

My profile and My settings

1. Profile.....	1
2. My settings	3

1. Profile

Under '**Profile**', you can select a substitute/substitutes, edit name, email address and change your password.

Click  in the top right-hand corner.



Sign in as another user



Change user



Change organisation



Edit My Profile



Log off

Click '**Edit My Profile**'.

Rudolf Rudolfsen

Edit the desired information below

First name *

Rudolf

Middle name

Last name *

Rudolfsen

Phone

Email *

dorte.kondrup@au.dk

SAVE

CHANGE PASSWORD

DEFINE ABSENCE ASSISTANTS

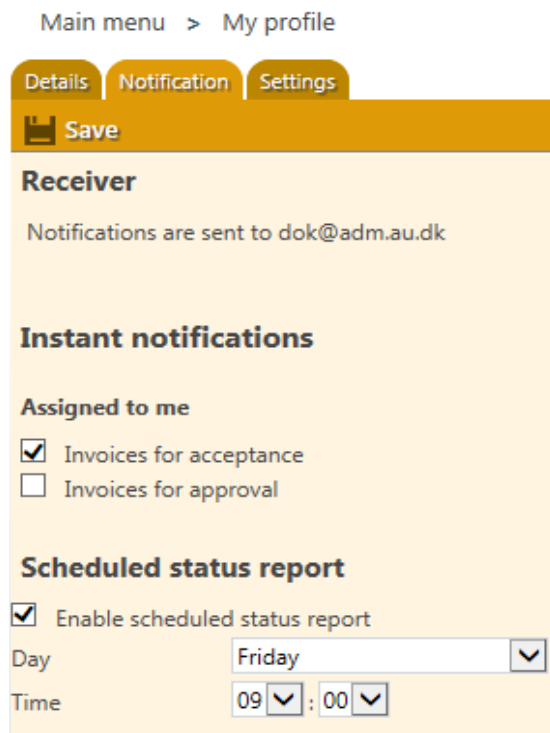
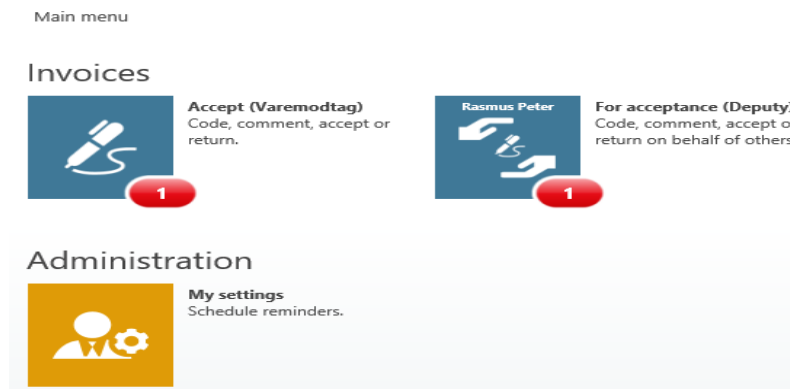
Remember to save your changes by clicking **'Save'**.

You can then see the changes under **'My settings'**. However, it might take a few minutes before the new information is available. Under **'My settings'**, you can change the settings for notification emails.

2. My settings

Under 'My settings', you can change the settings for notification emails.

Click '**My settings**' in the main menu.



Click the '**Notification**' tab.

We recommend that you do not change the default settings unless you check IndFak2 on a daily basis. As requisitioner, it is your responsibility that your invoices are processed.