



**Guide for
activating/
deactivating
user-id profiles**

cpr

Det Centrale Personregister

Guide for activating/deactivating user-id profiles

DAP-administrator can activate/deactivate user-id profiles, eg. profile 100 (ajourføring/update), 140 (sletning af abonnement/deleting subscription) and 127 (adgang til loggen/access to the log).

NOTE: Profile 100 and profile 140 can not be active at the same time.

NOTE: DAP-administrator can not add/remove profile 200 (DAP-administrator rights). These rights must be added/removed by CPR Servicedesk by creating a ticket in [CPR Servicedesk](#).

Activating/deactivating user-id profiles:

1. Log on with your DAP-administration user-id here: <https://gws.cpr.dk/cpr-online-gws>
2. Click 'DAP' and afterwards 'Personkode' (user-id) in the menu to the left
3. In "Personkode" type in the user-id, which needs to be updated
4. Click 'Send' in the dark blue line above
5. In 'Aktion' (Action) click 'Ret Personkode' (update user-id)
6. Click on the relevant user-id profile
7. Under "Ændring/oprettelse af en Personkode Profil": (Changing/creating a user-id profile):
In the field "Gældende fra" (valid from) insert the date the change is to take effect from (today or forward in time) in the format: DDMMYYYY
8. Under "Ændring/oprettelse af en Personkode Profil":
In the field "Aktiv/Inaktiv" (active/inactive), click "Aktiv" (active) or "Inaktiv" (inactive)
9. Under "Ændring/oprettelse af en Personkode Profil":
Click "OK"
10. Click "Send" in the dark blue line above.

The user-id profiles is updated.