


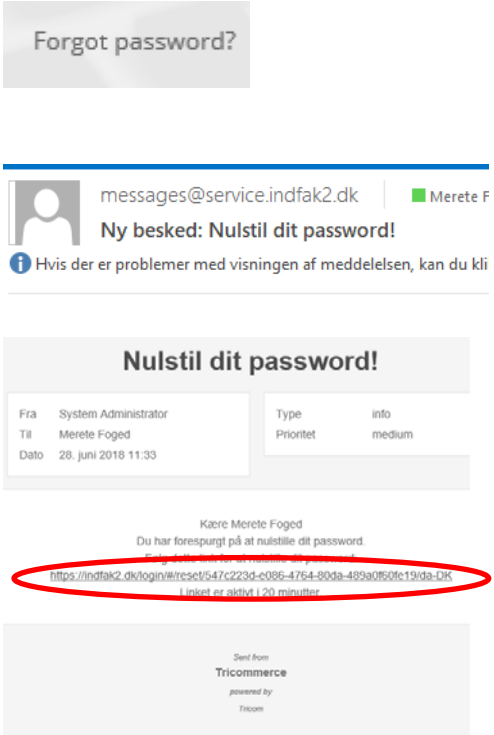
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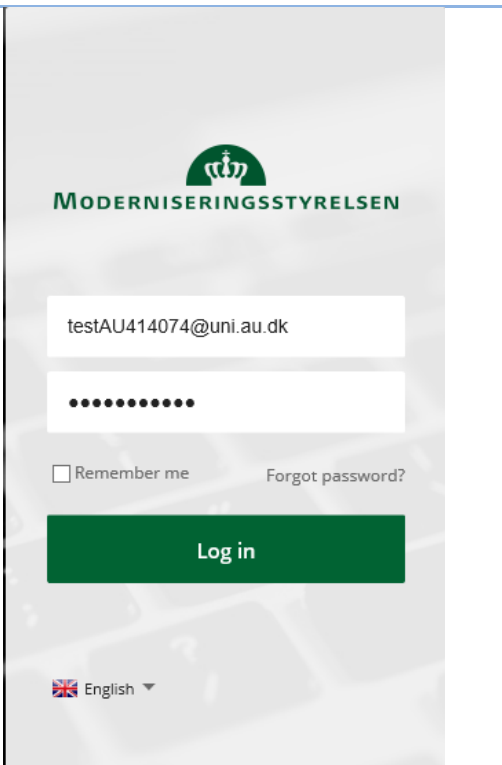
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1 About this guideline

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

2 How to log on to RejsUd and how to get a new password

Actions	Description	
Log on to RejsUd	RejsUd is a module in the same system as IndFak, which is used for handling invoices. Link: https://IndFak2.dk	
<p>Password the first time you log on to RejsUd.</p> <p>Indfak users must log in as usual</p>	<p>Indfak users must log in as usual.</p> <p>The first time you want to log on to RejsUd, you must order a new password. Write your username (your email address, see below): AUxxxxxx@uni.au.dk Replace xxxxxx with your unique AU ID number. For example: AU404174@uni.au.dk</p> <p>Click Forgot password? Check your username and confirm that you are not a robot ☺. Click Send.</p> <p>You will then receive an email with a link to a website where you can write a new password.</p> <p>Please note, a strong password must contain:</p> <ul style="list-style-type: none"> ✓ at least eight characters ✓ both upper-case and lower-case letters ✓ at least one number ✓ at least one symbol such as: <code>! "# \$ % & / () =</code> 	

<p>How to log on to RejsUd after the initial logon</p> <p>Write your username and password</p>	<p>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</p> <p>If you want the system to remember your username, tick the box Remember me.</p> <p>Click the flag to see available language options.</p>	 <p>The screenshot shows the login interface for 'MODERNISERINGSSTYRELSEN'. It features a green logo at the top, followed by a text input field containing 'testAU414074@uni.au.dk', a password field with masked characters, a 'Remember me' checkbox, a 'Forgot password?' link, a green 'Log in' button, and a language dropdown menu set to 'English'.</p>
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