

RejsUd

How to log on to RejsUd

Contents

Gontents				
1	About this guideline	1		
2	How to log on to RejsUd and how to get a new password	2		

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.





How to log on to RejsUd

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: <u>https://IndFak2.dk</u>	https://indfak2.dk/l
Password the first	Indfak users must log in as usual.	
time you log on to		
RejsUd.	The first time you want to log on to	
	RejsUd, you must order a new	
Indfak users	password.	
must log in as	Write your username (your email	
usual	address, see below):	
	<u>AUxxxxx@uni.au.dk</u>	
	Replace xxxxx with your unique AU	
	ID number.	Forgot password?
	For example: <u>AU404174@uni.au.dk</u>	
	Click Forget negeword?	
	Check your usorname and confirm	
	that you are not a robot © Click	messages@service.indfak2.dk
	Send.	Ny besked: Nulstil dit password!
	Senu.	Hvis der er problemer med visningen af meddelelsen, kan du kli
	You will then receive an email with a	
	link to a website where you can write	Nulstil dit password!
	a new password.	Fra System Administrator Type info
		Til Merete Foged Prioritet medium Dato 28. juni 2018 11:33
	Please note, a strong password must	
	contain:	Kære Merete Foged
	✓ at least eight characters	Du har forespurgt på at nuistille dit password.
	✓ both upper-case and lower-	Linket er aktivt i 20 minutter
	case letters	
	✓ at least one number	Sent trom Tricommerce powersd by
	✓ at least one symbol such as: 1^{2} # p_{1}^{2} & $1/2$ =	Tricom
	$: \# \approx 70 \otimes 70^{-1}$	
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RejsUd

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AU Finance and Estates Projects and Development **Financial Control**

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How to log on to	Your username is your email	
RejsUd after the	address, see below:	
initial logon	<u>AUxxxxxx@uni.au.dk</u>	
	Replace xxxxxx with your unique AU	
Write your	ID number. For example:	((1))
username and	<u>AU404174@uni.au.dk</u>	WIODERNISERINGSSTYRELSEN
password		
	If you want the system to remember	
	your username, tick the box	testAU414074@uni.au.dk
	Remember me.	
		•••••
	Click the flag to see available	
	language options.	Remember me Forgot password?
		Log in
		2
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		unar - Olivit