

Welcome to Workzone

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You are now registered as a user in Workzone. Tomorrow, you will be able to access the system and Workzone will automatically be installed on your computer. If this is not the case, please contact your local IT helpdesk. Find your local IT helpdesk here:

<https://medarbejdere.au.dk/en/administration/it/main-academic-areas/>

Use this link to open the Workzone web client: <https://workzone.uni.au.dk/app/client/>

Workzone and the Workzone plugin for Office can **only** be used on AU's network via cable or wirelessly via VPN.

Check that you have access by clicking this link to see this case:

<https://workzone.uni.au.dk/app/client/#/Files/819490>

The Workzone plugin makes the start-up of Office products a bit slower.

For Mac users

If you have stated that you need to be able to use Workzone from Office programs, you will have been given access via a Horizon Client which gives you a remote desktop on a virtual Windows 10 computer. This access may **only** be used for record-keeping in Workzone.

You install the Horizon Client as described here:

https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/ESDH/VEJL_Horizon_Client_installationsguide_til_Mac.pdf

User behaviour

Workzone is AU's electronic case and document management system. As a Workzone user, you help to protect and keep the system's data secure.

You may only search for and work with the personal data that is relevant for the work tasks you have been assigned. This also means that you are not permitted to access your own data.

Data extracts from Workzone may **only** be shared with colleagues who are allowed access to the same system data as yourself. When you have extracted data from Workzone, it is your responsibility to ensure that the data is stored securely and deleted as soon as the data is no longer needed.

Read more about protection of personal data here:

<https://medarbejdere.au.dk/en/informationsecurity/data-protection/>

Please note that all system activity is logged for security reasons.

System support

Please send any questions or information about errors to your local super user. You can find your local super user here: <https://medarbejdere.au.dk/administration/hr/hr-systemer/esdh/esdh-program/find-din-superbruger/> (Only in Danish)

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If you need additional support, please see the website: <https://medarbejdere.au.dk/administration/hr/hr-systemer/esdh/support/> (Only in Danish)

On our website, you can find guides, instructions etc:

<https://medarbejdere.au.dk/administration/hr/hr-systemer/esdh/> (Only in Danish)