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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

<table>
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<tr>
<th>Actions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Log on to RejsUd</strong></td>
<td>RejsUd is a module in the same system as IndFak, which is used for handling invoices. Link: <a href="https://IndFak2.dk">https://IndFak2.dk</a></td>
</tr>
<tr>
<td><strong>Password the first time you log on to RejsUd.</strong></td>
<td><strong>Indfak users must log in as usual.</strong> The first time you want to log on to RejsUd, you must order a new password. Write your username (your email address, see below): <a href="mailto:AUxxxxxx@uni.au.dk">AUxxxxxx@uni.au.dk</a> Replace xxxxxx with your unique AU ID number. For example: <a href="mailto:AU404174@uni.au.dk">AU404174@uni.au.dk</a> Click <strong>Forgot password?</strong> Check your username and confirm that you are not a robot 😁. Click <strong>Send.</strong> You will then receive an email with a link to a website where you can write a new password. Please note, a strong password must contain: ✓ at least eight characters ✓ both upper-case and lower-case letters ✓ at least one number ✓ at least one symbol such as: !&quot;#$%&amp;/()=</td>
</tr>
</tbody>
</table>
How to log on to RejsUd after the initial logon

Write your username and password

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**

If you want the system to remember your username, tick the box *Remember me*.

Click the **flag** to see available language options.