## March 2024

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## Loging in for the first time

- Open the webpage <u>deksonline.dk.</u>
  Use Microsoft Edge or Google Chrome. Internet Explorer cannot be used.
- Click in the field next to *E-mail* and enter the e-mail address you have been registered with at DEKS.

Velkommen til DEK	Sonline
Indtast venligst dit br (Please enter your e-mail	ugernavn (e-mail) og adgangskode. and password)
Brugernavn (e-mail) <i>(E-mail)</i>	
Adgangskode (Password)	
	Login
<u>Glemt adgangskoden</u> ( <u>Forgot your password or</u>	<u>eller ny bruger?</u> <i>new user</i> ?)

- Click on Forgot you password or new user? press [Send].
- You will shortly receive an email from DEKSonline. If you do not receive the email, it may have ended up in the your spam folder.
- Click on the link <u>Reset password</u>, the link is valid for 30 minutes.

Velkommen til DEKSonline	
Skift kodeord	
Indtast og gentag dit nye kodeord. Det små- og store bogstaver, samt tal eller sy Efter ændringen kan du benytte det ny	skal være minimum 8 tegn langt og bestå af becialtegn. e kodeord på login siden.
Enter and repeat your new password. It must be large letters, plus numbers eller special characters After the reset you can return to the login page a	minimum 8 characters long and consist of small and , and use the new password,
Adgangskode (Password)	
Gentag adgangskode (Repeat password)	
	Gem kodeord

- You are asked to type an optional password which must
  - Be at least 8 characters long
  - Contain both upper- and lower-case letters
  - Contain a minimum of 1 number or special character.
- Repeat the password in the field next to Repeat password.
- Press [Gem kodeord]. Your password has now been changed.



## Login

- Open the webpage <u>deksonline.dk.</u>
  Use Microsoft Edge or Google Chrome. Internet Explorer cannot be used
- Click in the field next to *E-mail* and enter the e-mail address you have been registered with at DEKS.

Indtast venligst (Please enter your	dit brugerna e-mail and pass	vn (e-mail) og sword)	adgangskode.	
Brugernavn (e-r <i>(E-mail)</i>	nail)			
Adgangskode <i>(Password)</i>				
				Login
Glemt adgangsk	oden eller ny	<u>y bruger?</u>		

• In the field next to *Password*, enter your password, press [Login].

If you need instructions for the functions of DEKSonline, you can see them here: <u>deks.dk/en/laboratories/deksonline-guides/</u>

## Changing your password

• Click [My page] in the menu bar at the top.

D	<b>K</b>	Karin Test Tlf: 1234 Email: ka Laborator Testlabora	2 Heidemann 5678 rin.test2@deks.dk ie nr. 6. atoriet, Testsektionen	ı, Testsygehuset			
Frontpage	My page	Lab info	Reports	Results	Order	Log out	
	J						

• You will now see your information

Edit informat	tion
First name *	Karin Test2
Last name *	Heidemann
Email = username *	karin.test2@deks.dk
Password *	••••••
Phone *	12345678
Phone * Fax	12345678
Phone * Fax	12345678

- Double-click in the field next to Password, type your new password which must
  - Be at least 8 characters long
  - Contain both upper- and lower-case letters
  - Contain a minimum of 1 number or special character
- Press [Save], your password has now been changed.