

Getting started with the Self service system

1. Go to www.au.dk/selfservice
2. Click 'New user' in the bottom left corner.
3. Fill-in an email address that you have access to and check regularly.
4. **You do not need to fill in the CPR number because you do not have one.** You must fill in your date of birth (dd.mm.yyyy), sex and name in the specified fields.
5. Click 'Create user' and a confirmation e-mail will be sent to the specified e-mail address.
6. Find this confirmation e-mail in your inbox (be sure to check your junk mail folder if the email does not appear in your inbox).
7. Click the link provided in the e-mail to continue (another window will pop up).
8. Complete the form in the new window to define a password and activate your access to the Self service.
9. The date of birth must be specified as dd.mm.yyyy
10. When creating a password, be sure to follow the guidelines provided at the top of the page. If these guidelines are not followed, you will not be able to continue and you will be asked to modify your chosen password.
11. Click 'Save password'
12. Take note of the username you have been given and remember the password you have previously selected.
13. You now have access to the online Self service system where you are able to apply for exchange studies at the University of Aarhus, apply for housing, check enrolment status, grades and much more.