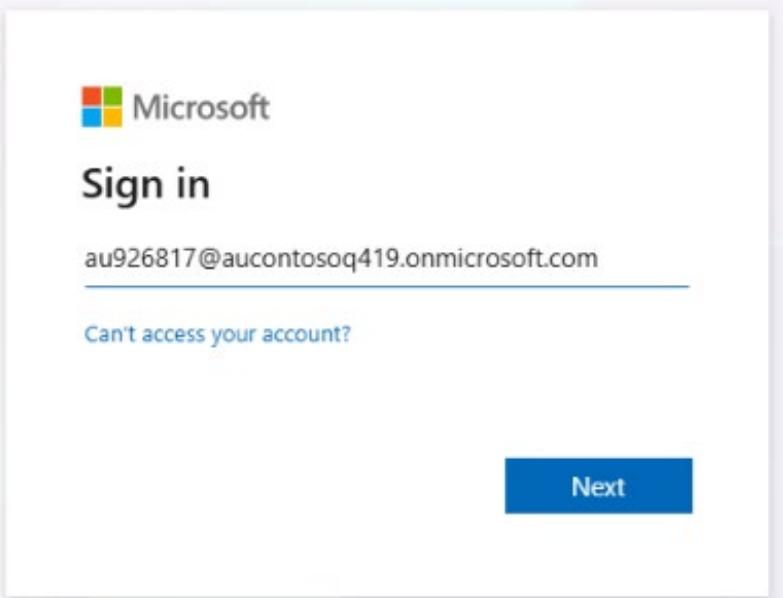
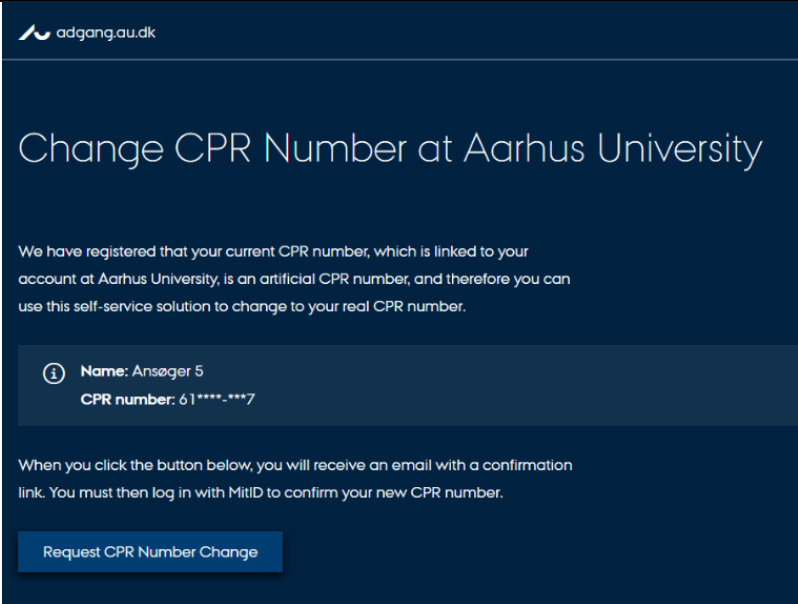
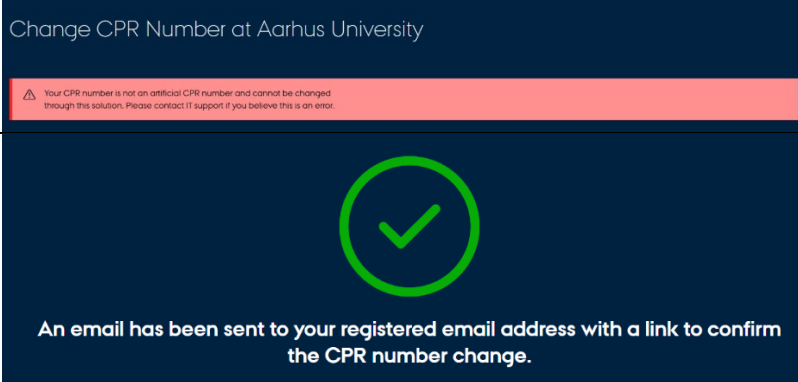


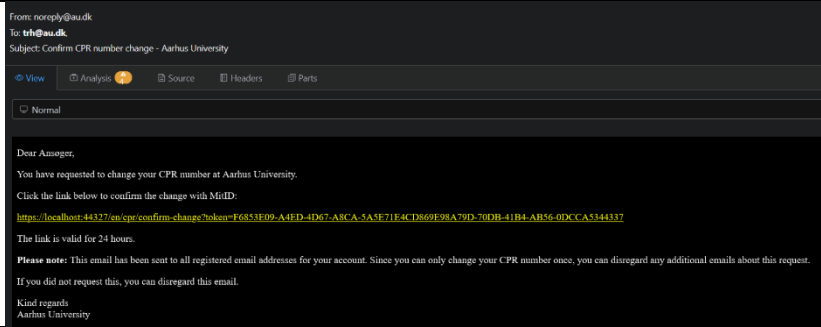
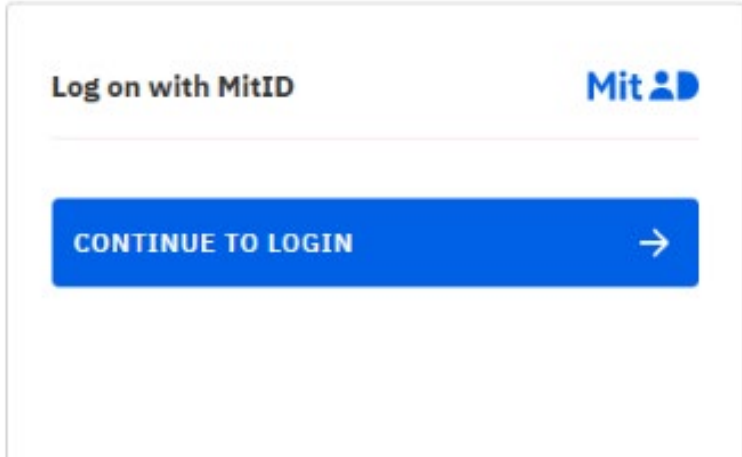
Guide: Change your CPR number

This document will guide you through the new process at Aarhus University regarding change of CPR number.

Please follow the steps below.

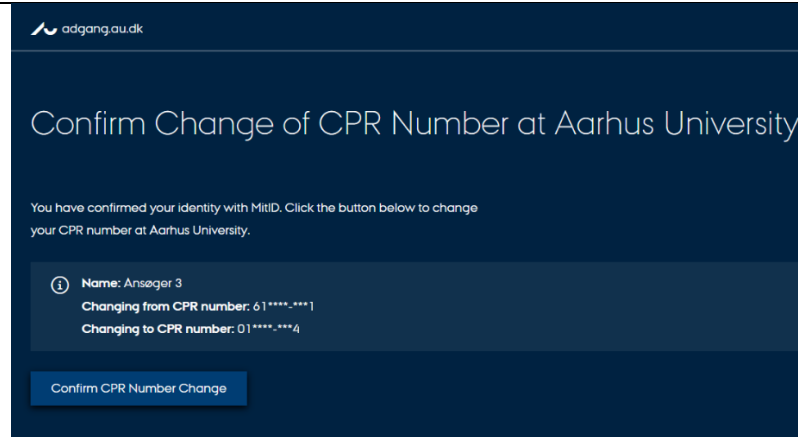
Step	Description	Screenshot
1	Navigate to following link: https://adgang.au.dk/en/cpr/request-change	
2	Log in with your AU-credentials	 A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "au926817@aucontosoq419.onmicrosoft.com" is entered into a text field. Below the text field is a blue link that says "Can't access your account?". At the bottom right of the page is a blue button with the word "Next" written on it in white.

3	You will see the following screenshot		
4	Click on “Request for change of CPR number”	<p data-bbox="1037 802 1832 837">If you already have a valid CPR number, you will see this:</p> 	

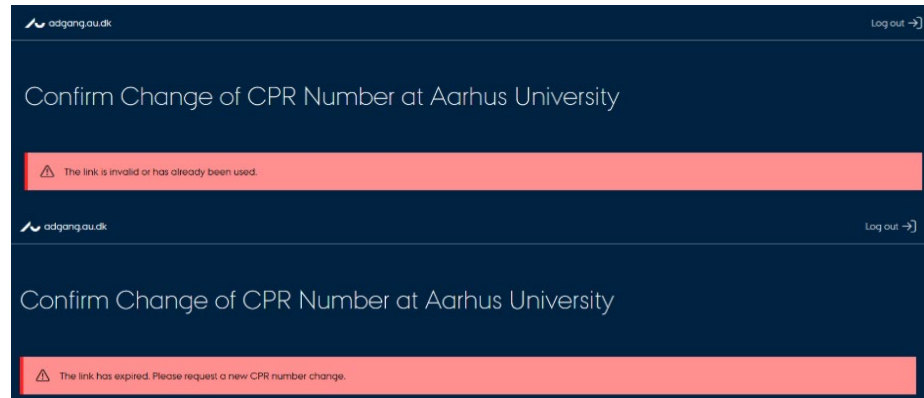
5	You will receive an e-mail with a link	 <p>From: noreply@au.dk To: trh@au.dk Subject: Confirm CPR number change - Aarhus University</p> <p>View Analysis Source Headers Parts</p> <p>Normal</p> <p>Dear Amøge,</p> <p>You have requested to change your CPR number at Aarhus University.</p> <p>Click the link below to confirm the change with MitID: https://localhost:44377/en/cpr/confirm-change?token=F6853FD9-A4ED-4D67-8SCA-5A3E71E4C1869F98A79D-70DB-41B4-AB56-0DCCA5344337</p> <p>The link is valid for 24 hours.</p> <p>Please note: This email has been sent to all registered email addresses for your account. Since you can only change your CPR number once, you can disregard any additional emails about this request.</p> <p>If you did not request this, you can disregard this email.</p> <p>Kind regards Aarhus University</p>
6	Click on the link	
7	Log in with MitID	 <p>Log on with MitID</p> <p>MitID</p> <p>CONTINUE TO LOGIN →</p>

8

Review that the new CPR number is correct



If you have done it before or have not done it within 24 hours, you will see one of these:



9

After review, please click on “Confirm CPR Number Change”.

When clicked, you will see this screenshot



Your CPR number has now been updated in Aarhus University's systems.

Log out