


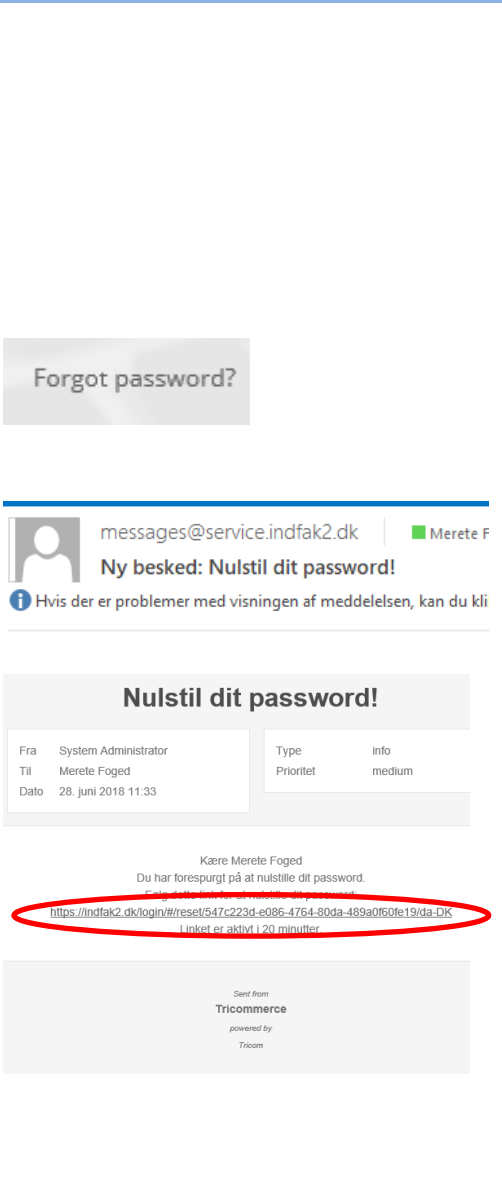
## Contents

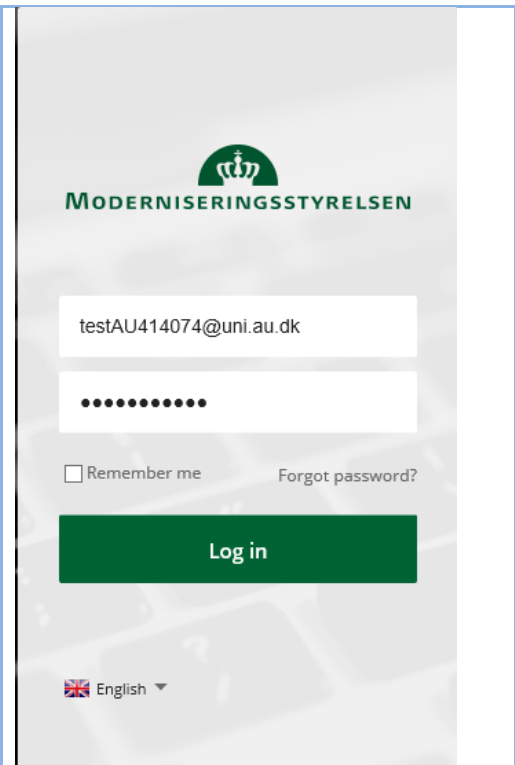
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### **1 About this guideline**

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: <a href="https://IndFak2.dk">https://IndFak2.dk</a>	
<p>Password the first time you log on to RejsUd.</p> <p><b>Indfak users must log in as usual</b></p>	<p><b>Indfak users must log in as usual.</b></p> <p>The first time you want to log on to RejsUd, you must order a new <b>password</b>. Write your <b>username</b> (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></p> <p>Click <b>Forgot password?</b> Check your username and confirm that you are not a robot ☺. Click <b>Send</b>.</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 <b>password</b> must contain:</p> <ul style="list-style-type: none"> <li>✓ at least eight characters</li> <li>✓ both upper-case and lower-case letters</li> <li>✓ at least one number</li> <li>✓ at least one symbol such as: !"#%&amp;/'()=</li> </ul>	

<p>How to log on to RejsUd after the initial logon</p> <p>Write your username and password</p>	<p>Your <b>username</b> is 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></p> <p>If you want the system to remember your username, tick the box <b>Remember me</b>.</p> <p>Click the <b>flag</b> 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 input 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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