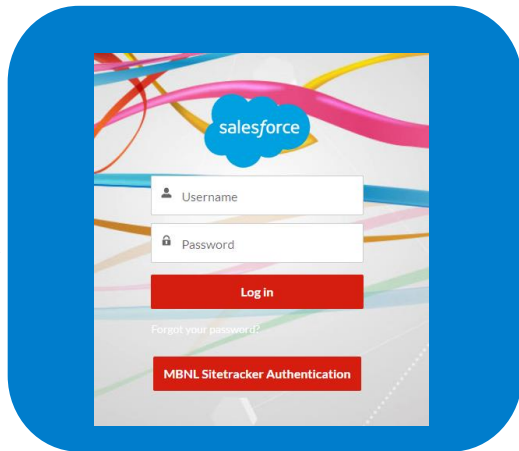
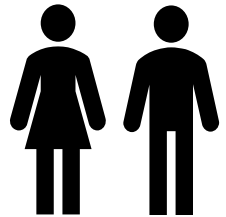


Welcome MBNL Sitetracker

Your detailed guide to getting logged into the
MBNL Sitetracker Application

MBNL Sitetracker Login Method

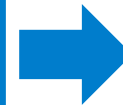
<https://sitetracker-ericsson-mbnl.force.com>



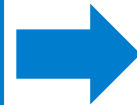
User selects **MBNL Sitetracker Authentication**



User authenticates with **One Identity Credentials**



User enters **Symantec VIP Security Code**



Pre-requisites

Before initial login to MBNL Sitetracker, you will need :

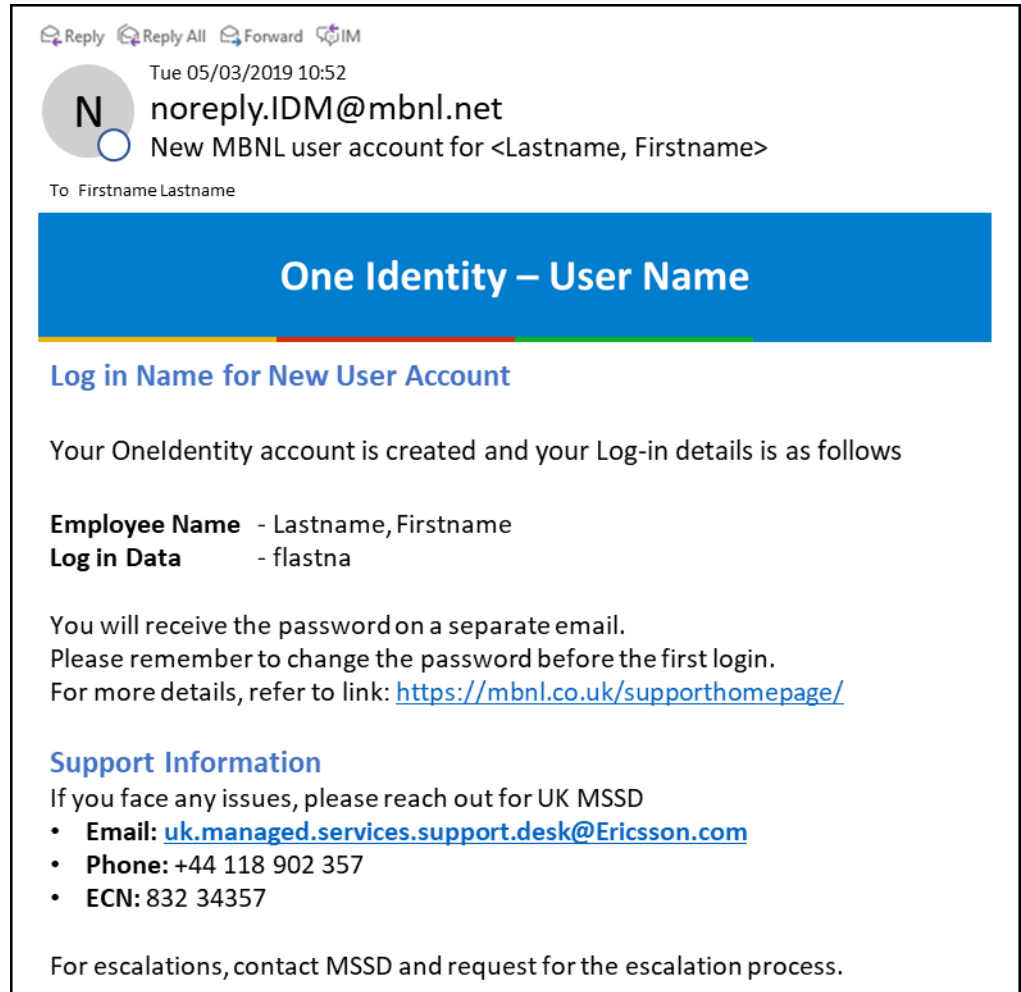
1. Your One Identity Username
2. Your One Identity “Temporary” Password



Note: You may already have One identity credentials, these are the credentials you use to login to [ADCBuild \(step1\)](#) or [MBNL Citrix UAD](#).

One Identity Username

Your One Identity username will have been be emailed to you from <noreply.IDM@mbnl.net>



The screenshot shows an email interface with the following content:

- Actions: Reply, Reply All, Forward, IM
- Date and Time: Tue 05/03/2019 10:52
- From: noreply.IDM@mbnl.net
- Subject: New MBNL user account for <Lastname, Firstname>
- To: Firstname Lastname
- Section Header: One Identity – User Name
- Section Header: Log in Name for New User Account
- Text: Your Onedidentity account is created and your Log-in details is as follows
- Employee Name - Lastname,Firstname
- Log in Data - flastna
- Text: You will receive the password on a separate email. Please remember to change the password before the first login. For more details, refer to link: <https://mbnl.co.uk/supporthomepage/>
- Section Header: Support Information
- Text: If you face any issues, please reach out for UK MSSD
- List-Group:
 - Email: uk.managed.services.support.desk@Ericsson.com
 - Phone: +44 118 902 357
 - ECN: 832 34357
- Text: For escalations, contact MSSD and request for the escalation process.

One Identity Password (temporary)

Your One Identity temporary Password will be emailed to you from <noreply.IDM@mbnl.net>



Reply Reply All Forward IM

Tue 05/03/2019 10:52

N noreply.IDM@mbnl.net
New MBNL user account for <Lastname, Firstname>

To: Firstname Lastname

One Identity – Password

OneIdentity Password

This is an auto-generated password for your Onedidentity password:

Employee Name - Lastname, Firstname
Initial Password - [kkT?54c

The login account details were shared on a different email to you.
Please remember to change the password before the first login.
For more details, refer to link: <https://mbnl.co.uk/supporthomepage/>

Support Information

If you face any issues, please reach out for UK MSSD

- **Email:** uk.managed.services.support.desk@Ericsson.com
- **Phone:** +44 118 902 357
- **ECN:** 832 34357

For escalations, contact MSSD and request for the escalation process.

Step 1. Change your password

To start using MBNL Sitetracker you MUST reset your password using the Password Manager, which can be found on the link below:

<https://selfservicepassword.mbnl.net/PMUser/>

You will then be presented with.....



Step 1. Change your password (Password Manager)

1. Your One identity Username goes here

2. Insert characters here

3. Press "OK"

MBNL One Identity Password Manager

Enter Your User Name

Enter your user name:

Location:

Enter the characters you see on the picture.

QZEDA [Get new image](#)

Change your Password!





Step 1. Change your password (Password Manager)


MBNL One Identity Password Manager Log out English ?


Home

Welcome, [redacted]. If you are not [redacted] [click here](#).
Configure your Questions and Answers profile and manage your passwords by using the tasks below.

4. Set up your personal Q&A profile →

-  **My Questions and Answers Profile**
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.
-  **Forgot My Password**
Set your new password by answering a series of private questions.
-  **Manage My Passwords**
If you know your current password, you can securely change all your passwords.
-  **My Notifications**
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.



 Disabled Tasks

Step 1. Change your password (Password Manager)

My Questions and Answers Profile ([redacted])

Enter the characters you see on the picture.



5. Insert characters here

6. Press "Next"

My Questions and Answers Profile ([redacted])

To proceed, enter your password.

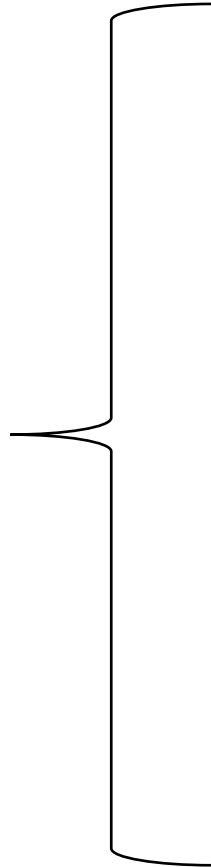
Password:

7. Enter your TEMPORARY password here

8. Press "Next"

Step 1. Change your password (Password Manager)

9. Complete your Q&A profile, making a note of your responses for future reference



My Questions and Answers Profile ██████████

Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account.

- Your answers must comply with the policy requirements.
 - The minimum length of an answer must be 3 characters.
 - The minimum length of a user-defined question must be 1 character.

Language of questions and answers: English (United Kingdom)

Hide my answers for security purposes

Select a question:
Which phone number do you remember most from your childhood?

Answer:
██████████

Select a question:
██████████

Answer:
██████████

Select a question:
What was the make of your first car?

Answer:
██████████

Create your own questions:
██████████

Answer:
██████████

▲ Helpdesk operators may view your answers to the following questions.

Question: What is your phone number?
Answer:
██████████

Question: What is your mothers maiden name?
Answer:
██████████

Question: What is your email address?
Answer:
██████████

10. Press "Next"



Step 1. Change your password (Password Manager)

11. Click on “Go to home page” →

My Questions and Answers Profile (██████████)

✓ Questions and Answers profile was successfully updated





[Go to home page](#)

Details

- Your Questions and Answers profile was successfully updated.
- Notification was sent to your email.

Home

Welcome, ██████████. If you are not ██████████, [click here](#).
Configure your Questions and Answers profile and manage your passwords by using the tasks below.

-  **My Questions and Answers Profile**
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.
-  **Forgot My Password**
Set your new password by answering a series of private questions.
-  **Manage My Passwords**
If you know your current password, you can securely change all your passwords.
-  **My Notifications**
Select events that you want to be notified about, such as when your password is changed or your account is unlocked.
-  Disabled Tasks

12. Select “Manage My Passwords” →



Step 1. Change your password (Password Manager)

Manage My Passwords ([redacted])

Enter the characters you see on the picture.



13. Insert characters here →

14. Press "Next" →

Manage My Passwords ([redacted])

To proceed, enter your password.

Password:

15. Insert TEMPORARY Password here →

16. Press "Next" →

Step 1. Change your password (Password Manager)

Manage My Passwords ([redacted])

Enter new password.

Your new password must comply with the password policy:

- Complexity Rule
- Length Rule
- Default Domain Policy (Policy validation can only be checked after clicking Next)

New password:

Confirm new password:

17. Create your new password here following the complexity rules

18. Press "Next"

19. You will be returned to the Home screen

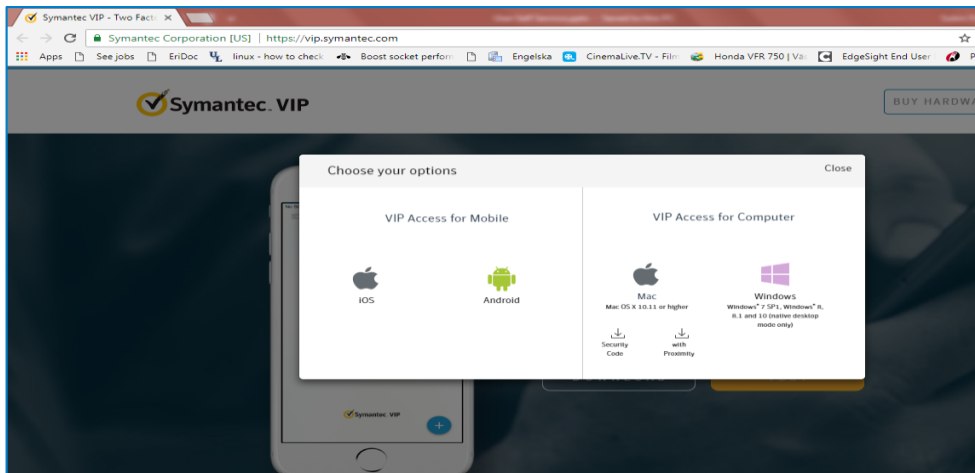
Your Password is now set, you may logout

Step 2. Symantec VIP Installation

Prerequisite: [User account must be activated.](#)



Steps:

1. Access **Symantec VIP** <https://vip.symantec.com>
2. Select the **Device** on which you want to install the application.



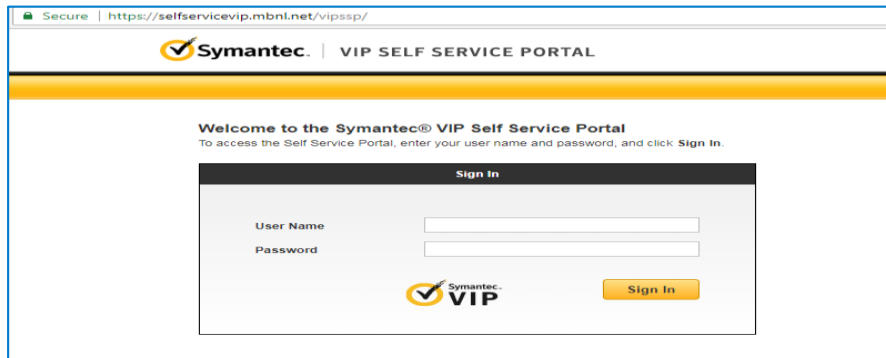
* Follow the onscreen prompts to complete the installation

Alternatively, you can also download the application from the App store for iPhone and Google Play for an Android Device.

	Search for VIP Access for iPhone in your App Store, download and install it
	Search for VIP Access in your Play Store, download and install it

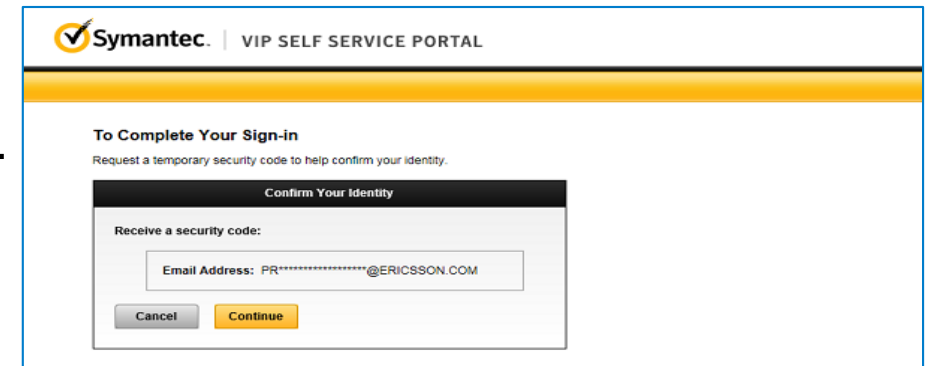
Step 3. Registration of Symantec VIP Access App

1. Access **MBNL Self Service Portal** on your browser to register.
Link: <https://selfservicevip.mbnl.net/vipssp/>
2. Enter your One identity **User Name** and **Password** to register. These are your new MBNL One Identity credentials.



The screenshot shows the Symantec VIP Self Service Portal sign-in page. The browser address bar displays "Secure | https://selfservicevip.mbnl.net/vipssp/". The page header includes the Symantec logo and "VIP SELF SERVICE PORTAL". The main content area features a "Sign In" section with the following text: "Welcome to the Symantec® VIP Self Service Portal. To access the Self Service Portal, enter your user name and password, and click Sign In." Below this is a "Sign In" form with two input fields: "User Name" and "Password". A "Sign In" button is located at the bottom right of the form, next to the Symantec VIP logo.

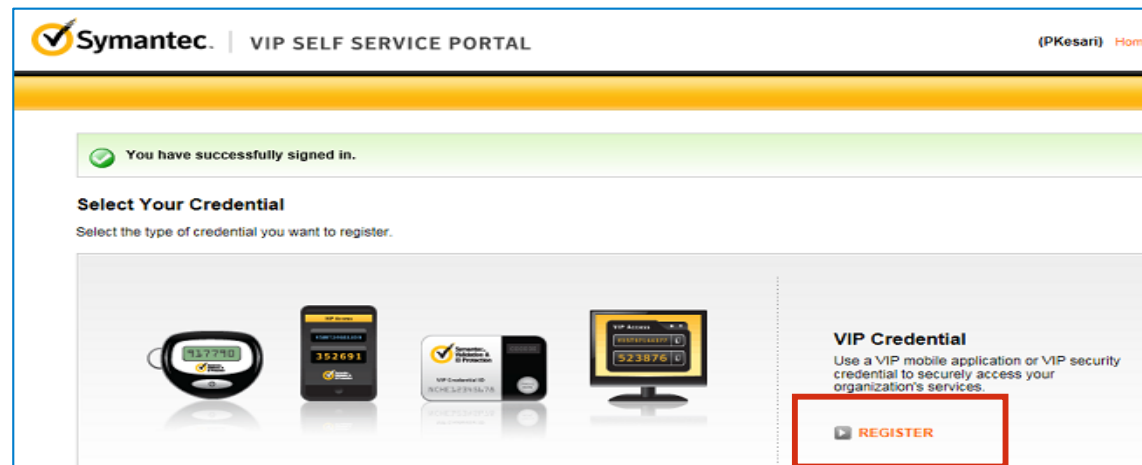
3. Enter your work Email Address to receive a security code.



The screenshot shows the Symantec VIP Self Service Portal security code confirmation page. The browser address bar displays "Secure | https://selfservicevip.mbnl.net/vipssp/". The page header includes the Symantec logo and "VIP SELF SERVICE PORTAL". The main content area features a "Confirm Your Identity" section with the following text: "To Complete Your Sign-in. Request a temporary security code to help confirm your identity." Below this is a "Confirm Your Identity" form with the following text: "Receive a security code: Email Address: PR*****@ERICSSON.COM". A "Cancel" button is located at the bottom left of the form, and a "Continue" button is located at the bottom right.

Step 3. Registration of Symantec VIP Access App

4. Check your mail box for an email with the activation code.
5. Enter the security code in the **VIP Self Service Portal** and click **Sign In**.
You are successfully signed in and now ready to register the application.
6. Click **Register** in **Select Your Credential**



Step 3. Registration of Symantec VIP Access App

7. In the **Register Your Credential** page you will have to enter the Credential ID.

Note: This id can be obtained from the Symantec VIP application or your mobile device.

Register Your Credential

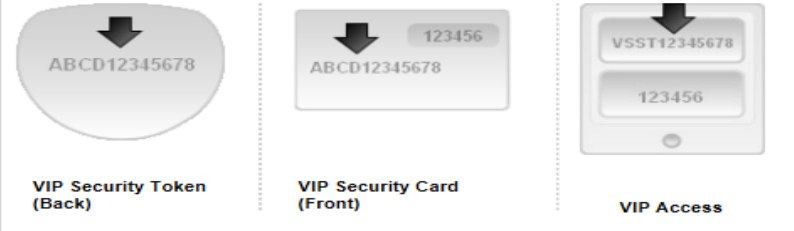
* Required Information

*Credential Type: VIP Credential

*Credential Name:
Enter a simple name that is easy to remember.

*Credential ID:
[What is a Credential ID?](#)

Credential ID examples:
Your credential contains a unique alphanumeric ID. Close



VIP Security Token (Back) **VIP Security Card (Front)** **VIP Access**

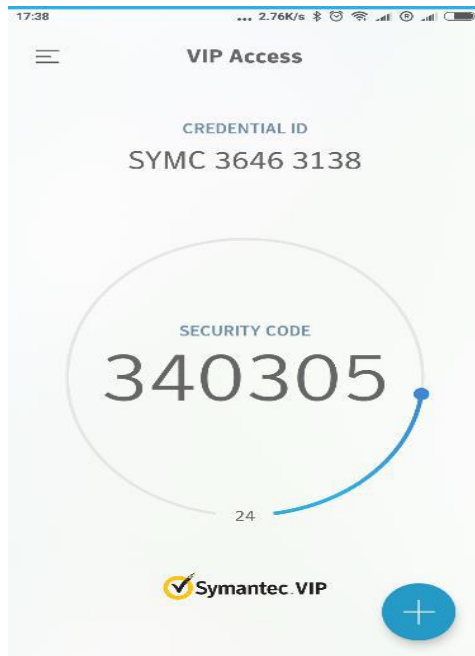
*Security Code:
[What is a Security Code?](#)

Security Code examples:
Your credential provides a dynamic 6-digit code that changes every 30 seconds. Close

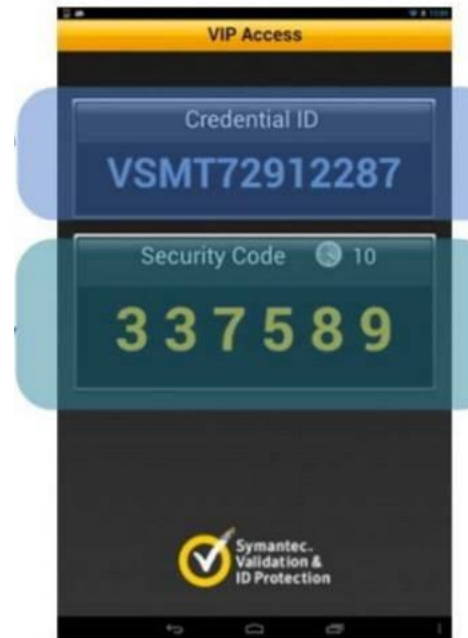
Step 3. Registration of Symantec VIP Access App

8. Log in to **VIP Access** on your Mobile application or the Desktop to get the **Credential ID** and **Security Code**.

iPhone Screen



Android Screen



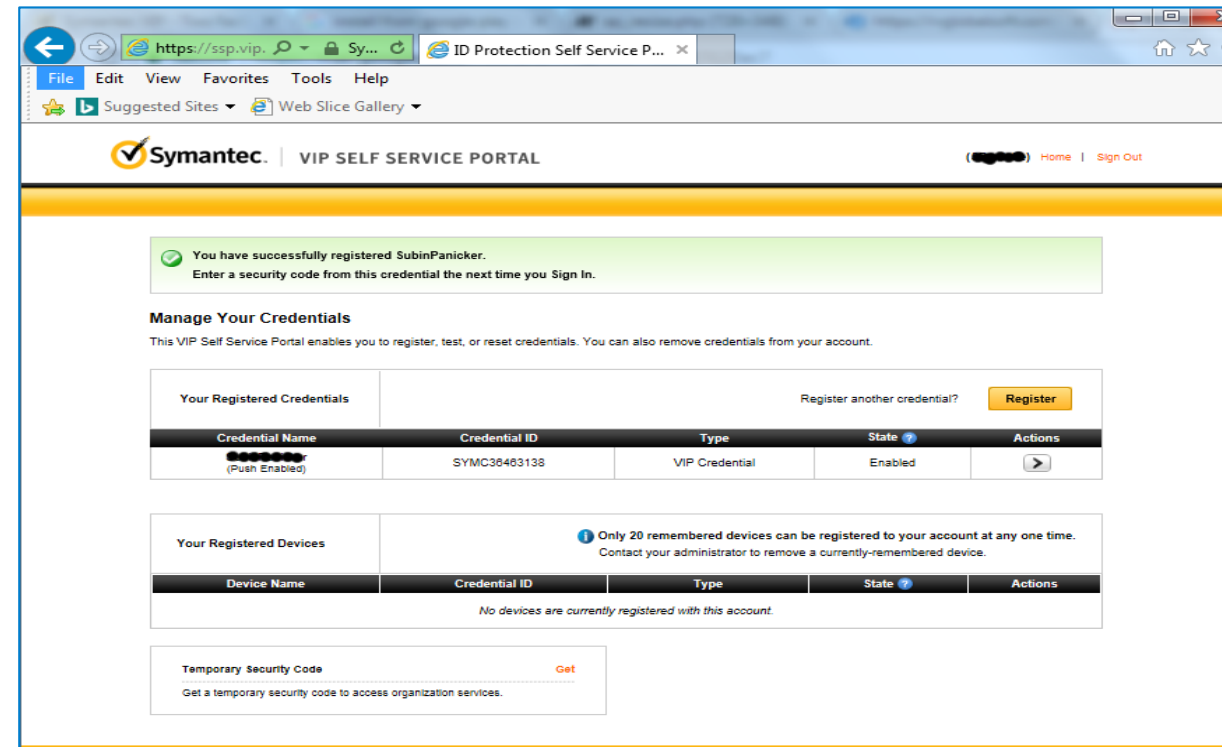
Desktop/Laptop Screen



Step 3. Registration of Symantec VIP Access App

9. Make a note of the **Credential ID** and **Security Code**
10. Navigate back to the webpage (refer step 7.) and enter the following:
 - i. Credential Name – A name to your Credentials; e.g. 'My VIP Token'
 - ii. Credential ID – Enter the one displayed on the VIP Access application on your mobile or computer
 - iii. Security Code - – Enter the one displayed on the VIP Access application on your mobile or computer
11. Click **Submit**.

You will see the **Manage Your Credentials** page on successful registration.



Step 4. Login to MBNL Sitetracker

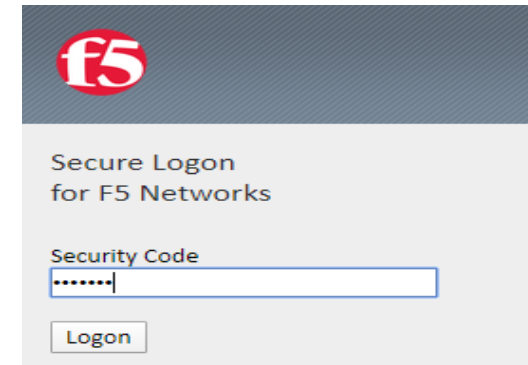
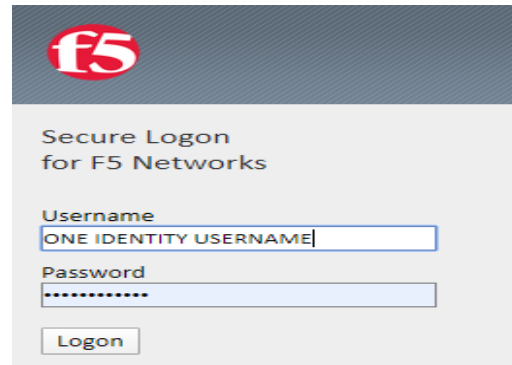
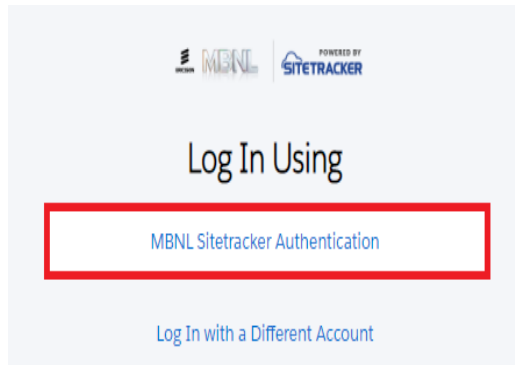
1. Enter Sitetracker URL:

- <https://sitetracker-ericsson-mbnl.force.com>

then select “MBNL Sitetracker Authentication”

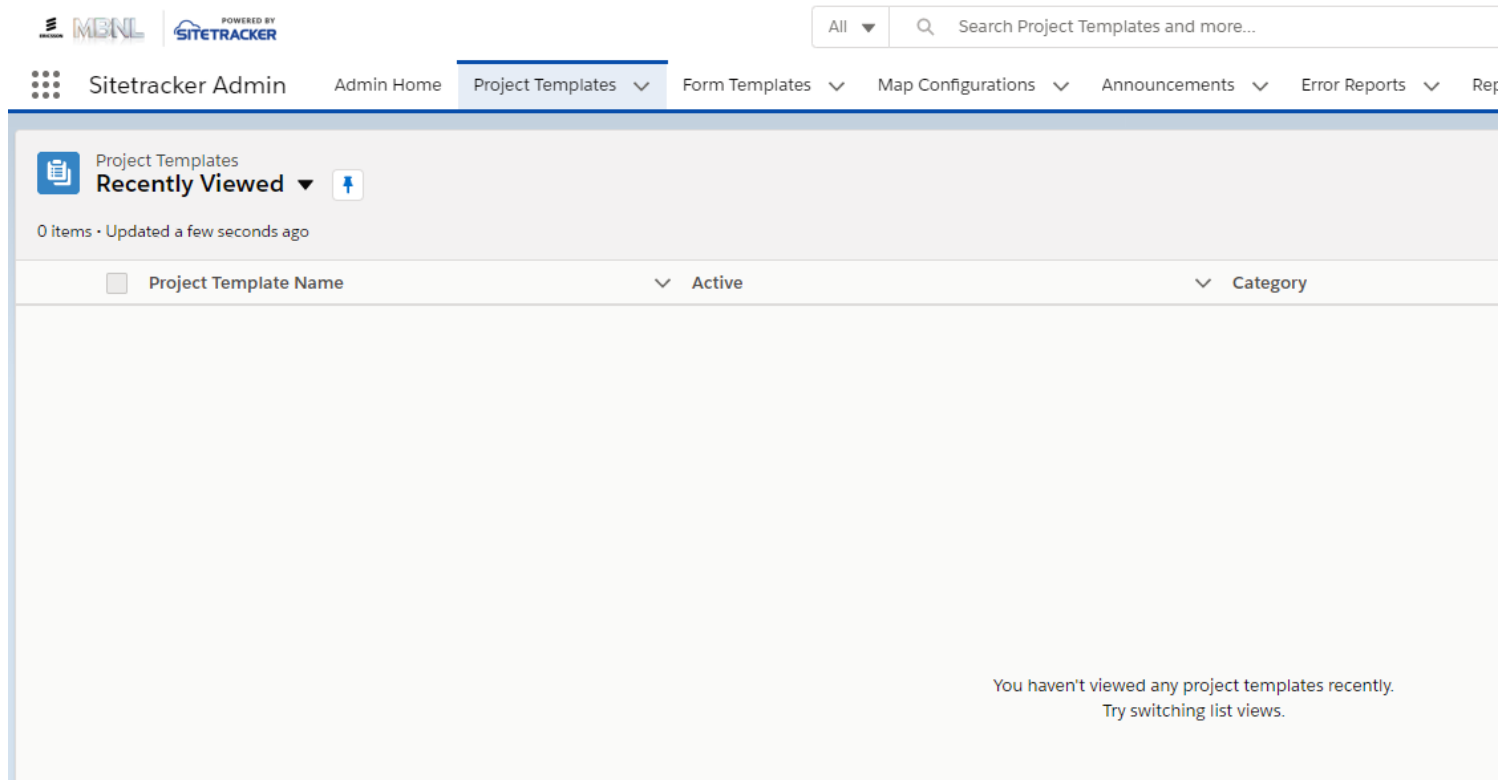
2. Enter your “One Identity” Credentials

3. Enter your “Symantec VIP” Security code



Step 3. Login to MBNL Citrix

MBNL Sitetracker login has been completed



The screenshot displays the MBNL Sitetracker Admin interface. At the top, there is a navigation bar with the MBNL logo and 'POWERED BY SITETRACKER'. A search bar is present with the text 'Search Project Templates and more...'. Below the navigation bar, the 'Project Templates' menu item is selected. The main content area shows a 'Project Templates' header with a 'Recently Viewed' dropdown and a refresh icon. Below this, it indicates '0 items · Updated a few seconds ago'. A table header is visible with columns for 'Project Template Name', 'Active', and 'Category'. At the bottom of the table area, a message states: 'You haven't viewed any project templates recently. Try switching list views.'

NOTE: The Chrome browser is mandatory for Sitetracker use.

Where to go for further assistance

- If you face any issues during the enrollment, please contact the UK MSSD, details below:
 - Email: uk.managed.services.support.desk@ericsson.com
 - Phone: +44 118 902 4357
 - ECN: 832 34357 (Ericsson Internal Use Only)

Thank you!