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

<table>
<thead>
<tr>
<th>Trin</th>
<th>Handling</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>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 <a href="https://mit.au.dk/access/nyBruger.cfm?fase=nyBrugerInternational">https://mit.au.dk/access/nyBruger.cfm?fase=nyBrugerInternational</a> Enter your date of birth and email address and click 'Begin account creation'. You are here: AU » mit.au.dk (Self-Service) » New user access</td>
</tr>
<tr>
<td>2</td>
<td>A new window will open. Enter your first and last name, choose gender and click 'Send</td>
</tr>
</tbody>
</table>
### Register a New User Account

You must provide us your name and your gender before we can send you an activation link.

<table>
<thead>
<tr>
<th>Trin</th>
<th>Handling</th>
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<tbody>
<tr>
<td>3</td>
<td>A mail with an activation link will be sent to you.</td>
</tr>
</tbody>
</table>

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#### Register a New User Account

An email with an activation link has been sent by noreply@au.dk to k1994484@mvrht.com.

<table>
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<tr>
<th>Trin</th>
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<tr>
<td>4</td>
<td>You will then receive a mail with an activation link. To activate your account, click the link.</td>
</tr>
</tbody>
</table>

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**Date of birth**: 08-01-1966

**Email address**: k1994484@mvrht.com

* Your first name: Test

* Your last name: Testesen

* Your gender: male

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**Send an activation link**
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

REGISTER A NEW USER ACCOUNT

Welcome Test Testsen!

To activate your user account for the AU self service on mit.au.dk you must select a password:

Password: **********

Confirm password: **********

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).

Save and activate user account

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.
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. au4xxxxx) and the password you picked at step 5.