



Guide for creating a new user-id

cpr

Det Centrale Personregister

Guide for creating a new user-id

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. 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 includes the following fields and options:

- Opgave:** A dropdown menu with 'Er forudfyldt' selected.
- Personkode navn:** A text input field highlighted in yellow.
- Gældende fra:** A date input field highlighted in yellow.
- Brugers Email-adresse:** A text input field highlighted in yellow.
- Send på e-mail:** A checked checkbox.
- Kendeord Email-adresse:** A text input field highlighted in yellow.

Below the form is a table titled 'Personkode profiler' with the following columns: Profil, Myndighed, Gældende fra, Titel, Aktivitet, and Status. A button 'Hent kundens profiler' is located above the table.

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