User guide external users

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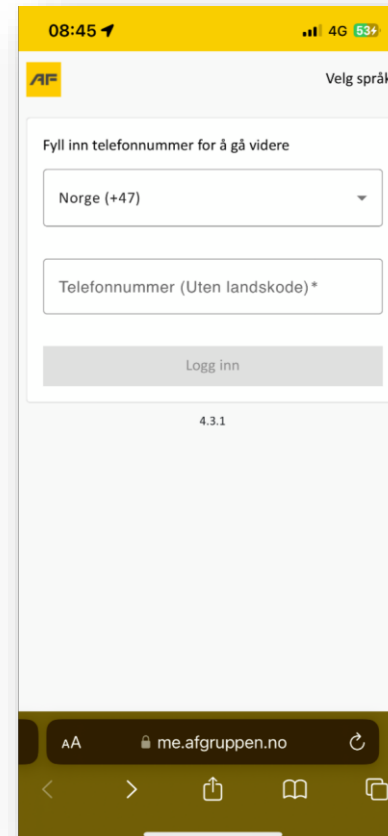
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How to access Motimate as an external user?
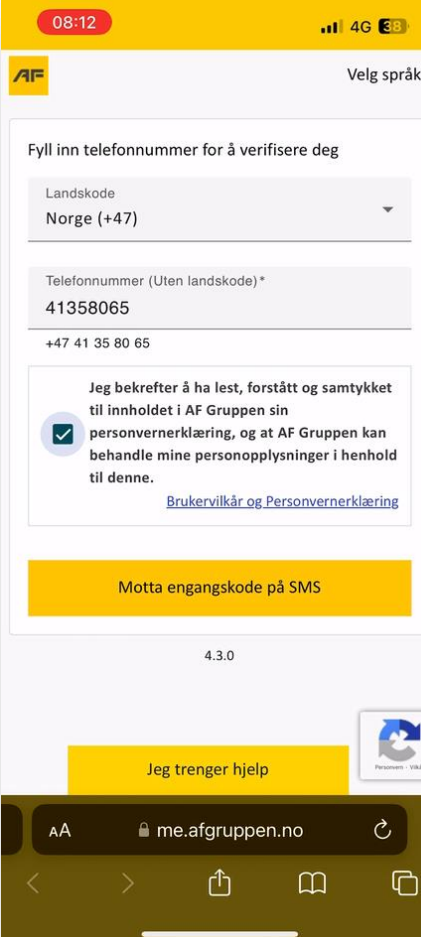
Step 1

Go to https://me.afgruppen.no/ in your browser (Safari, Chrome).
Chose country code and enter your phone number.

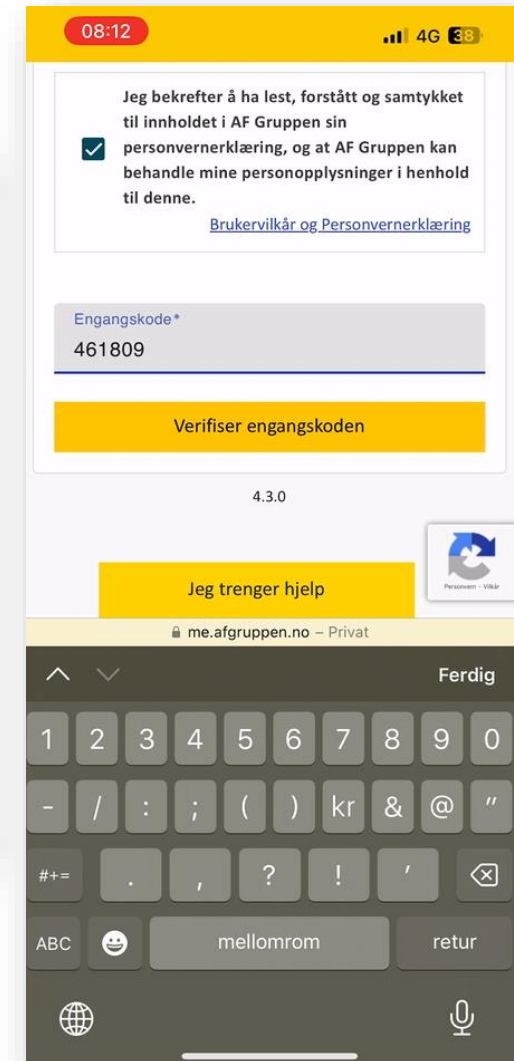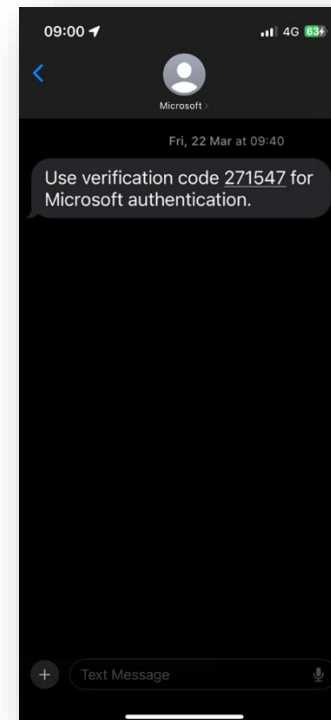The system will recognize if you already have an user account, or if you have to register as a new user.

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Step 2

Enter your phone number and press "Receive password SMS"

Step 3

You will receive a SMS from Microsoft with a one time code. Enter the code and press "Verify one time code"

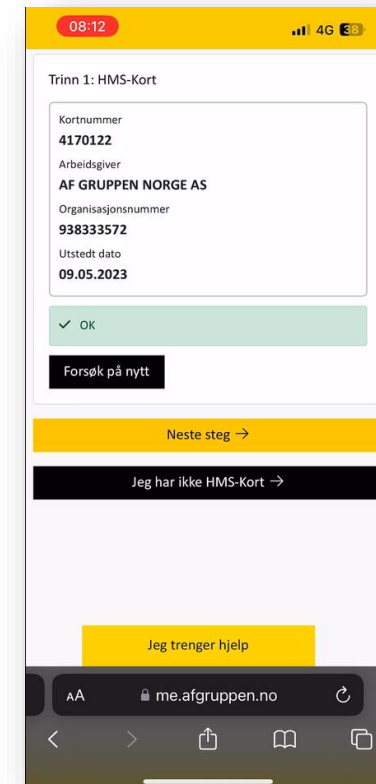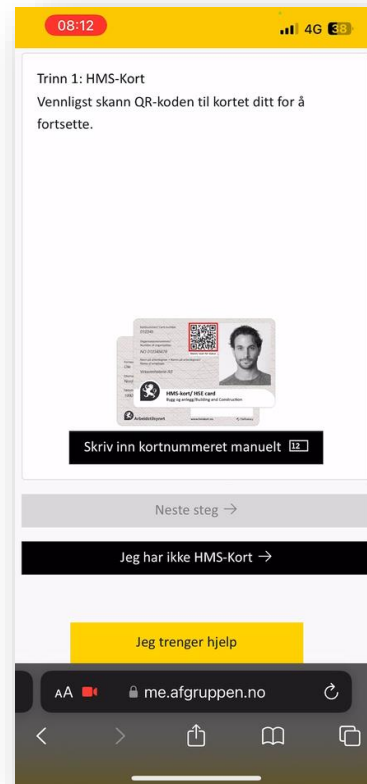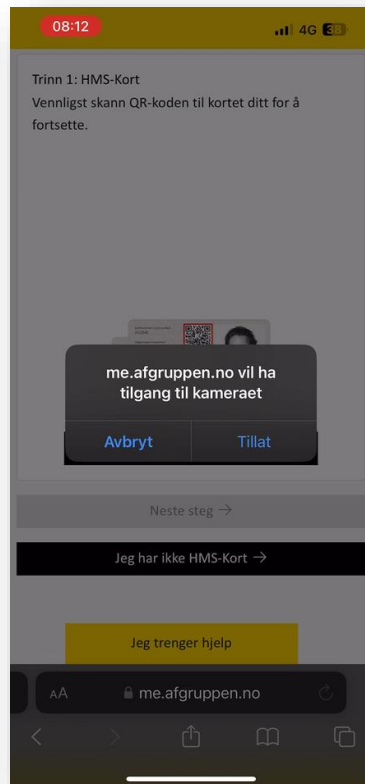# motimate

Step 4

You can chose to skip the HSE-card page if you don't have a HSE card number. In that case, press "I do not have a HSE card".
Igf you have a HSE card please scan the QR-code or enter the cardnumber manually.
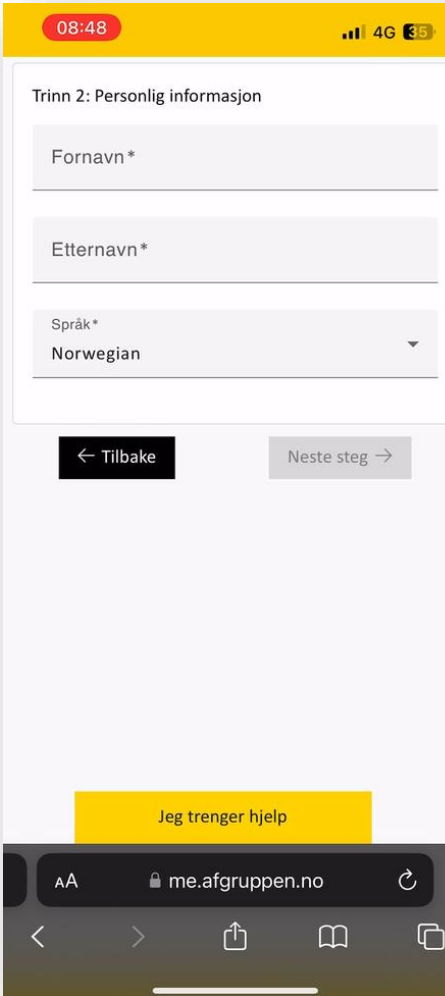
Note that in case of Android phone it is also possible to scan the NFC-chip in the card. Press "Next step" to proceed.

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Step 5

Fill inn your personal information in the required fields and press "Next step"

Note that this step is required if you skipped the HSE-card page, or if you entered your HSE card number manually.

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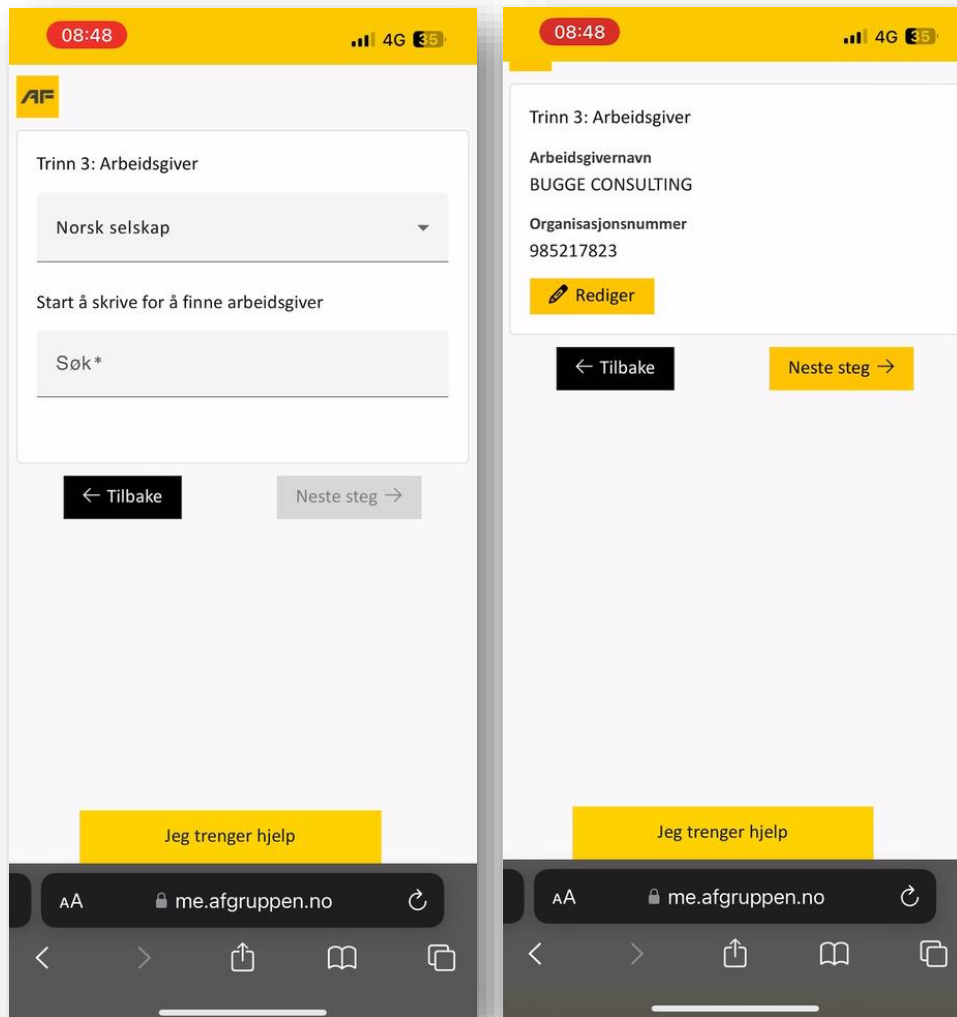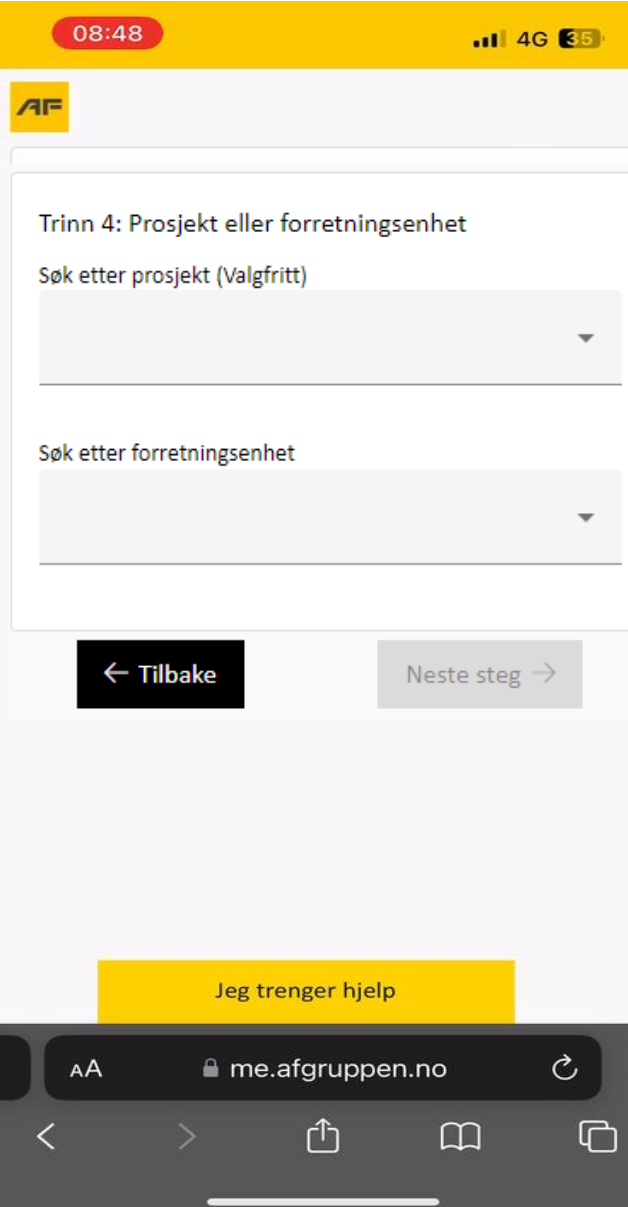
Step 6

Chose you employer. Please start by selecting Norwegian or foreign company, and then proceed with the name of the company and press "Next step"

This page is required if you skipped the HSE-card page.

Step 7

Search for, and choose the project you are working for (not mandatory) and the business unit you are associated with. Proceed with "Next step"

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Trinn 4: Prosjekt eller forretningsenhet

Søk etter prosjekt (Valgfritt)

Søk etter forretningsenhet

← Tilbake   Neste steg →

Jeg trenger hjelp

AA   🔒 me.afgruppen.no   ↻
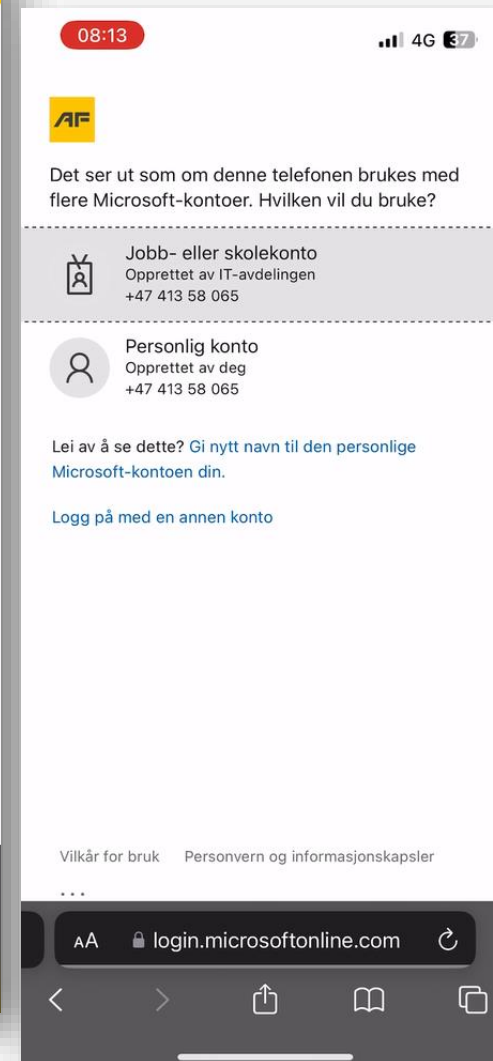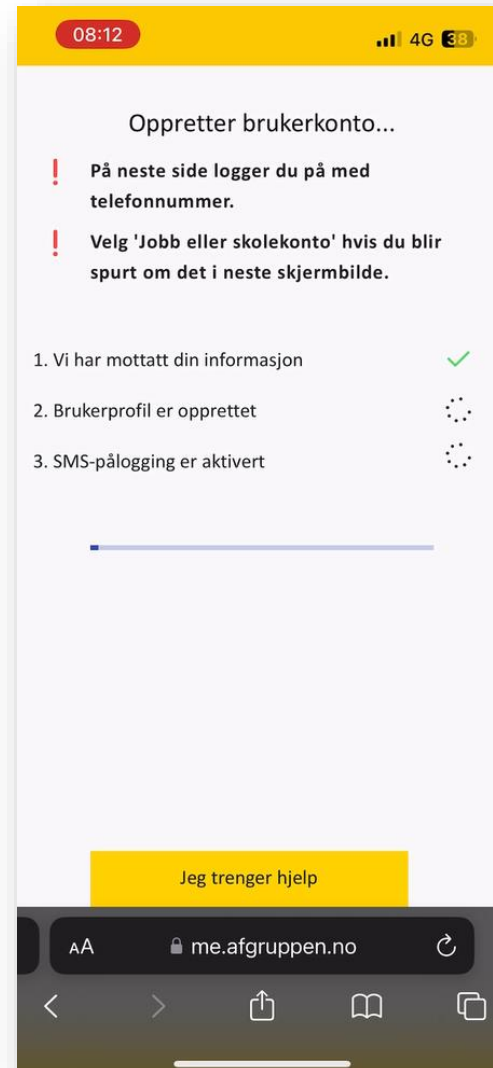
Step 8
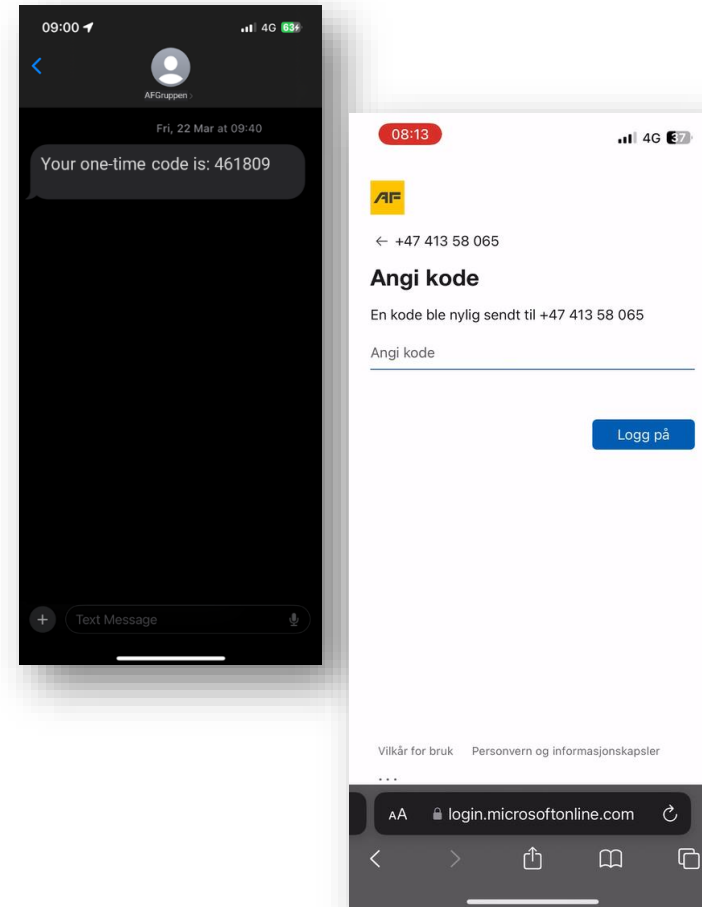
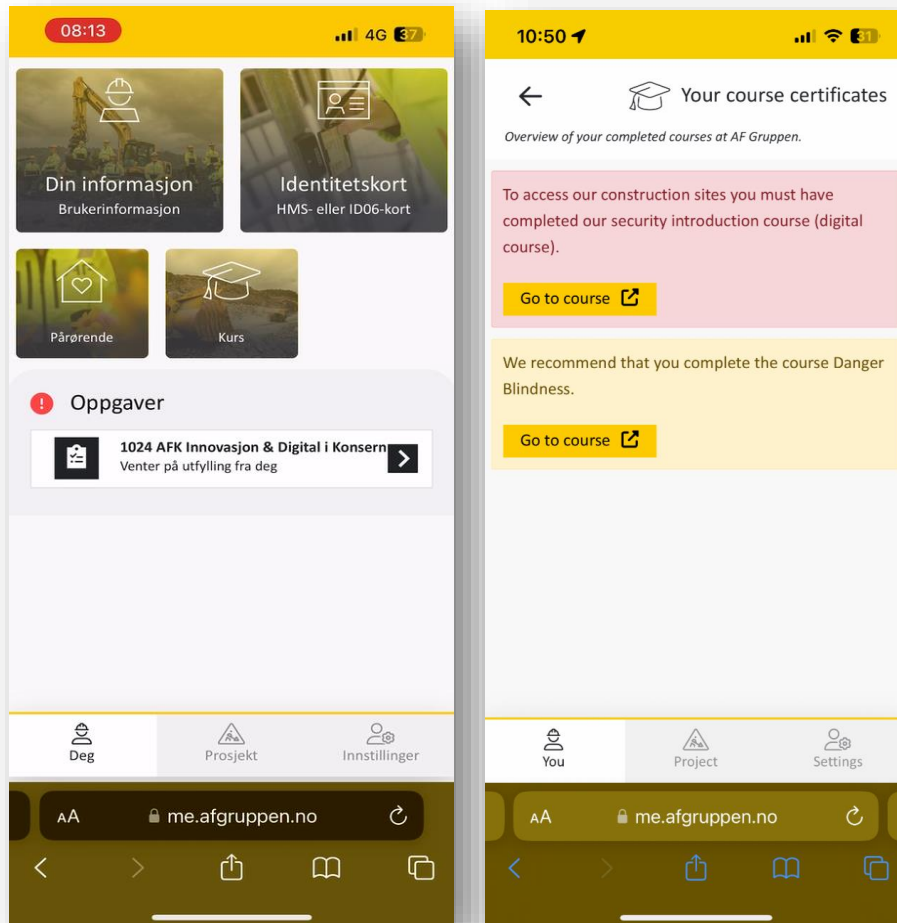Wait a few moments while your user is being created.

If asked to choose a Microsoft account, always choose the work-or-academic account.

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Step 9

You have now registered an user account, but you will have to log on the first time around. You will receive a one time code from AFGruppen to log in.

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Once you are logged in you will see "Your Page".

If your project is using digital access control, please look up assignments here. You will have one assignment regarding completion of your registration to the project.

You can also go directly to mandatory training such as "Sikkerhetsintro I AF". Press "courses" and then follow the link.

You can also open Motimate directly in your browser or download the Motimate app. Follow the steps below to download and access the app.

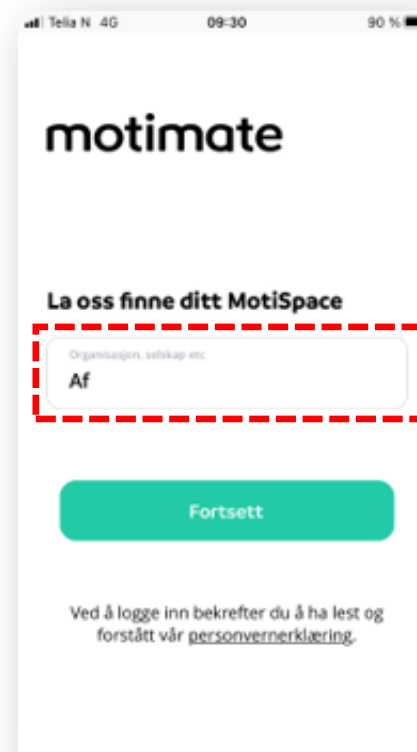Motimate on your PC: https://motimate.app/af/

Step 10

Download the Motimate app from App store of Google Play

Motimate on your PC: https://motimate.app/af/
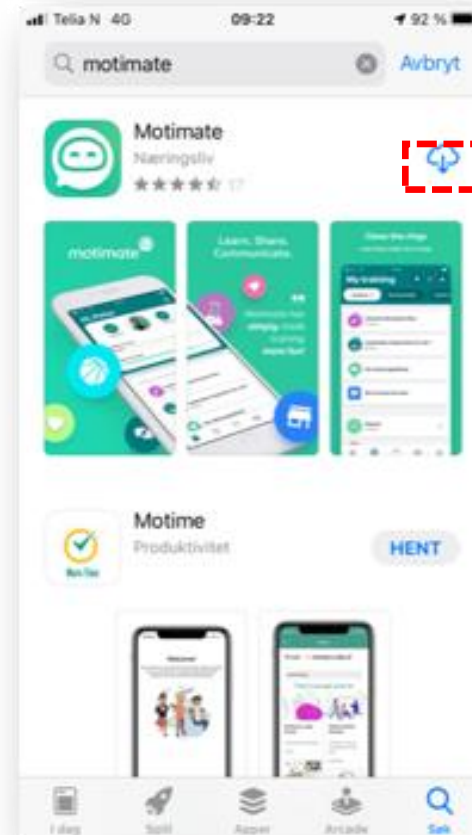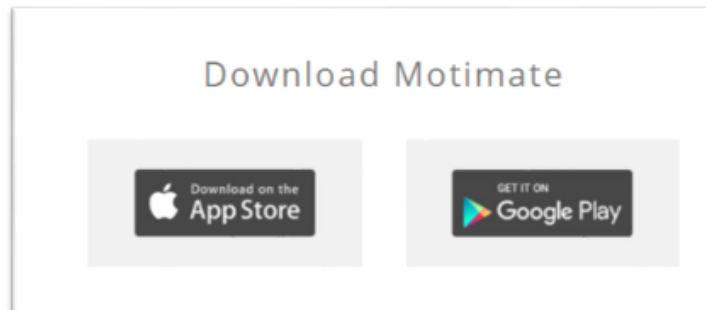
Step 11

Open the app and enter "Af" in the MotiSpace field. Then press "Continue"

Motimate on your PC: https://motimate.app/af/
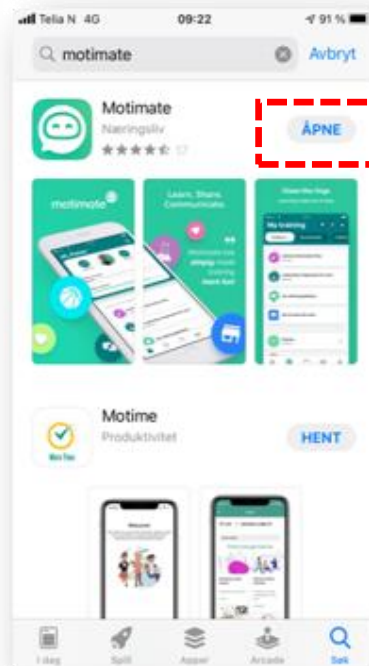
Step 12

Log on with your phone number and enter a one time code. This code will be sent to your phone.

Congrats! You can now access Motimate.

In case you want to change language settings, go to settings in your menu.

Motimate on your PC: https://motimate.app/af/

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