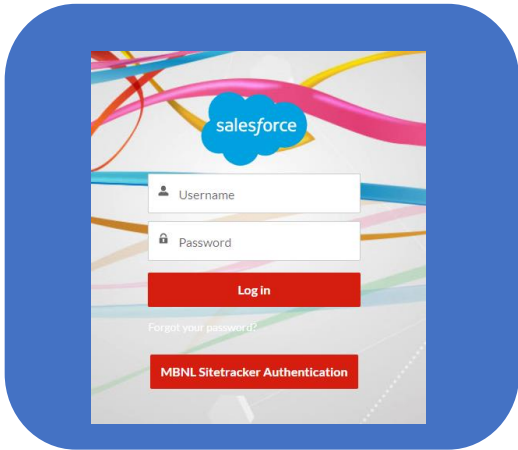
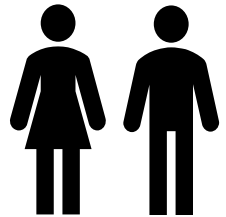


MBNL Sitetracker User Onboarding Quick guide v1.1



MBNL Sitetracker - Login Overview

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



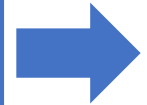
User selects **MBNL Sitetracker Authentication**



User authenticates with **One Identity** Credentials



User enters **Symantec VIP** Security Code



Welcome to MBNL Sitetracker Onboarding

This quick guide will walk you through the steps required to get yourself setup to access the MBNL Sitetracker Application via the One Identity secure portal.

You **must** successfully complete steps 1-3 in sequence.

- 1) Collect the information you need from your email inbox.
- 2) Setup your account on the new self serve password manager.
- 3) Install and setup the new Symantec authentication app.

Onboarding guidance

You may already have MBNL One Identity credentials and Symantec VIP, if you do, you can use your existing credentials to sign in to MBNL Sitetracker.

1. Users with **no** MBNL One Identity credentials must follow all steps in this guide
2. Users with MBNL One Identity credentials **only** can skip to “Step 3”
3. Users with **both** One Identity and Symantec VIP do not need to perform any registration.

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

Step 1 – Pick up MBNL onboarding info

In this step you will pick up the information you need to onboard from emails you have recently received. You will find your **permanent** username and a **temporary** onboarding password.

The emails you are looking for will have come from address noreply.IDM@mbnl.net. Don't forget to check in your spam folder if you cant find the emails.

1. From the email titled '[New MBNL user account for *Surname, Firstname*](#)', extract your permanent username from the '[Login Data](#)' field.
2. From the email titled '[Login data for *Surname, Firstname*](#)', extract your temporary onboarding password from the '[Initial Password](#)' field.

Step 2 - Setup your Password Manager account

In this step you will setup Password Manager

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

- Enter the username you picked up in step 1, enter the “captcha code” and press search
- Once in the [Home](#) page, enter the [My Questions and Answers Profile](#) page (your **temporary** password will be required) and fill in the security questionnaire. Press the [Next](#) button the resulting screen will confirm successful Q&A profile setup, then navigate back to the [Home](#) page.
- Enter the [Manage My Passwords](#) page. You will be asked for the temporary onboarding password you picked up in step 1. On the next page you will be asked to setup a new password.
- Enter your new password and then press the [Next](#) button,
- The resulting screen will confirm successful password setup
- Now log out.
- You will receive an email confirmation once you have completed this step successfully.

You have finished setting up Password Manager. The new password you just registered will be used to log into Symantec VIP, MBNL Sitetracker

Step 3 - Setup Symantec VIP authentication

In this step you will install the Symantec VIP two factor authentication app on your phone or PC, and assign the app to your Symantec VIP account.

- Go to <https://vip.symantec.com> download and install the VIP app on your device.
- Go to <https://selfservicevip.mbni.net/vipssp> and sign in using your username and your new password.
- You will be emailed a temporary security code. Don't forget to check in the email spam folder just in case it ends up in there.
- Once on the [Select Your Credential](#) page, select [Register](#).
- Fill in the blank Credential Name, Credential ID and Security Code fields, as instructed on the page.
- Now sign out.

You have finished registering your Symantec VIP app. The Security Code the app generates will now be recognised when you log into MBNL Sitetracker.

Registration Complete!

Congratulations your registration is now complete!

Please proceed to Sitetracker login

Where to go for help

If you are having issues onboarding, please

- Raise a case with the MBNL helpdesk at uk.managed.services.support.desk@ericsson.com.
They would be happy to help.

Thank You

