

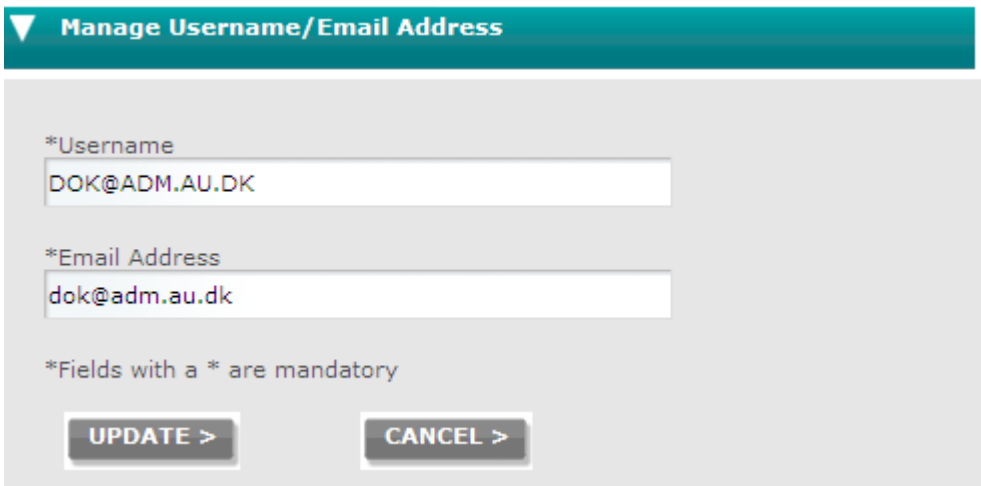
All employees at Aarhus University will receive new email addresses in 2014. If you are using your old email address to log onto CWT, we recommend that you switch to your new **AU email address**.

This is what you do:

Log on to CWT as you normally do



Click "**Login Settings**".



The screenshot shows a form titled 'Manage Username/Email Address'. It contains two input fields: '*Username' with the value 'DOK@ADM.AU.DK' and '*Email Address' with the value 'dok@adm.au.dk'. Below the fields is a note: '*Fields with a * are mandatory'. At the bottom of the form are two buttons: 'UPDATE >' and 'CANCEL >'.

Under "**Manage user name/email address**", change your user name to your new email address.

▼ Manage Username/Email Address

*Username

*Email Address

*Fields with a * are mandatory

Click "**UPDATE**" to submit the changes.

▼ Manage Password

Your password must be between 8 to 20 characters in length and contain at least one non-alphabetic character. Your password can not contain any spaces, cannot be the same as your username, and cannot be repeated within the last 5 passwords.

Username: dorte.kondrup@au.dk

*Current Password

*New Password

*Confirm New Password

*Fields with a * are mandatory

UPDATE PASSWORD > **CANCEL >**

▼ Manage Username/Email Address

*Username

*Email Address

*Fields with a * are mandatory

UPDATE > **CANCEL >**

Next time you log on to CWT, use your new user name and with the password you normally use.