

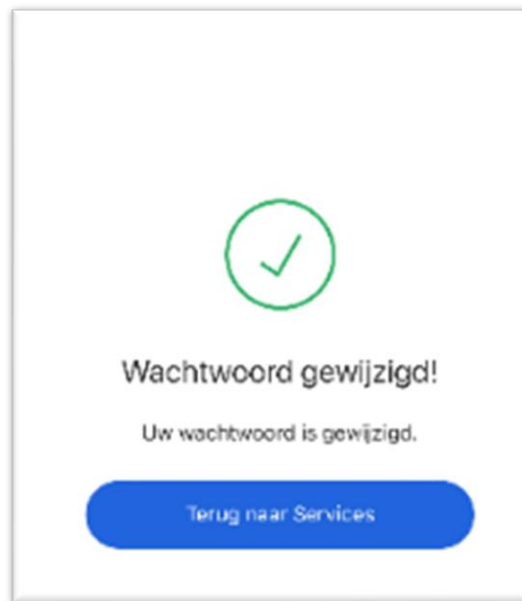
Guide for Multi-Factor Authentication (MFA) and Password (Re)setting

<https://secure-import.pcss.cargonaut.nl/>

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4. Once the password is successfully changed, click 'Terug naar Services'



When logging in for the first time, select your preferred MFA method:

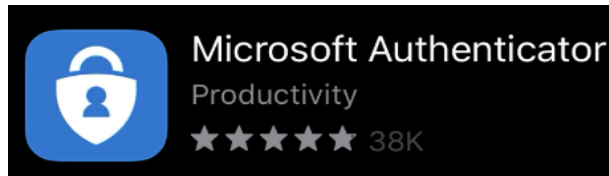
- For '**Google Authenticator or similar**', see Chapter [Chapter 1: MFA method Google Authenticator or similar](#).
- For '**Security Key**', see [Chapter 2 MFA method Security key](#).

Seek assistance from your IT department if needed.

2. MFA-method: Google Authenticator or similar

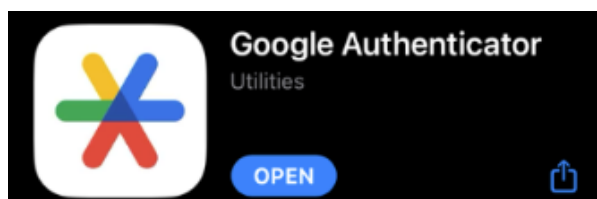
If you use this option, you must first download an Authenticator app on your device.
Download one of the following apps on your device:

Microsoft Authenticator

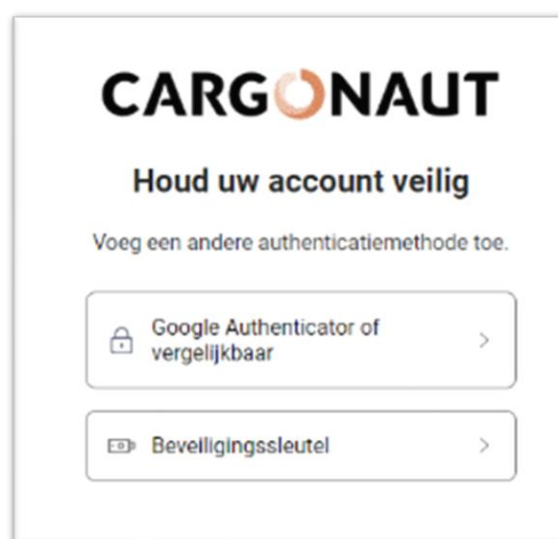


or

- **Google Authenticator** (Note: To use Google Authenticator on your Android device, you need Android version 5.0 or higher.)



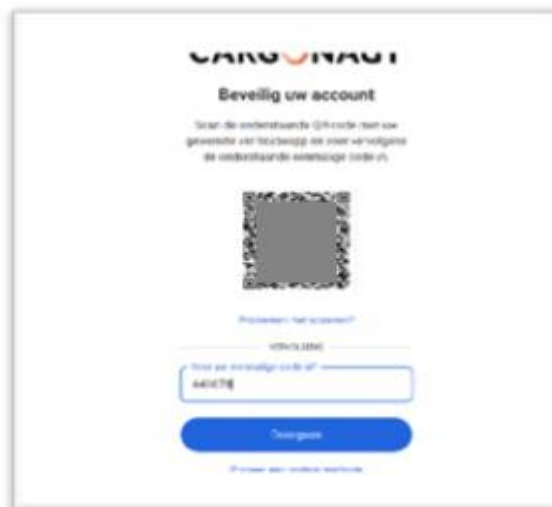
1. Select 'Google Authenticator or similar' to use this MFA method.



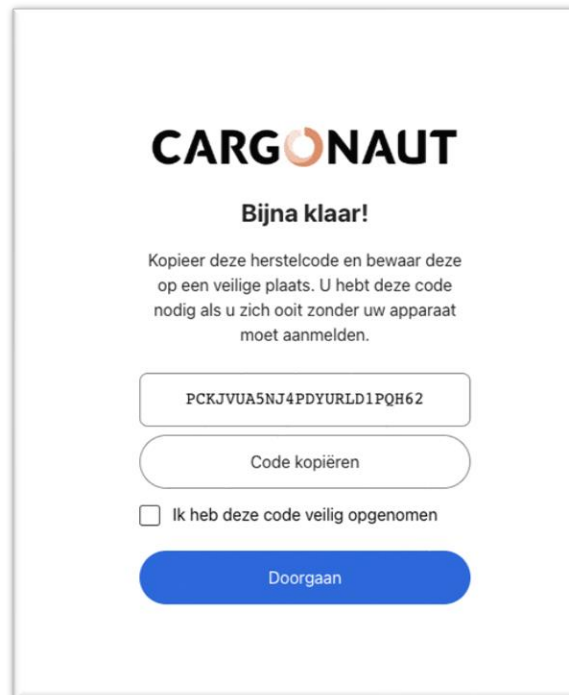
2. Open your Authenticator app (Microsoft or Google) on your device and scan the QR code to generate the one-time code.



3. Return to the screen and enter the code. Click 'Doorgaan'.



- Once this step is completed, a recovery code will be displayed on the screen. Click 'Copy code' and save this code in case you need to recover your login details in the future. Check 'I have safely recorded the code'. Click 'Doorgaan'.



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Bijna klaar!

Kopieer deze herstelcode en bewaar deze op een veilige plaats. U hebt deze code nodig als u zich ooit zonder uw apparaat moet aanmelden.

PCKJVUA5NJ4PDYURLD1PQH62

Code kopiëren

Ik heb deze code veilig opgenomen

Doorgaan

- You will now be asked: 'Vertrouwt u dit apparaat?'. If you want to receive fewer MFA notifications, click 'Doorgaan'. Otherwise, click 'Herinner me er later aan' or 'Niet op dit apparaat'.



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Sneller inloggen op dit apparaat

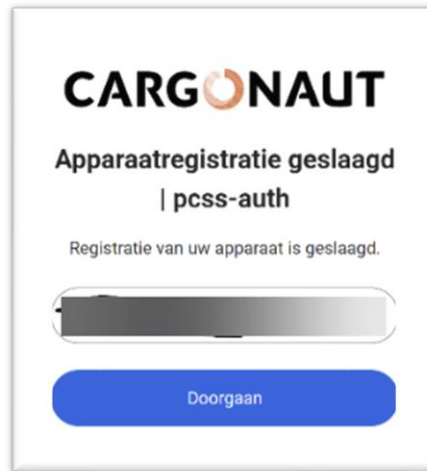
Vertrouwt u dit apparaat? U kunt de volgende keer snel en veilig inloggen met de vingerafdruk of gezichtsherkenning van dit apparaat.

Doorgaan

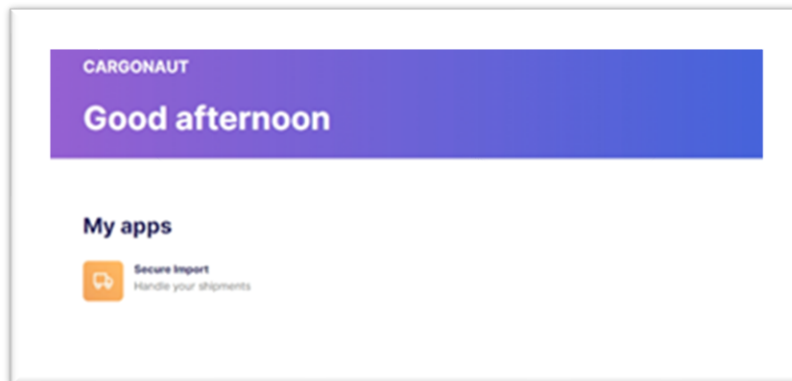
Herinner me er later aan

Niet op dit apparaat

6. If the device registration is successful, you are now ready to use the Cargonaut Apps. Click 'Doorgaan'.



7. Click the icon to open your app.



3. MFA-method Security Key

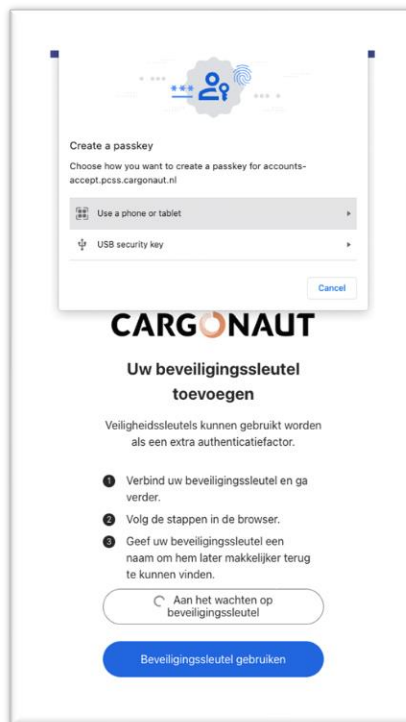
1. Click on the MFA method 'Beveiligingsleutel'.



2. Click on 'Beveiligingsleutel gebruiken'.



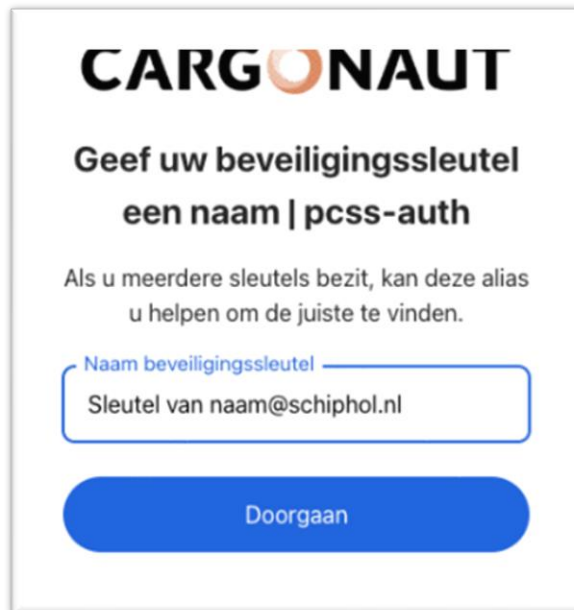
3. Click on 'Een telefoon of tablet gebruiken'



4. Scan the QR code with the photo app on your phone/device and follow the link.



5. Follow the steps on your device.
6. Enter a name and click on 'Doorgaan'.



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**Geef uw beveiligingsleutel
een naam | pcss-auth**

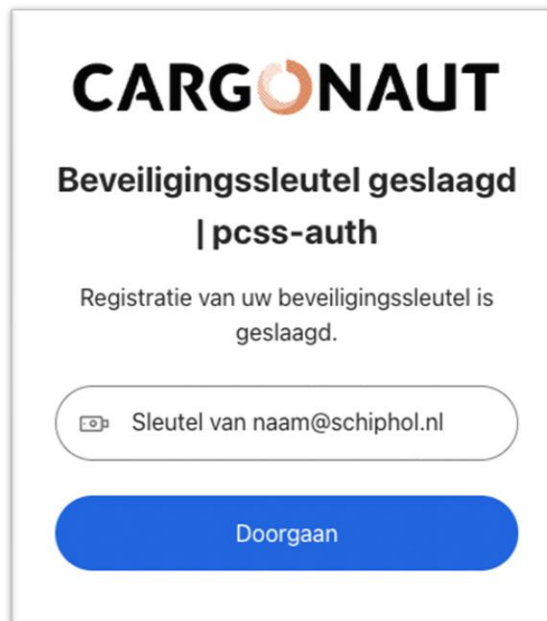
Als u meerdere sleutels bezit, kan deze alias
u helpen om de juiste te vinden.

Naam beveiligingsleutel

Sleutel van naam@schiphol.nl

Doorgaan

7. Registration is succesfull! Click on 'Doorgaan'.



CARGONAUT

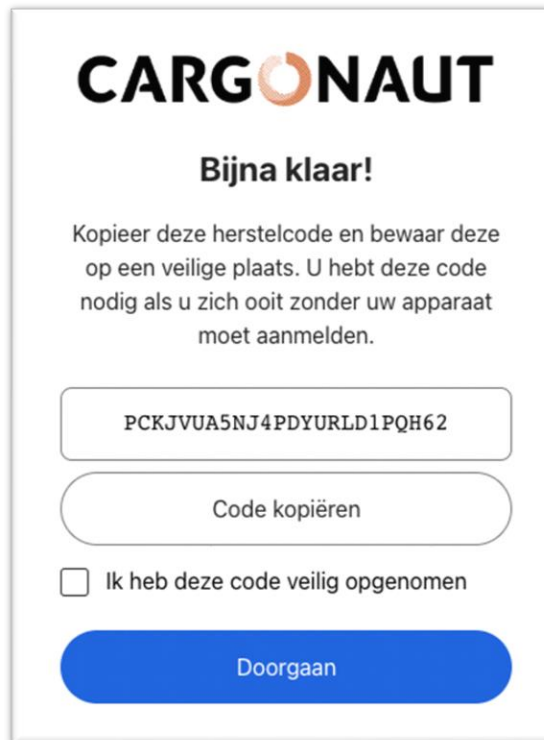
**Beveiligingsleutel geslaagd
| pcss-auth**

Registratie van uw beveiligingsleutel is
geslaagd.

Sleutel van naam@schiphol.nl

Doorgaan

- Copy and save the recovery code. Check 'Ik heb deze code veilig opgenomen'. Click on 'Doorgaan'.



CARGONAUT

Bijna klaar!

Kopieer deze herstelcode en bewaar deze op een veilige plaats. U hebt deze code nodig als u zich ooit zonder uw apparaat moet aanmelden.

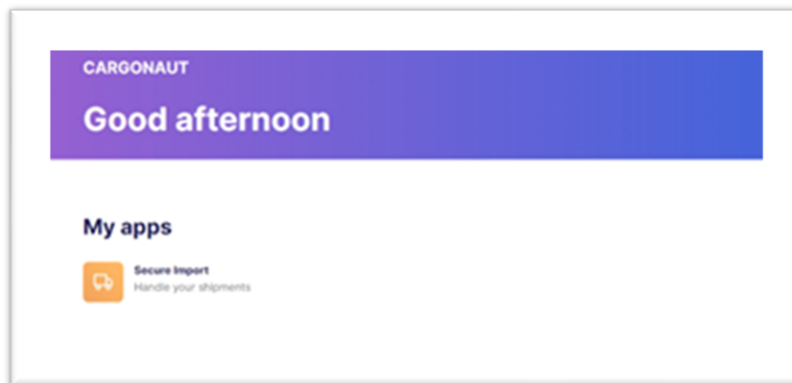
PCKJVUA5NJ4PDYURLD1PQH62

Code kopiëren

Ik heb deze code veilig opgenomen

Doorgaan

- You are now ready to use the Cargonaut Apps. Click the icon to open your app.



4. Resetting password

1. To change your password, log out and click 'Wachtwoord vergeten?'. You will receive an email with a link to reset the password.



CARGONAUT

Welkom

Meld u aan bij Cargonaut om door te gaan naar pcss-auth.

E-mailadres*
pietje.puk@schiphol.nl

Wachtwoord*
.....

[Wachtwoord vergeten?](#)

Doorgaan

2. Click 'Set new password' in the e-mail.



Reset your Cargonaut password

Hi [naam]!

Click the link below to reset your password for your Cargonaut account.

This link will expire in **5 days** and can only be used once.

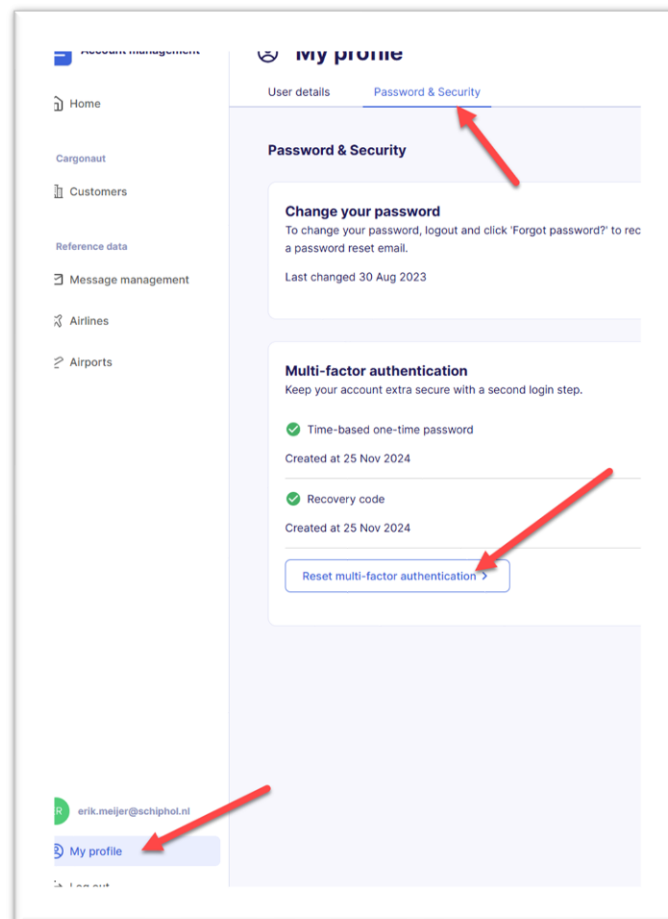
Set new password

If you didn't request a password reset, you can ignore this email. Your password will not be changed.

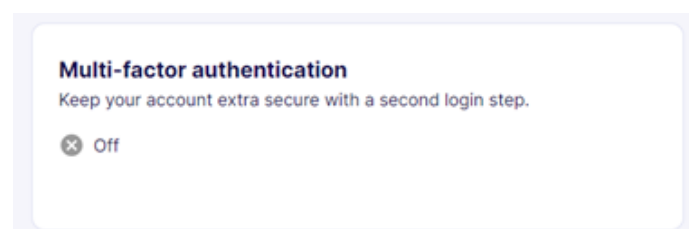
3. A 'Change password' screen will open. Enter a new password. Click on 'Wachtwoord opnieuw instellen'.
4. If the password is successfully changed, click 'Terug naar Services'.

5. Resetting MFA-method

1. To reset your MFA settings, go to 'My profile' at the bottom left of the screen. Click on the 'Password & Security' tab. Click on the 'Password & Security' tab. Then click the 'Multi-factor authenticatie resetten' button.



2. Click on the 'Password & Security' tab. Then click the 'Multi-factor authenticatie resetten' button.



3. After resetting, you will need to log in again. You will then be asked to select another MFA method. Continue with the steps as described in the chapter 'Activating MFA'.