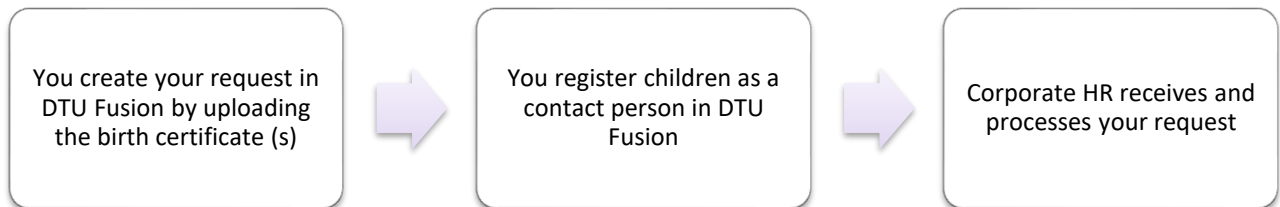
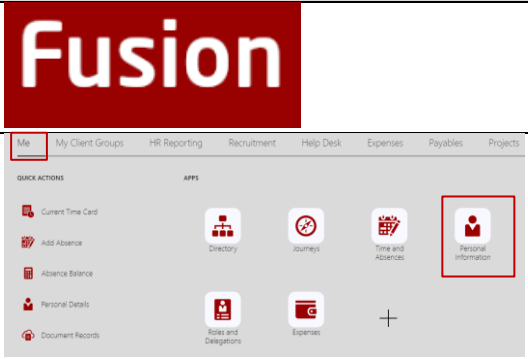
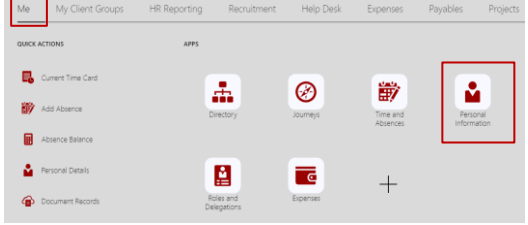
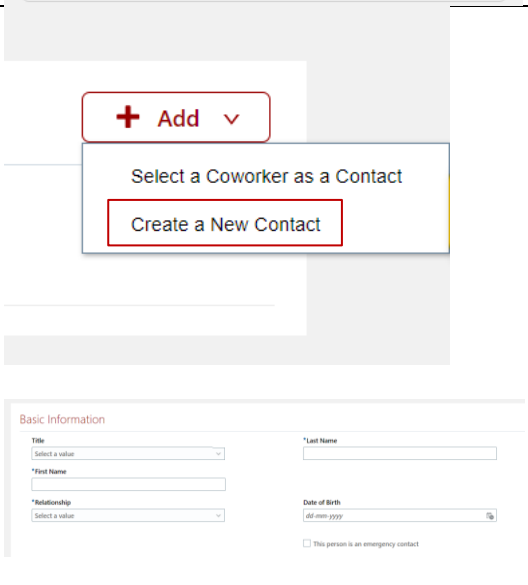


Category	DTU Fusion- employee guideline	
Subject	M12 – register child in connection with maternity or paternity leave	
System owner	Corporate HR	
Date	30.10.2023	

Your registering of your child/children will go through 2 steps with you being involved in step 1:



Step	Explanation	Navigation
Open DTU Fusion	Open DTU Fusion in Google Chrome! Your username is your employee number. If you do not know your password, click here .	
Register your child/ children	Register your child /children. Click "Me" in the menu and then click "Personal information".	
Register your child/children	Click "Family and Emergency contacts".	
Fill in information	Click "Add" in the right side of the screen and select "Create a new contact". Fill in the basic information with the child's first and last name. In relationship select "Child" and in "What's the start date of this relationship?" write the child's date of birth.	

Category	DTU Fusion- employee guideline	
Subject	M12 – register child in connection with maternity or paternity leave	
System owner	Corporate HR	
Date	30.10.2023	

Submit	Click "Submit" for save the information.	Submit Cancel	
Corporate HR will receive and process your request (step 2).			