

Indhold


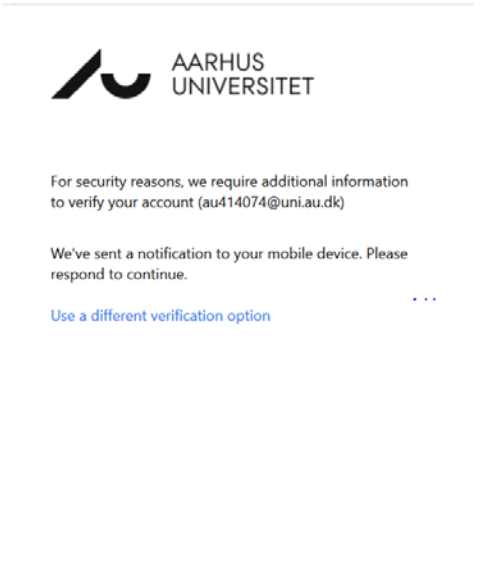
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1 About this guideline

This guideline contains information about how to log on to RejsUd with Single Sign On (SSO)
You must have a username in the format [AUxxxxxx@uni.au.dk](#).

How to log on to RejsUd with Single Sign On (SSO)

2 How to log on to RejsUd with Single Sign On (SSO)

Handling	Beskrivelse	
Log on to RejsUd	<p>RejsUd is a module in the same system as IndFak, which is used for handling invoices.</p> <p>Link: er: https://sso.indfak2.dk/adfs/</p> <p>We recommend the internetbrowser Google Chrome.</p>	
Two-factor recognition at the first time you log on to RejsUd.	<p>The first time you want to log on to RejsUd you have to type your username.</p> <p>Write your username (your technical email address, see below): AUxxxxxx@uni.au.dk Replace xxxxxx with your unique AU ID number. For example: AU404174@uni.au.dk Click Okay.</p> <p>Verify with two-factor recognition</p>	 <p>Indsæt venligst dit brugernavn eller e-mail i formatet navn @ domæne.</p> <p>AU414074@uni.au.dk</p> <p>Okay</p>
Next time you want to use RejsUd	<p>Next time you choose the internet address https://sso.indfak2.dk/adfs/ you will be logged in automatically</p>	 <p>AARHUS UNIVERSITET</p> <p>For security reasons, we require additional information to verify your account (au414074@uni.au.dk)</p> <p>We've sent a notification to your mobile device. Please respond to continue.</p> <p>Use a different verification option</p>