

User guide external users



motimate

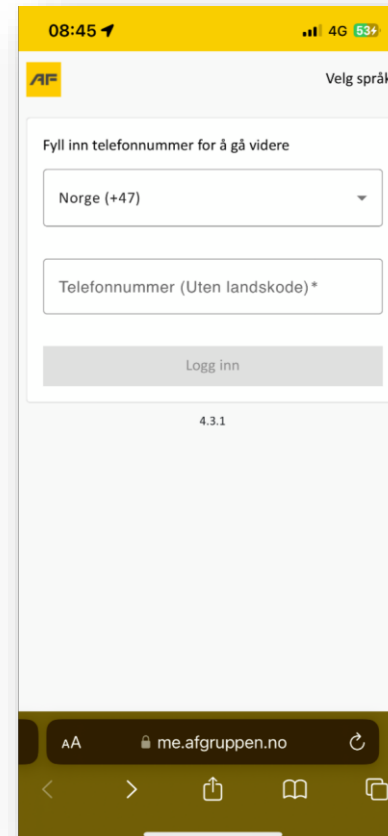


How to access Motimate as an external user?

Step 1

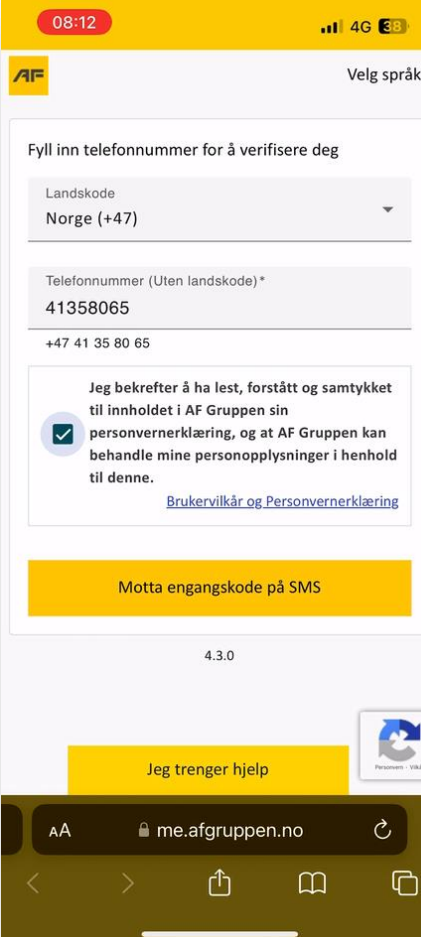
Go to <https://me.afgruppen.no/> in your browser (Safari, Chrome).
Chose country code and enter your phone number.

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



Step 2

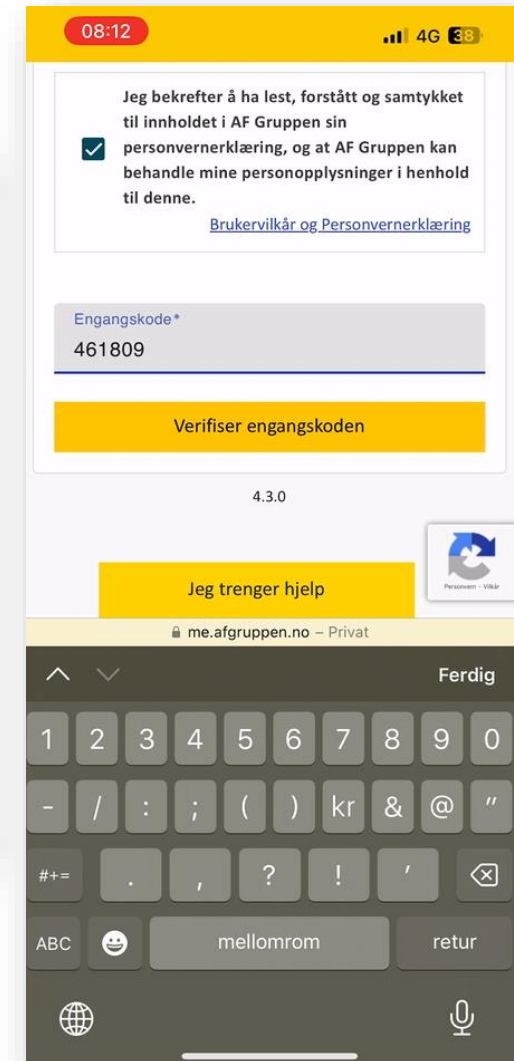
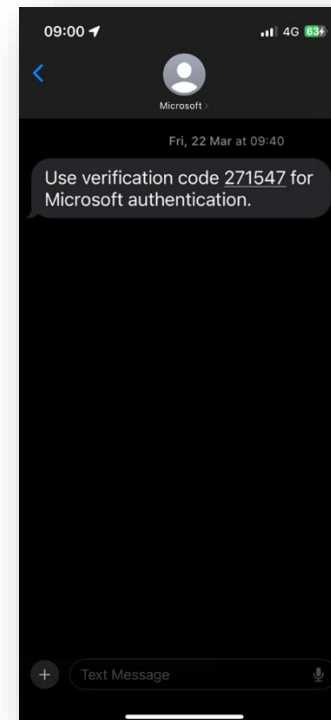
Enter your phone number and press "Receive password SMS"



The screenshot shows the AF app's registration screen. At the top, there is a yellow header with the AF logo and a language selection option "Velg språk". Below this, a form titled "Fyll inn telefonnummer for å verifisere deg" (Fill in phone number for verification) is displayed. It includes a dropdown menu for "Landskode" (Country code) set to "Norge (+47)", a text input field for "Telefonnummer (Uten landskode)*" (Phone number) containing "41358065", and a confirmation checkbox with the text "Jeg bekrefter å ha lest, forstått og samtykket til innholdet i AF Gruppen sin personvernerklæring, og at AF Gruppen kan behandle mine personopplysninger i henhold til denne." (I confirm that I have read, understood and consent to the content of AF Group's privacy policy, and that AF Group can process my personal information in accordance with this). A link for "Brukervilkår og Personvernerklæring" (Terms and Conditions and Privacy Policy) is provided. A prominent yellow button labeled "Motta engangskode på SMS" (Receive one-time code via SMS) is at the bottom of the form. Below the form, the version number "4.3.0" is shown, along with a "Jeg trenger hjelp" (I need help) button and a "Personvern - Vilkår" (Privacy - Terms) icon. The bottom of the screen shows a mobile browser address bar with "me.afgruppen.no" and standard navigation icons.

Step 3

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

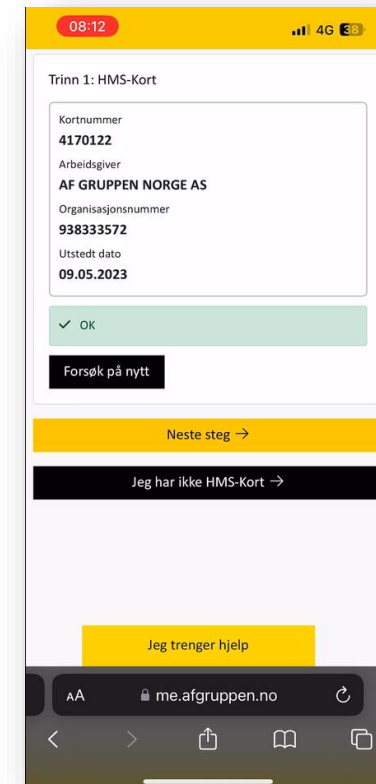
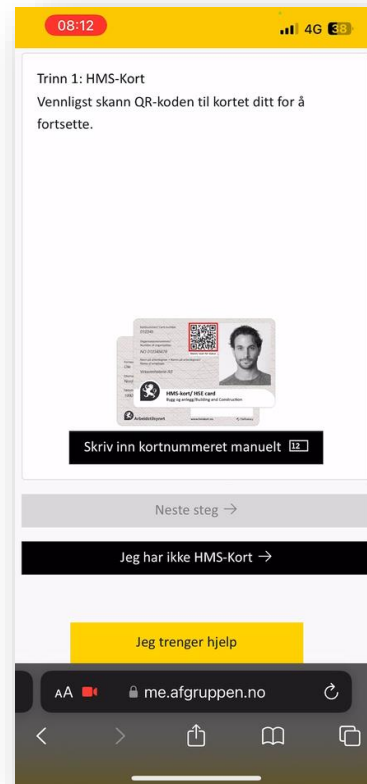
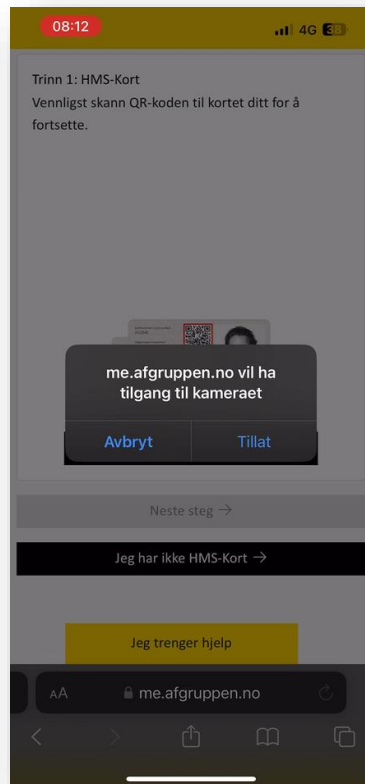


Step 4

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.

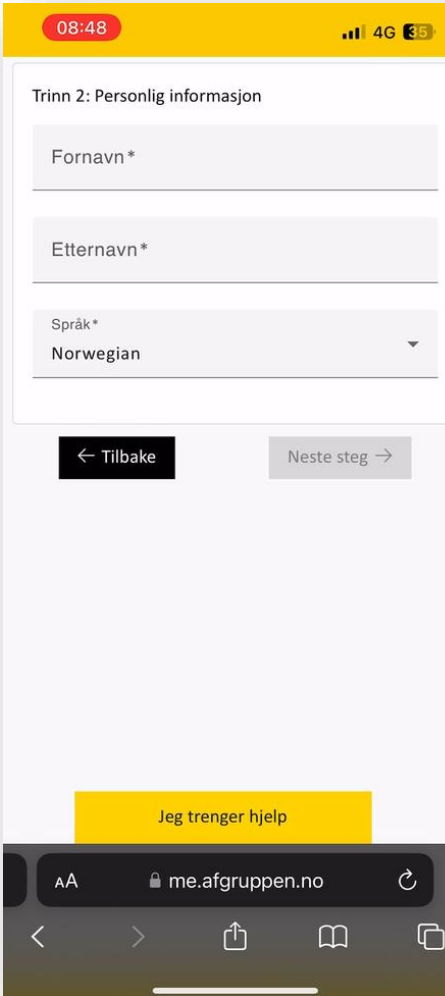
Note that in case of Android phone it is also possible to scan the NFC-chip in the card. Press "Next step" to proceed.



Step 5

Fill in 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.



08:48 4G 65

Trinn 2: Personlig informasjon

Fornavn *

Etternavn *

Språk *
Norwegian

← Tilbake Neste steg →

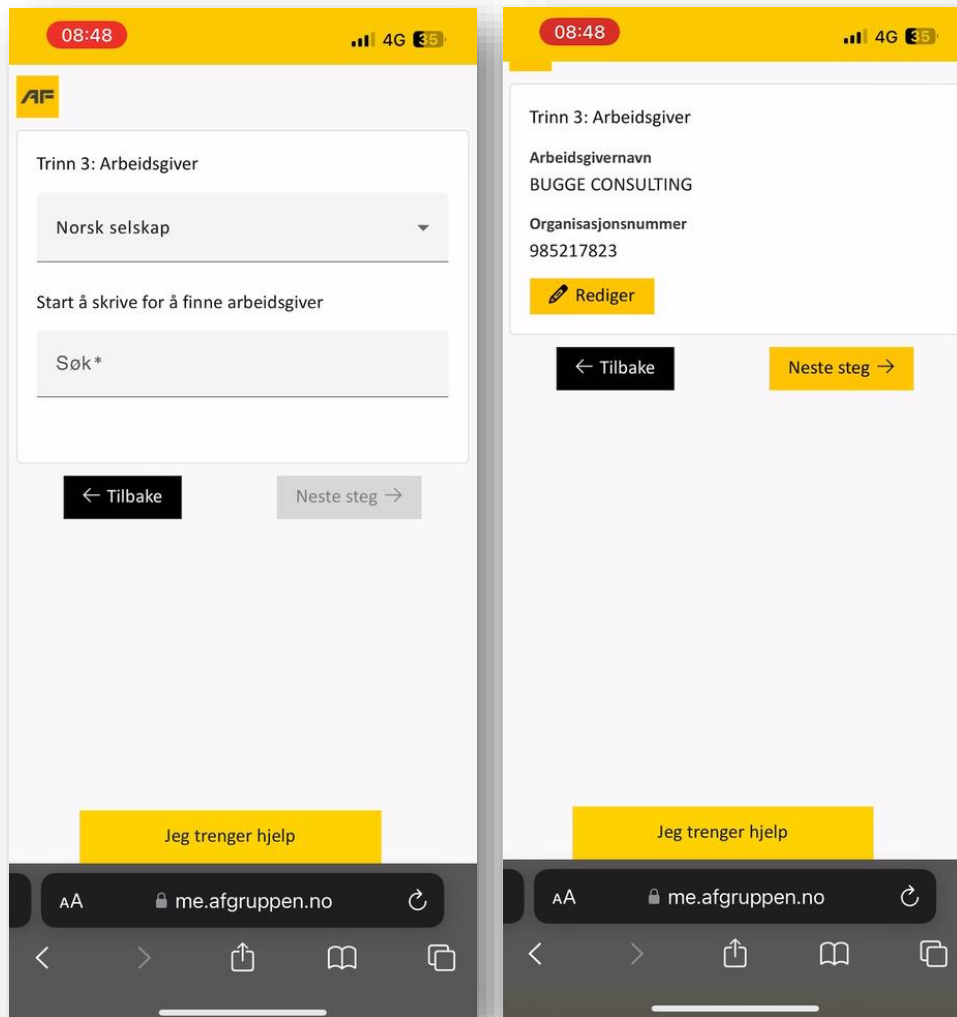
Jeg trenger hjelp

me.afgruppen.no

Step 6

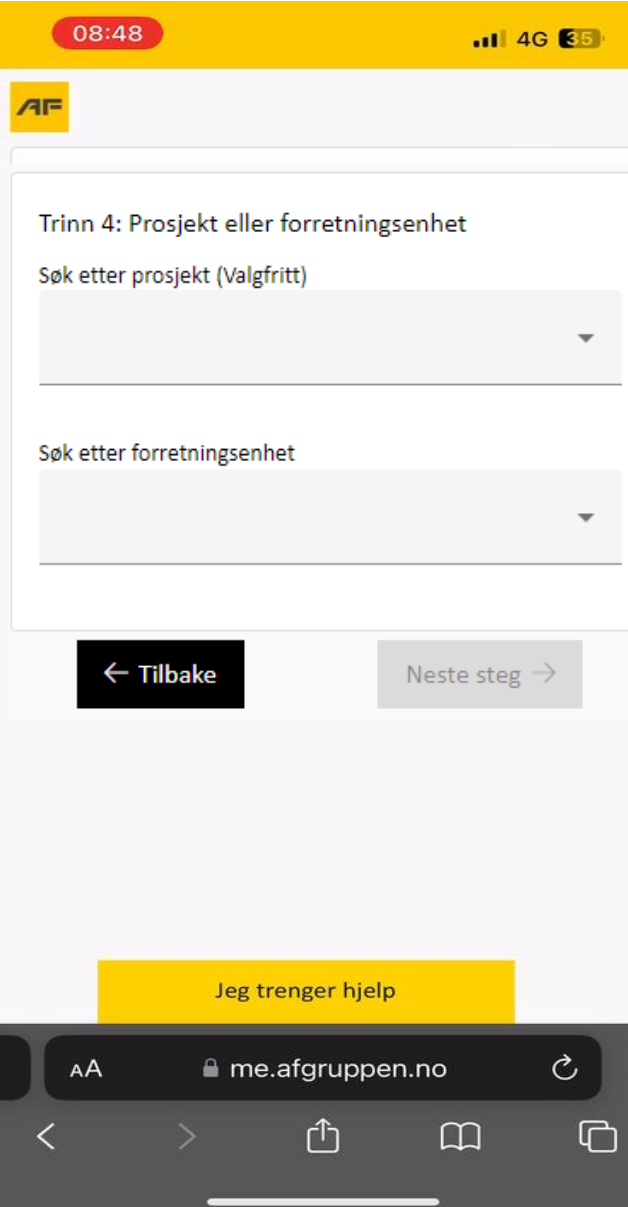
Chose you employer. Please start by selecting Norwegian or foreign company, and then proceed with the name of the company and press "Next step"

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”



The screenshot shows a mobile app interface for 'AF'. At the top, there is a yellow status bar with the time '08:48', signal strength, '4G', and battery level '35'. Below the status bar is the 'AF' logo. The main content area is titled 'Trinn 4: Prosjekt eller forretningsenhet'. It contains two search fields: 'Søk etter prosjekt (Valgfritt)' and 'Søk etter forretningsenhet', both with dropdown arrows. Below these fields are two buttons: a black button with a left arrow and the text 'Tilbake', and a grey button with the text 'Neste steg' and a right arrow. At the bottom of the form area is a yellow button with the text 'Jeg trenger hjelp'. The bottom of the screen shows a mobile browser address bar with 'me.afgruppen.no' and a standard mobile navigation bar with back, forward, share, book, and tabs icons.

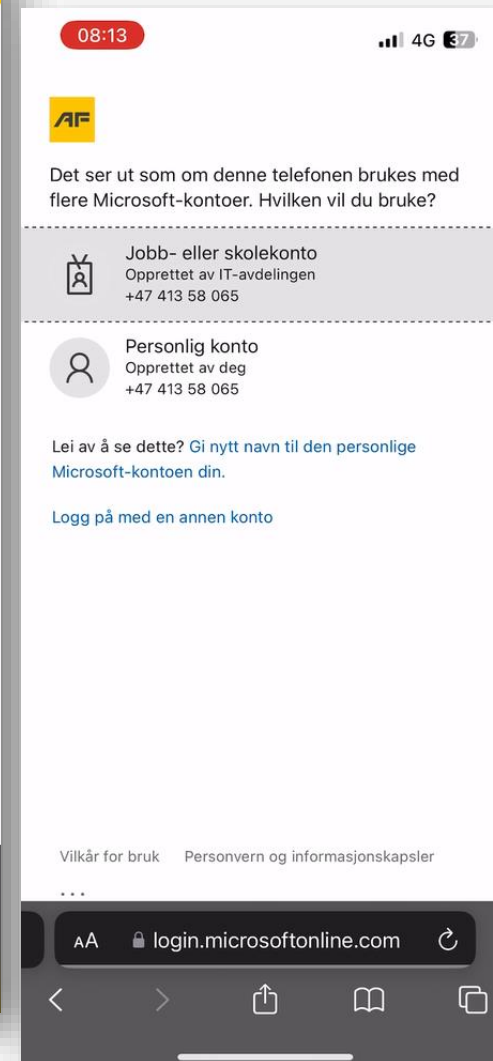
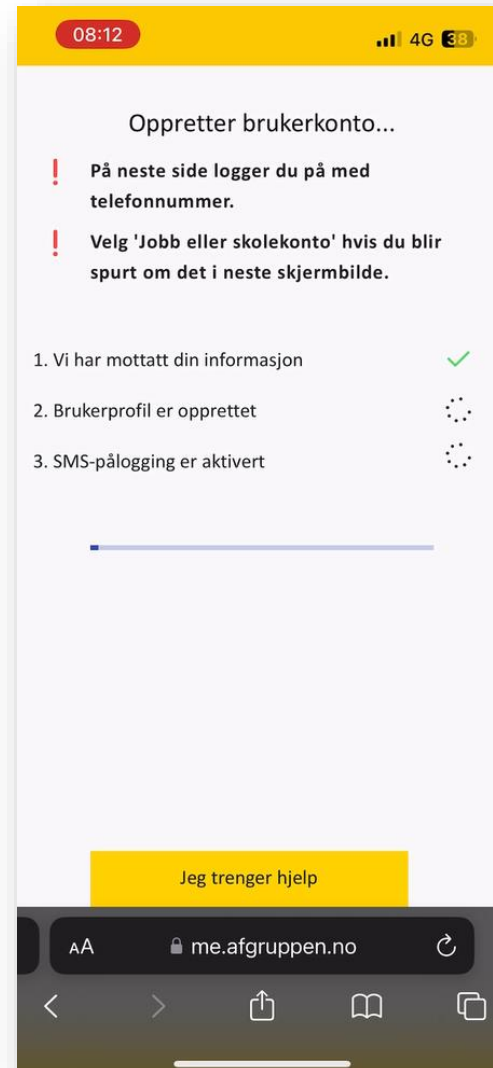
Motimate on your PC: <https://motimate.app/af/>



Step 8

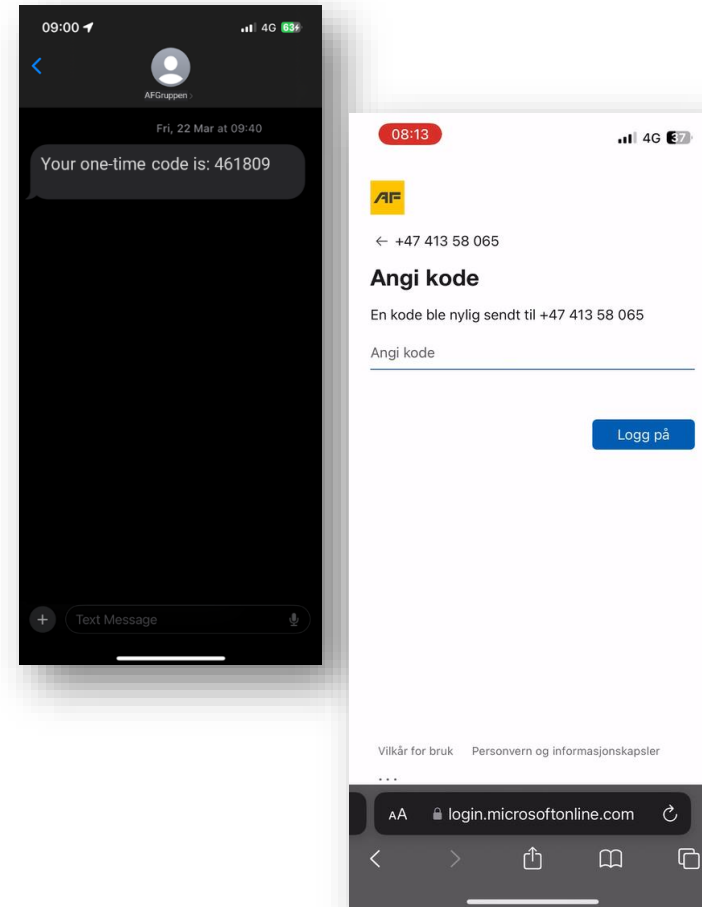
Wait a few moments while your user is being created.

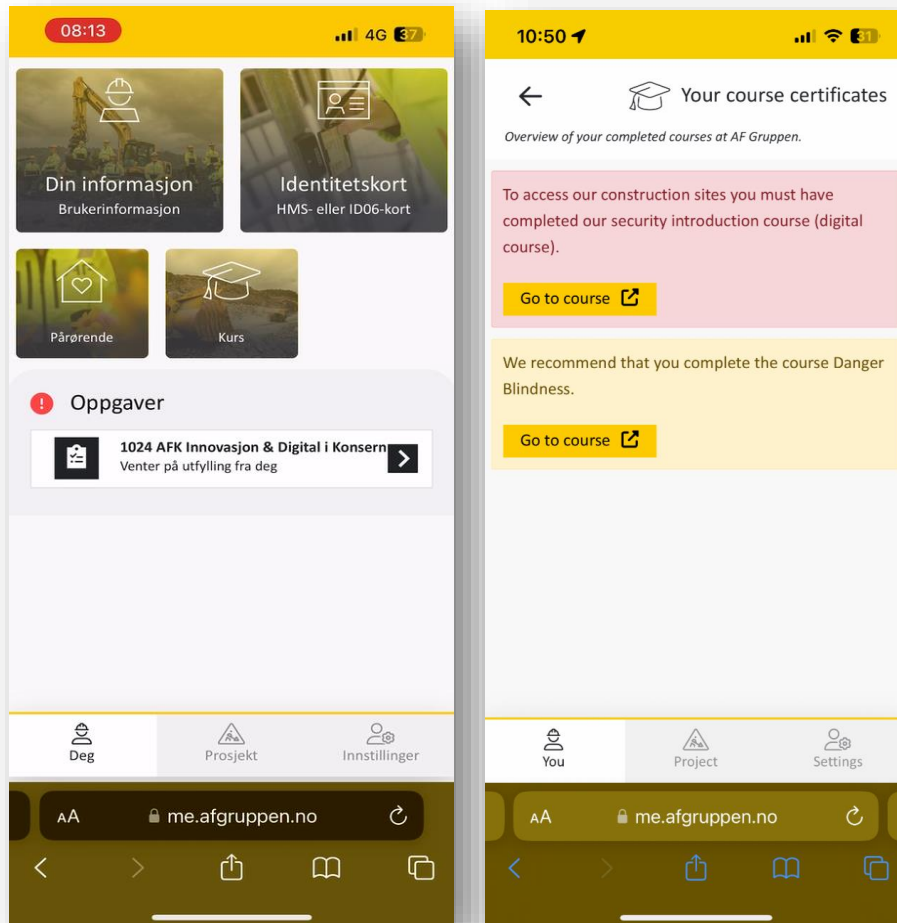
If asked to choose a Microsoft account, always choose the work-or-academic account.



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.





Once you are logged in you will see “Your Page”.

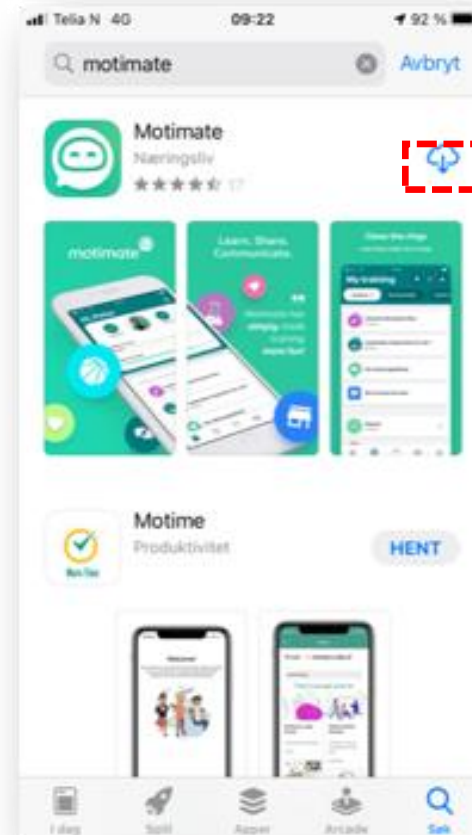
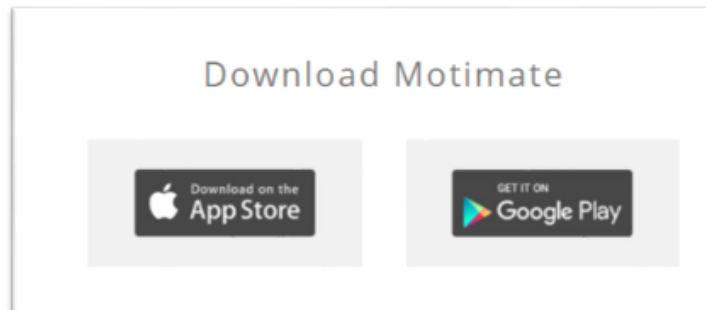
If your project is using digital access control, please look up assignments here. You will have one assignment regarding completion of your registration to the project.

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.

Step 10

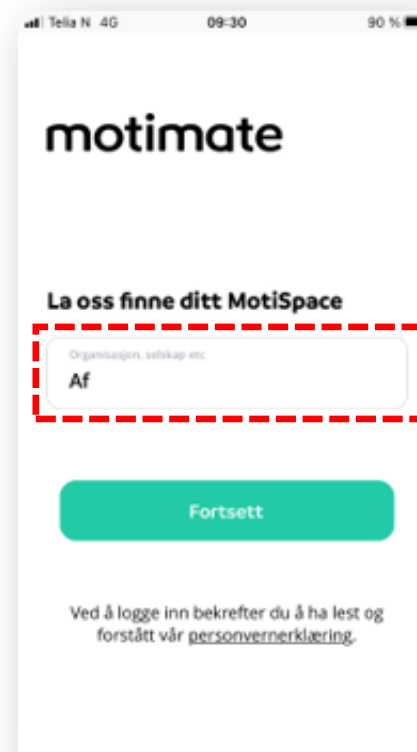
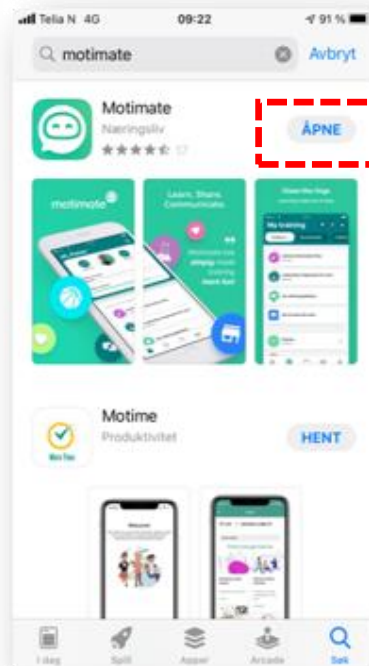
Download the Motimate app from App store of Google Play



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.

