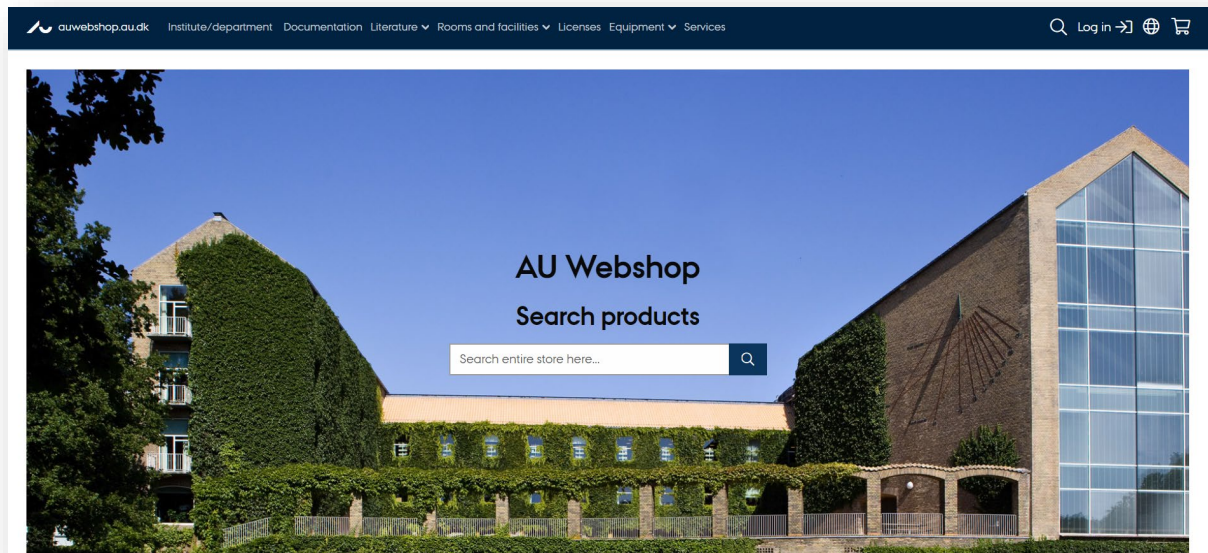


Quick Guide Account Creation and Ordering

Step 1: Go to "Log in"

<https://auwebshop.au.dk/>



Step 2: Create an account

The screenshot shows the 'Customer Login' page. The page has a dark blue navigation bar at the top, identical to the homepage. Below the navigation bar, the page is divided into two main sections. The left section is titled 'Customer Login' and contains two sub-sections: 'New Customers (students, business or private)' and 'AU-employee'. The 'New Customers' section includes a paragraph explaining the benefits of creating an account and a blue button labeled 'Create an Account'. The 'AU-employee' section includes a paragraph for internal shopping and a blue button labeled 'AU-employee - Single Sign-on'. The right section is titled 'Registered Customers' and includes a paragraph asking for an account sign-in with email address. It contains two input fields: 'Email' and 'Password', both marked with a red asterisk. Below the input fields is a blue 'Log in' button and a link for 'Forgot Your Password?'. At the bottom of the right section, there is a red asterisk and the text '* Required Fields'.

Step 3: Fill in the mandatory fields

Personal Information

First Name *

Last Name *

Tax/VAT Number

EMail *

Attention

Sign in Information

(Studentnummer@post.au.dk, company e-mailaddress or private e-mailaddress)

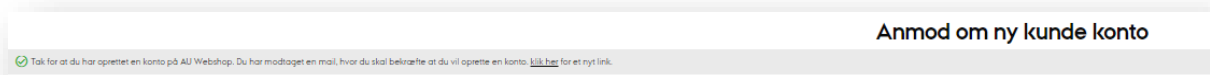
Email *

Password *

Confirm Password *

Create an Account

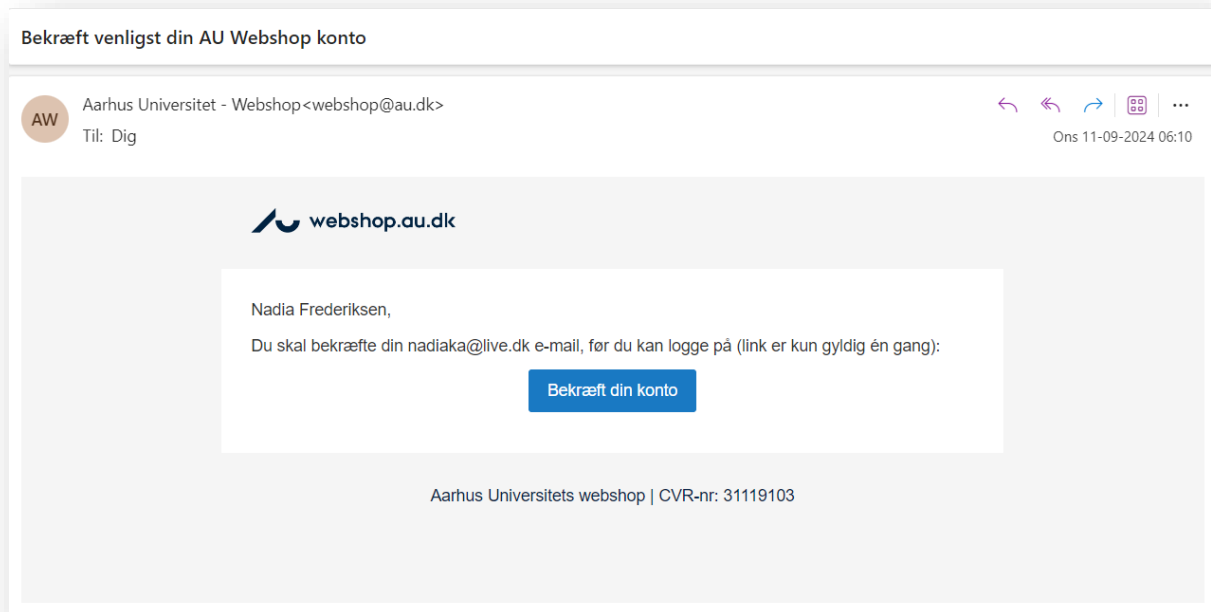
Info: At the top of the page, it will indicate that you will receive a confirmation email



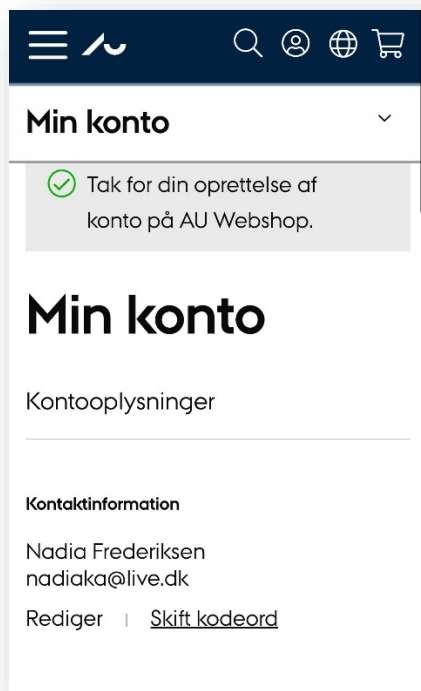
Step 4: Check your email

Fokuseret		Andet		Vælg
Fra	Emne	Modtaget		
AW Aarhus Universitet - Webshop	Bekræft venligst din AU Webshop konto	Nadia Frederiksen, Du skal bekræfte din n...	06:10	

Step 5: Confirm your account



Step 6: Account confirmed



Step 7: "Log in"

Customer Login

New Customers (students, business or private)

Creating an account has many benefits: check out faster, keep more than one address, track orders and more.

[Create an Account](#)

AU-employee

Only for AU-employees who is doing internal shopping.
For students and private shopping, please create an account above.

[AU-employee - Single Sign-on](#)

Registered Customers

If you have an account, sign in with your email address.

Email *
nadiaka@live.dk

Password *

[Log in](#) [Forgot Your Password?](#)

* Required Fields

Step 8: After logging in, you will arrive on this page

My Account

Account Information

Contact information
Nadia Frederiksen
nadiaka@live.dk
[Edit](#) | [Change Password](#)

Address Book [Manage Addresses](#)

Default Billing Address

Nadia Frederiksen
Terning 3
Alphus C. 8000
Denmark
T: 33776787
[Edit Address](#)

Default Shipping Address

Nadia Frederiksen
Terning 3
Alphus C. 8000
Denmark
T: 33776787
[Edit Address](#)

Step 9: Under "Address Book," fill in the mandatory fields (look for the red star)

Add New Address

Contact Information

First Name *
Nadia

Last Name *
Frederiksen

Company

Phone Number *

Address

Street Address *

VAT Number

Country *
Denmark

City *

Zip/Postal Code *

Use as my default billing address
 Use as my default shipping address

EAN no

Attention

[Save Address](#)

Step 10: Order the desired item and proceed to checkout, filling in the required fields – Place order

Checkout Back to Store

1 Additional Information

Business Private

Order comment

Body number / AU-ID *

4 Order Summary

1 item in cart

NVivo €0.00

Qty: 1

Cart Subtotal €0.00

Order Total **€0.00**

You will be charged for DKK 0.00

Place Order

2 Payment Method

No Payment Information Required

[Accept the terms and conditions ...](#)

3 Billing Address

Nadia Frederiksen
Tietovvej 3
Aarhus C, 8000
Denmark
26776787

[Edit](#)

*MVA INKLUDET I PRIS

Step 11: The item is now ordered

✓

Tak for din bestil!

Dit ordrenummer er: **WO000082184**

Vi vil emaille dig en ordrebekræftelse med detaljer og trackinginfo.

Klik her for at printe en kopi af din bekræftelse.

Føl os på sociale medier

Produktnavn	SKU	Pris	Antal	Subtotal
NVivo	NVivo-AU	0,00 kr.	Bestil: 1	0,00 kr.
Subtotal				0,00 kr.
Moms				0,00 kr.
I alt				0,00 kr.

Ordrer dato: 11. september 2024

Ordreinformation

<p>Fakturaoplysninger</p> <p>Nadia Frederiksen Tietovvej 3 Aarhus C, 8000 Denmark T: 26776787</p>	<p>Betalingsmetode</p> <p>Ingen betaling påkrævet</p>
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The End