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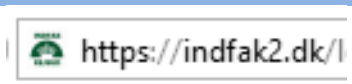
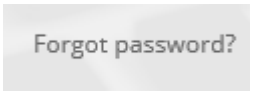
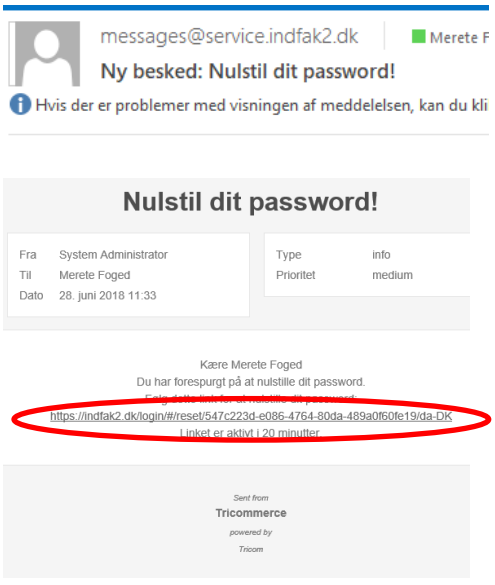
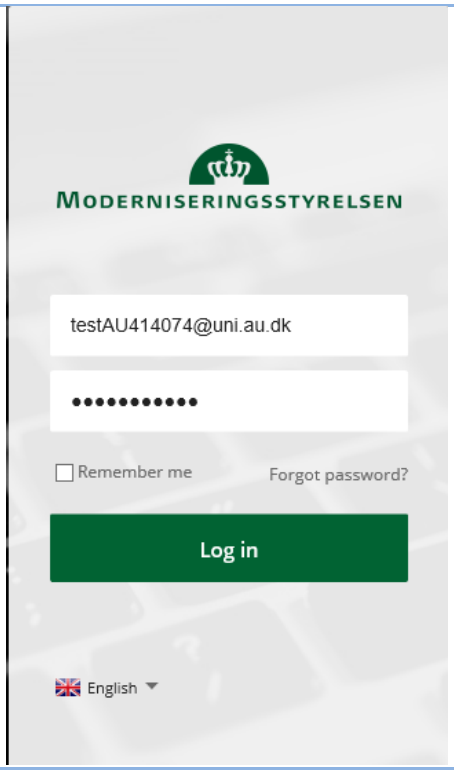
1 About this guideline

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	
Password the first time you log on to RejsUd. **Indfak users must log in as usual**	**Indfak users must log in as usual.** 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 Click **Forgot password?** Check your username and confirm that you are not a robot ☺. Click **Send**. 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: !"#¤%&/()=	 

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.