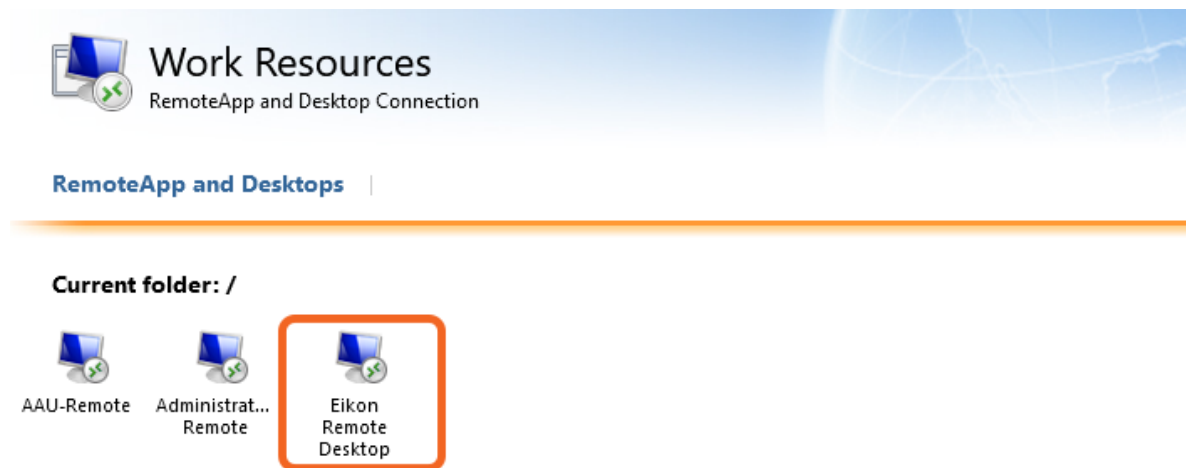


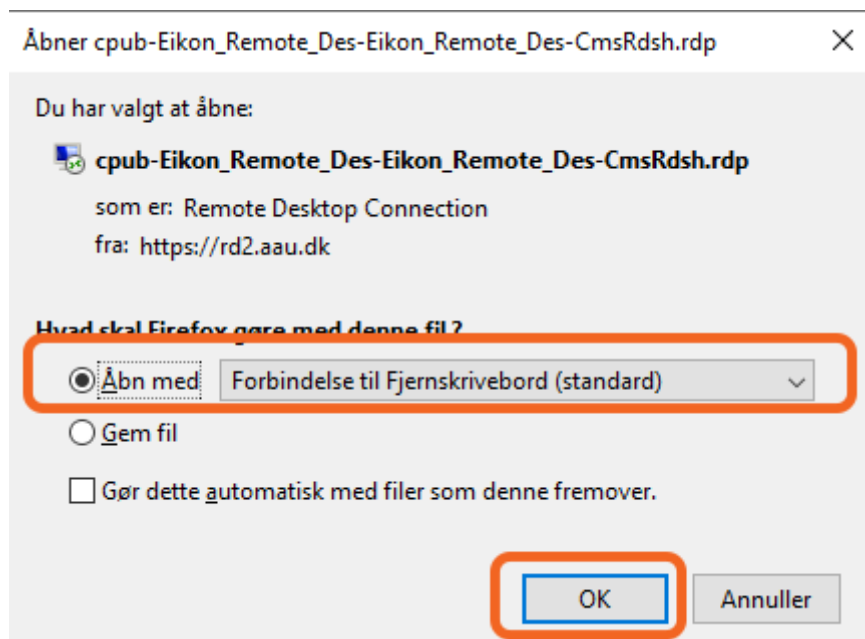
# Access to Eikon Terminal

1. Go to the site <https://rd2.aau.dk> at log in using your AAU login (requires you to be on the AAU network or signed into the AAU VPN).
  - o Username is: domain\userid (the part of your e-mail before the @)
    - Students: student\[userid]
    - Administrative personel: adm\[userid]
    - Scientific personel: id\[userid]

2. Click the "Eikon Remote Desktop" icon:

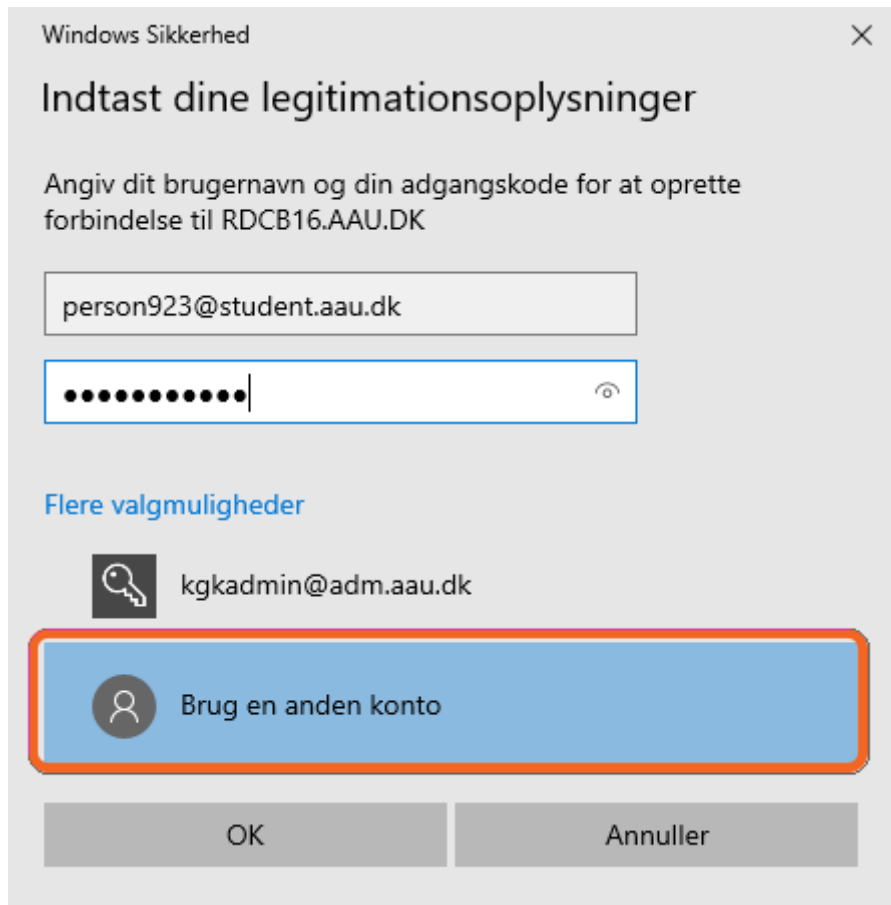


3. Choose the standard "Open With" option and click "OK":

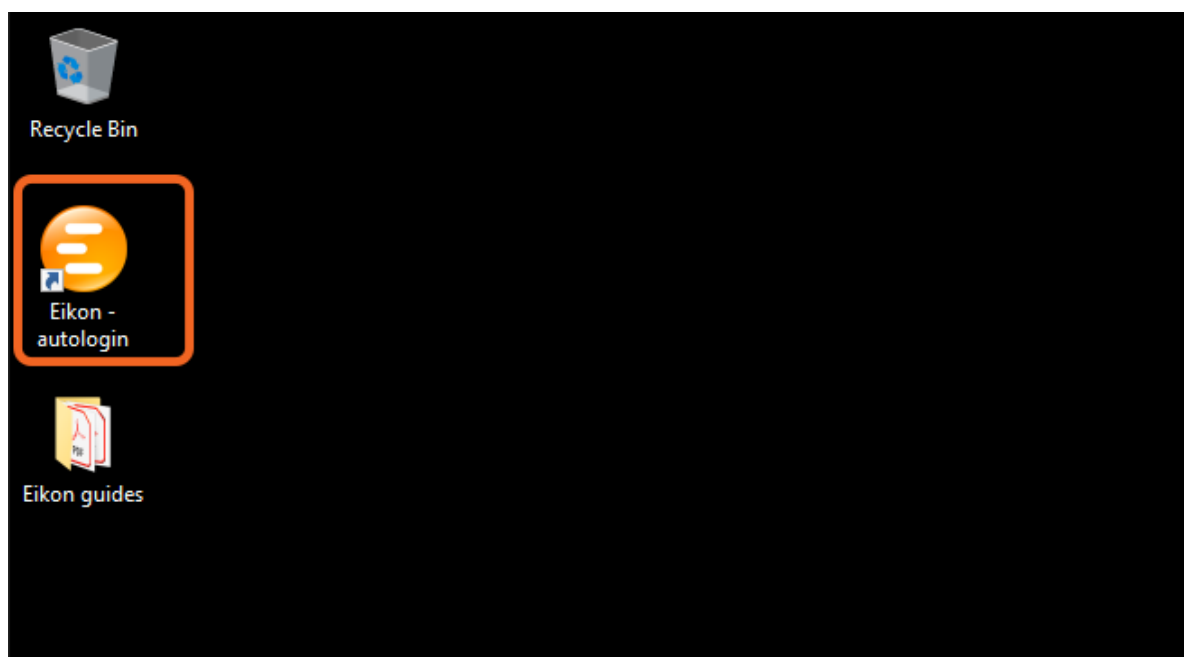


4. If prompted, click "Connect".

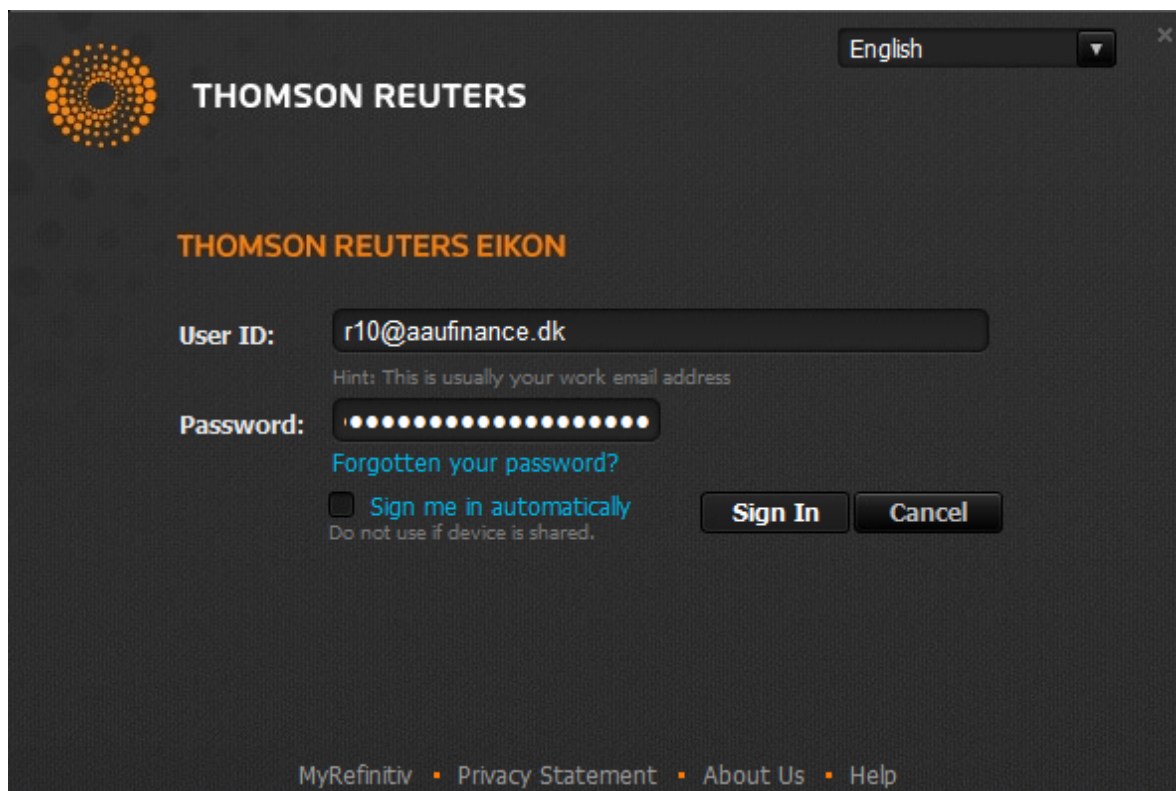
5. When prompted for login information, use your regular AAU login (e-mail and password). Note that your computer may suggest a wrong username. If that is the case, click "Further Options" and choose "Use Another Account". Then fill in your AAU login details and click "OK":



6. On the Desktop, locate the shortcut "Eikon - autologin" and open it:



7. Eikon will now open and the login information below will fill out automatically. *Do not click on anything until Eikon has finished logging in:*



The first time you use the terminal, Eikon will take a bit longer to start. This can cause the auto-login to not work properly. If the login information does not fill out automatically, hit "Cancel" and try opening the shortcut again.

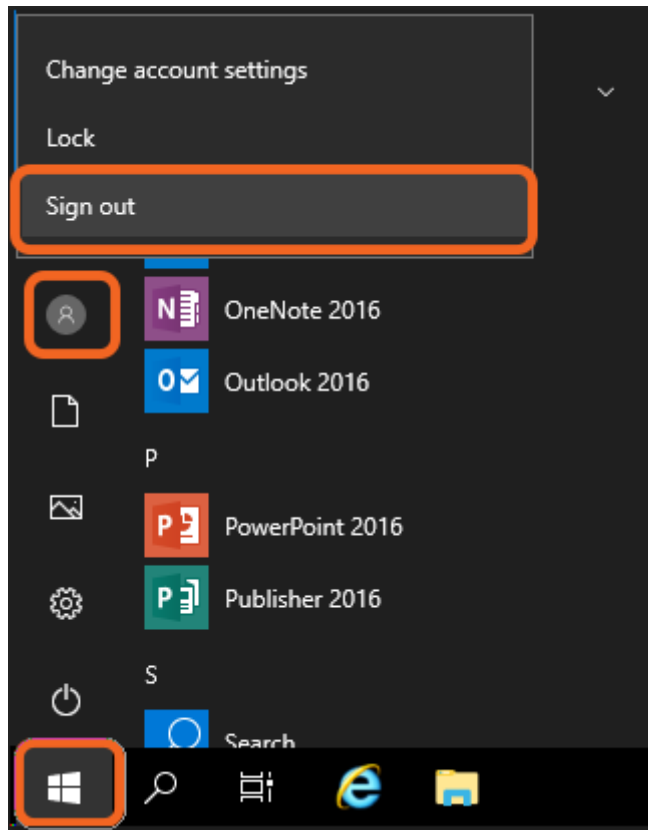
If you receive a prompt that someone else is signed in, and you are sure you are logged in during your reservation, choose to sign in anyway.

*Remember to log out of the terminal, when you are done using it.*

### **Logging out**

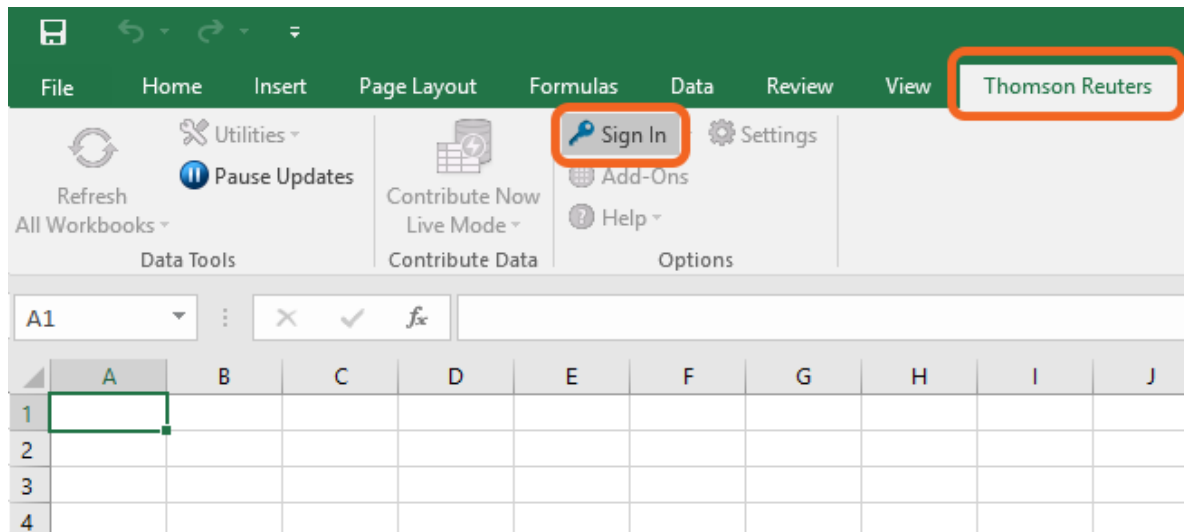
It is important to remember to log out when done using the terminal, as a very limited number of users can access the terminal at a time. If you forget to sign out, you can in some cases block access for others.

Sign out by clicking the Windows icon (bottom right), clicking the user icon and then clicking "Sign out".



### Using the Eikon Excel plugin

There is an Excel plugin included in Eikon that allows you to retrieve data from Eikon and import it directly into Excel. When you are signed in to Eikon, you can sign in to the plugin in Excel as well:



When done connecting, all the functions of the plugin are available:

