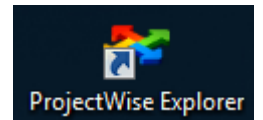




## Change/Forgot password



If you have forgotten or want to change your password for ProjectWise, you can do so by going to *'Tools' -> 'Vejdirektoratet' -> 'Skift/Glemt adgangskode'*.

In the field *'Brugernavn'* (Username) you put in your username and press the button *'Kontroller og send E-mail'* (Controlling and sending e-mail).

The screenshot shows a dialog box titled "Verificer bruger" with a close button (X) in the top right corner. The dialog contains the following elements:

- A text input field for "Brugernavn" (Username) with a cursor inside.
- A button labeled "Kontroller og send E-mail" to the right of the "Brugernavn" field.
- Four stacked text input fields for "E-mail", "Engangskode", "Ny adgangskode", and "Gentag adgangskode".
- Two buttons at the bottom: "Verificer bruger" and "Fortryd".
- A note at the bottom: "Skriv brugernavn og tryk på knappen!" (Write username and press the button!).

A Temporary code will be send to the users e-mail inbox, and the code needs to be entered into the field *'Engangskode'* (Temporary code). Afterwards enter your own personal password for future ProjectWise log-in in the fields *'Ny adgangskode'* (New password) and *'Gentag adgangskode'* (Repeat password). Now press *'Skift adgangskode'* (Change password).

### 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.