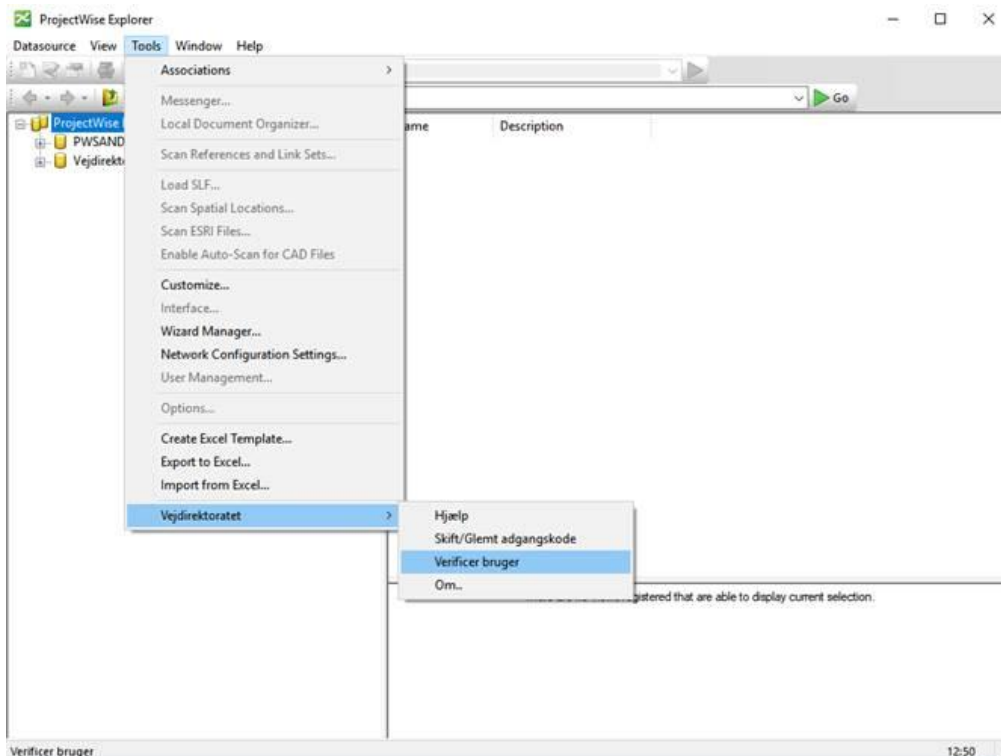


## Verification of user

Verification of user account can be done by selecting the following: **Tools – Vejdirektoratet – Verificér bruger**.



In the following screen, you enter your ProjectWise username and click on 'Kontroller og send E-mail' (Check and send Email).

A screenshot of the 'Verificér bruger' dialog box. It contains several input fields: 'Brugernavn' (Username), 'E-mail', 'Engangskode' (Temporary password), 'Ny adgangskode' (New password), and 'Gentag adgangskode' (Repeat new password). There are two buttons: 'Kontroller og send E-mail' and 'Verificér bruger'. A 'Fortryd' (Cancel) button is also present. At the bottom, there is a note: 'Skriv brugernavn og tryk på knappen!' (Write username and click the button!).

After this, you will receive an email with a temporary password. Enter this in the line 'Engangskode' and type in your new personal password twice in 'Ny adgangskode' and 'Gentag adgangskode' ('New passcode' and 'Repeat new passcode').

**NB:** It is possible to use an old passcode if you wish.

If you repeat this procedure on a regular basis, you will avoid getting the Email reminders. If you do nothing, we will close down your access to our datasource in ProjectWise.

If you don't have the 'Verificér bruger' in your tools menu, it is due to a lack of implementation of our add-on to ProjectWise. You can download the add-on, unpack it and run the package here: [VD ProjectWise add-on pakke](#). Please be aware, that you need the necessary rights to install this package and that you may have to get help from your IT department to do the installation.

### DISCLAIMER

The translation into English of Quality Management Systems is to be regarded entirely as a service. In the event of any discrepancy or shortcomings in the translation, the Danish version will prevail. At any time the Danish versions of Quality Management Systems are those in force.