

Dear Guest Lecturer,

Greetings from Aarhus!

We are writing you this email to let you know that you can access our LMS Brightspace. This means that you can start setting up your course and upload course materials.

You will find technical guides and tutorials on this [webpage](#). Please notice that the video guides are in Danish but with English subtitles.

How to access Brightspace

NB: If you have taught at AU Summer University before and remember your login to Brightspace you can skip step 1 and possibly step 2.

Step 1: Create a password:

First you need to create a password to log into AU systems like Brightspace.

Your AUID is: **auXXXXXX**

Follow the five steps below to create your password:

1. Go to [this webpage](#) and click 'Password'.
2. Write your AUID and click 'Next'.
3. Enter the email address that this email has been sent to and click "Next"
4. You will then receive an email with a link.
5. Follow the link and choose a password.

You can now use your AUID and password to log on to AU systems. If you forget your password, you can create another password by following these steps again.

Step 2: Set up two-step authentication:

Go to [this webpage](#) and follow the instructions under the tab "Guidelines on setup of two-step authentication".

Step 3: Access Brightspace:

1. Go to [Brightspace](#)
1. Log in using the following login information:

Username: auGuest@uni.au.dk

Password: password created in step 1

2. Use the two-step authentication to access

We hope this guide can help you get access to Brightspace. Please, do not hesitate to contact us at summeruniversityguestlecturers@au.dk if you have any questions or problems.

If you receive an error message saying that your user is inactive, please call AU IT on +45 8715 0955.

List of students, syllabus and list of literature

The students have will access to Brightspace in early June and you will then find a list of students at Brightspace. Changes may occur because some register later and some cancel their seats.

We have uploaded your syllabus to Brightspace, and our library has uploaded your list of literature. If you are not able to see the list of literature, you must [register as a new user](#) at AU Library. Please, log in using WAYF with the same login information as you used to log in to Brightspace.

We look forward to seeing you in Aarhus during AU Summer University 2023.

Best regards from the AU Summer University Team
Troels, Tine, Tina, Inge and Kaja