Click 'SUBMIT CHANGES'



Click "OK". Your new email address will be added to your profile.

Click "Traveller Information" to return to your page.