



Log on to RejsUd with Single Sign On (SSO)

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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 <u>AUXXXXX@uni.au.dk</u>





Log on to RejsUd with Single Sign On (SSO)

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

Log on to RejsUd	RejsUd is a module in the same system as IndFak, which is used for handling invoices. Link: <u>https://sso.indfak2.dk/adfs/</u> We recommend the internet browser Google Chrome.	Errgernavn * Adgangskode * Clemt Adgangskode2 Log ind
Two-factor	The first time you want to log	·
recognition	on to RejsUd you must type	Indsæt venligst dit brugernavn eller e-mail i formatet navn @ domæne
at the first time you log	your username.	ionacchan a concere.
on to	Write your username (your	AU414074@uni.au.dk
RejsUd	technical email address, see	
	below): AUxxxxxx@uni.au.dk	Ukay
	Replace xxxxx with your	
	unique AU ID number. For exemple:	
	<u>AU404174@uni.au.dk</u>	AARHUS
	Click okay.	
	Verify with two-factor	For seculty reasons, we require additional information
	recognition.	to verify your account (au414074@uni.au.dk)
		We've sent a notification to your mobile device. Please respond to continue.
		Use a different verification option
Next time	Next time you choose the	
you want to	internet address	
use RejsUd	https://sso.indfak2.dk/adfs/	
	automatically.	





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Log on to RejsUd with Single Sign On (SSO)

Change language	It's not possible to change the language if you use Single Sign On.	Husk mig <u>Glemt Adgangskode?</u>
	If you need to change the language to something other than Danish, you must log in via the 2-factor recognition.	Single Sign On
Unable to log on to RejsUd	If you have not entered your username in the correct format (<u>Auxxxxx@uni.au.dk</u>) and pressed "don't show box again", you will get this error	ری Økonomistyrelsen
	message.	Statens Single Sign-On
	You must create a case via <u>support.au.dk</u> to be able to access RejsUd again.	▲ An error has occurred. 2024-01-10 08:19:07.750 Please send a screenshot of this page to: Support