

Registration of External International Users

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1. About the guide


This is a guide for external international users. It guides the user through self-registration on the webpage mit.au.dk and how the user gets created as a user of Blackboard.

2. Step-by-step guide for users

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1	<p>In order for a Blackboard administrator to give you access to Blackboard and the courses you are participating in, you must first be registered as a user in AU's self-service system. To register as a new user account, go to https://mit.au.dk/access/nyBruger.cfm?fase=nyBrugerInternational Enter your date of birth and email address and click 'Begin account creation'.</p> <p>You are here: AU > mit.au.dk (Self-Service) > New user access</p> <hr/> <h2 style="text-align: center;">REGISTER A NEW USER ACCOUNT</h2> <hr/> <p>If you are an international student, researcher or lecturer you can create a user account on mit.au.dk by providing the following information about yourself:</p> <p>* Date of birth ? <input type="text" value="08-01-1968"/></p> <p>* Email address <input type="text" value="k1994484@mvrht.com"/></p> <p style="text-align: center;"><input type="button" value="Begin account creation"/></p> <p>* This field is required.</p>
2	A new window will open. Enter your first and last name, choose gender and click 'Send

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	<p>an activation link'.</p> <p>You are here: AU > mit.au.dk (Self-Service) > New user access</p> <hr/> <h2>REGISTER A NEW USER ACCOUNT</h2> <hr/> <p>You must provide us your name and your gender before we can send you an activation link.</p> <p>Date of birth <input type="text" value="08-01-1968"/></p> <p>Email address <input type="text" value="k1994484@mvrht.com"/></p> <p>* Your first name <input type="text" value="Test"/> ?</p> <p>* Your last name <input type="text" value="Testesen"/> ?</p> <p>* Your gender <input checked="" type="radio"/> male <input type="radio"/> female</p> <p><input type="button" value="Send an activation link"/></p> <p>* This field is required.</p>
3	<p>A mail with an activation link will be sent to you.</p> <p>You are here: AU > mit.au.dk (Self-Service) > New user access</p> <hr/> <h2>REGISTER A NEW USER ACCOUNT</h2> <hr/> <p>An email with an activation link has been sent by noreply@au.dk to k1994484@mvrht.com.</p>
4	<p>You will then receive a mail with an activation link. To activate your account, click the link.</p>

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	<p>From: noreply@au.dk Date: 10/01/2017 11:54:59 To: xieldezi.1e2@20email.eu Subject: Access to self service at Aarhus University Attachments:</p> <hr/> <p>You have requested a user account to the self service of Aarhus University. Use the following link to continue: https://mit.au.dk/access/nyBruger.cfm?id=752F26E683A0AB8835D8B466D1A8DEAA (or copy/paste it into your browser). You can then activate your account. You may disregard this message if you did not expect it. You cannot reply to this message.</p>
5	<p>You will be prompted to choose a password and confirm it. Please note and checkmark the terms and conditions for access to the system. Click 'Save and activate user account'. You are here: AU > mit.au.dk (Self-Service) > New user access</p> <hr/> <h2>REGISTER A NEW USER ACCOUNT</h2> <hr/> <p>Welcome Test Testsen!</p> <p>To activate your user account for the AU self service on mit.au.dk you must select a password:</p> <p>Password  <input type="password" value="●●●●●●●●"/></p> <p>Confirm password <input type="password" value="●●●●●●●●"/></p> <p><input checked="" type="checkbox"/> Terms and conditions: By activating you user account you authorize Aarhus University to acquire relevant data about you from the Danish Civil Registration System (CPR).</p> <p><input type="button" value="Save and activate user account"/></p>
6	<p>You now have an active user account. The AU ID number assigned to your by the system is to the right of your name when you login to mit.au.dk (e.g. au4xxxxx). This is the number you should give to your contact at AU in order to get access to Blackboard.</p>

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	 <ul style="list-style-type: none"> > Personal information <ul style="list-style-type: none"> > Email address(es) > Homepage(s) > Change password > Change display name > WAYF > SLS drafts > Vacation and absence <ul style="list-style-type: none"> > Vacation overview
7	<p>When your contact at AU lets you know, that you have been created as a user you can log on to Blackboard. Go to bb.au.dk og press the login-button. Log on with your AU ID (e.g. au4xxxx) and the password you picked at step 5.</p> 