

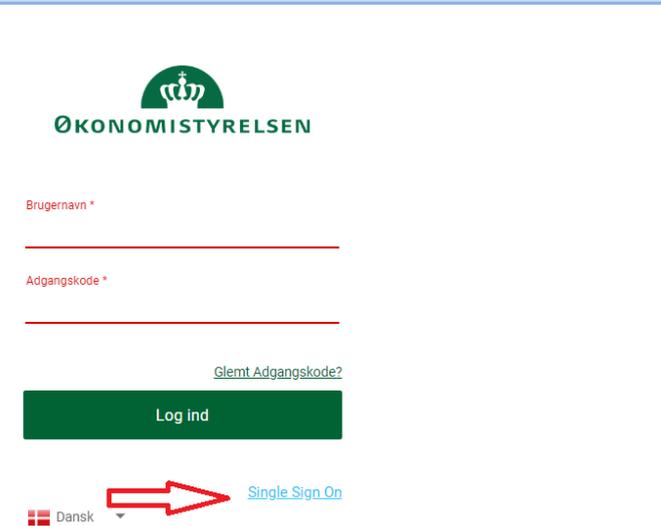
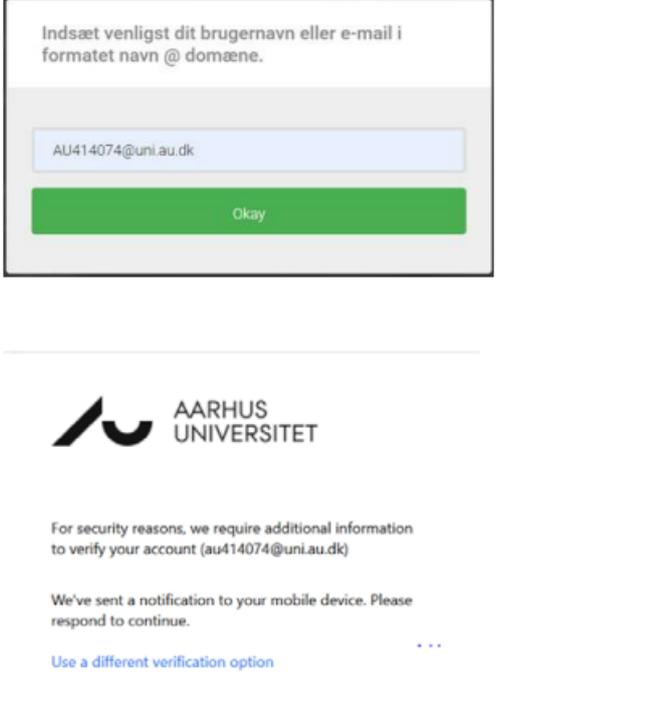
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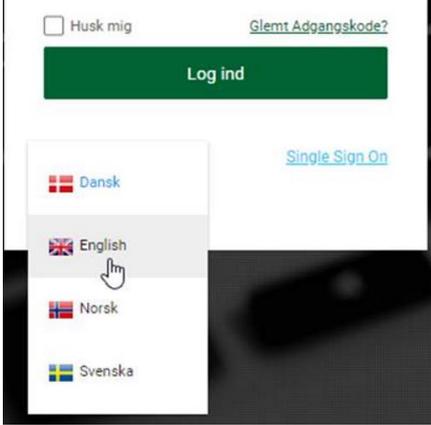
1 About this guideline

This guideline contains information about how to log on to RejsUd with Single Sign On (SSO).
You must have username in the format AUXXXXXX@uni.au.dk

2 How to log on to RejsUd with Single Sign On (SSO)

<p>Log on to RejsUd</p>	<p>RejsUd is a module in the same system as IndFak, which is used for handling invoices. Link: https://sso.indfak2.dk/adfs/</p> <p>We recommend the internet browser Google Chrome.</p>	
<p>Two-factor recognition at the first time you log on to RejsUd</p>	<p>The first time you want to log on to RejsUd you must type your username.</p> <p>Write your username (your technical email address, see below): AUxxxxxx@uni.au.dk Replace xxxxxx with your unique AU ID number. For example: AU404174@uni.au.dk Click okay.</p> <p>Verify with two-factor recognition.</p>	
<p>Next time you want to use RejsUd</p>	<p>Next time you choose the internet address https://sso.indfak2.dk/adfs/ You will be logged in automatically.</p>	

Log on to RejsUd with Single Sign On (SSO)

<p>Change language</p>	<p>It's not possible to change the language if you use Single Sign On.</p> <p>If you need to change the language to something other than Danish, you must log in via the 2-factor recognition.</p>	 <p>Chan</p>
<p>Unable to log on to RejsUd</p>	<p>If you have not entered your username in the correct format (Auxxxxxx@uni.au.dk) and pressed "don't show box again", you will get this error message.</p> <p>You must create a case via support.au.dk to be able to access RejsUd again.</p>	