



# Guide for creating a new user-id

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1. Log on with your DAP-administration user-id,
2. Click 'DAP' and afterwards 'Personkode' (user-id) in the menu to the left,
3. Select 'Ny Personkode' (New user-id) in 'Aktion',
4. Insert:
  - a. 'Opgave' (Assignment number),
  - b. 'Personkode navn' (User's name),
  - c. 'Gældende fra' (Valid from): Insert the date when access must be valid,
  - d. 'Brugers Email-adresse' (The user's email address),
  - e. 'Send på e-mail' (Send by email): Check the box,
  - f. 'Kendeord Email-adresse' (password email address) (It is recommended that the DAP administrator uses his own email address and then forwards the two emails received to the user)

NOTE! If you do not know the *assignment number*, this can be found by searching for your own user-id. To do this, enter your user-id in the 'Personkode' (user-id) field and press on the 'Enter' or 'Send' button. The assignment number is in the parentheses after the assignment name in 'Opgave' (Task) field.

**ONLY** fill in the marked fields:

The screenshot shows the 'Personkode' form in the DAP system. The form fields are as follows:

Field	Value
Opgave	Er forudfyldt
Personkode navn	[Redacted]
Gældende fra	[Redacted]
Brugers Email-adresse	[Redacted]
Send på e-mail	<input checked="" type="checkbox"/>
Kendeord Email-adresse	[Redacted]

Below the form is a table for 'Personkode profiler':

Profil	Myndighed	Gældende fra	Titel	Aktivitet	Status
* Tilføj ny personkodeprofil *					

5. Click on 'Hent kundens profiler' (Get the customer profiles).
6. Click 'Send'. The user-id is now created.