

User guide External users



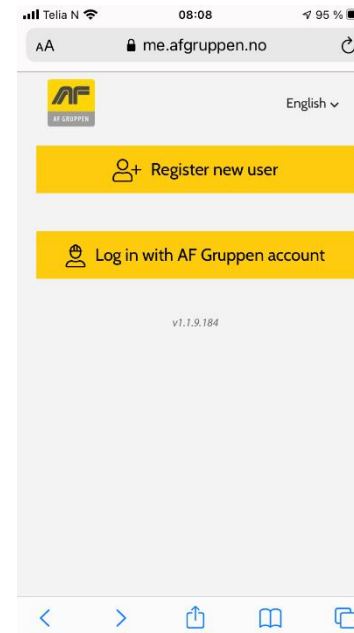
motimate



How to access Motimate as an external user?

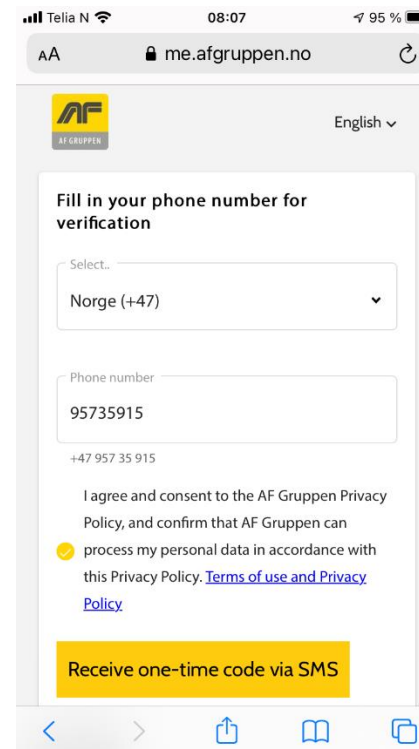
Step 1

Go to <https://me.afgruppen.no/> in your browser (Safari, Chrome).
Choose «Register new user»



Step 2

Enter your phone number and press «Receive one-time code via SMS»

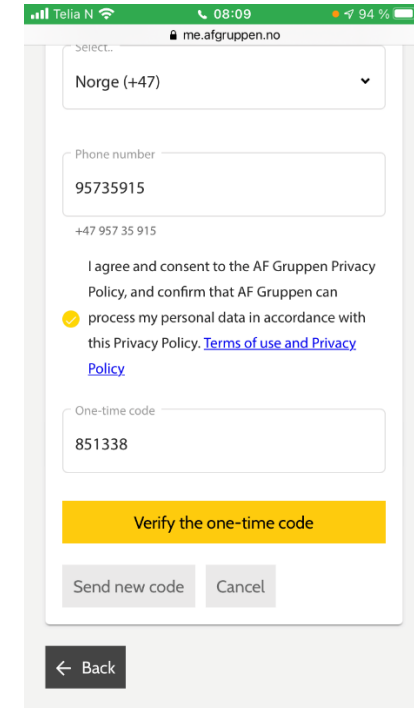
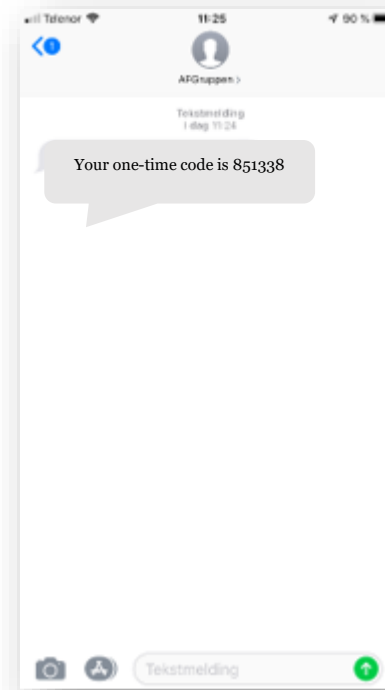


The screenshot shows a mobile browser interface for the AF Gruppen website. The address bar displays 'me.afgruppen.no'. The page title is 'AF GRUPPEN' with a language dropdown set to 'English'. The main content area is titled 'Fill in your phone number for verification'. It features a dropdown menu for country selection, currently set to 'Norge (+47)'. Below this is a text input field for the phone number, containing '95735915'. The full number '+47 957 35 915' is displayed below the input field. A consent section follows, stating 'I agree and consent to the AF Gruppen Privacy Policy, and confirm that AF Gruppen can process my personal data in accordance with this Privacy Policy. [Terms of use and Privacy Policy](#)'. A yellow button at the bottom of the form is labeled 'Receive one-time code via SMS'. The mobile browser's navigation bar is visible at the bottom.

Motimate on PC: <https://af.web.motimateapp.com/>

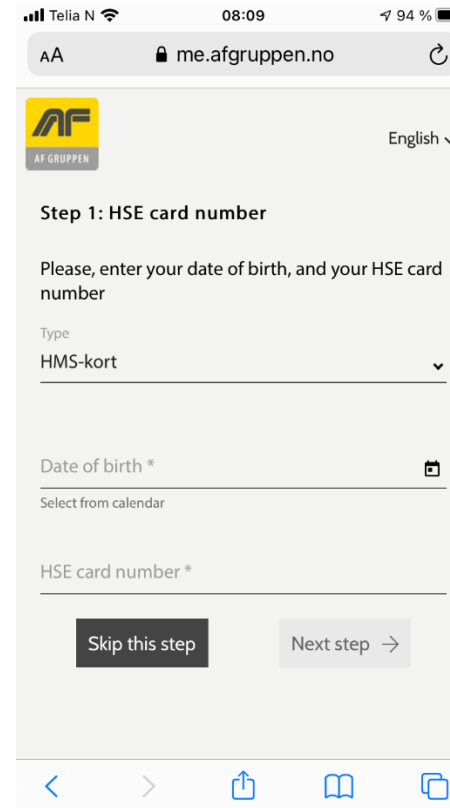
Step 3

You will receive SMS from AF Gruppen. Enter your code in the marked field and press “Verify the one-time code”



Step 4

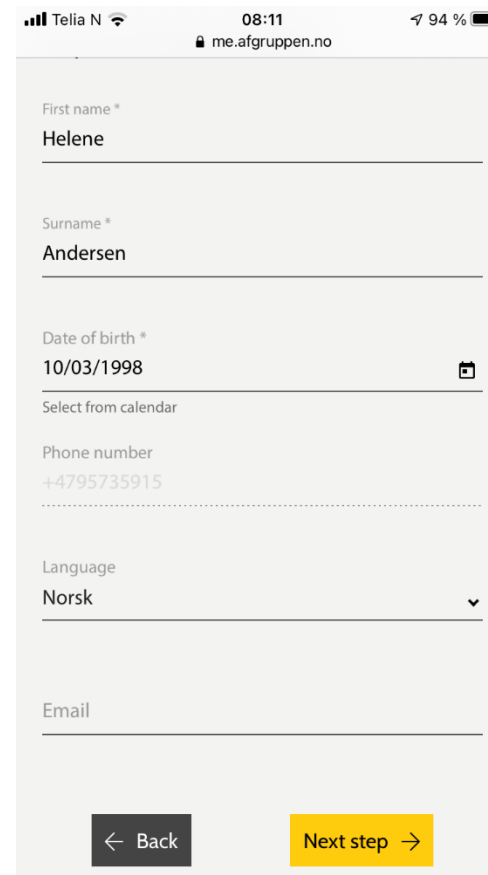
You can skip entering your HMS card by pressing “Skip this step” or fill in the information if you have a card number available.



The screenshot shows a mobile browser interface for the Motimate app. At the top, the status bar shows 'Telia N', signal strength, Wi-Fi, time '08:09', and battery '94%'. The address bar contains 'me.afgruppen.no'. Below the address bar is the AF Gruppen logo and a language selector set to 'English'. The main heading is 'Step 1: HSE card number'. The instructions read: 'Please, enter your date of birth, and your HSE card number'. There are three input fields: 'Type' with a dropdown menu currently showing 'HMS-kort', 'Date of birth *' with a calendar icon and the text 'Select from calendar', and 'HSE card number *'. At the bottom of the form are two buttons: 'Skip this step' and 'Next step →'. The mobile home indicator bar is visible at the very bottom.

Step 5

Fill in your personal information in the required fields, and press «Next step»



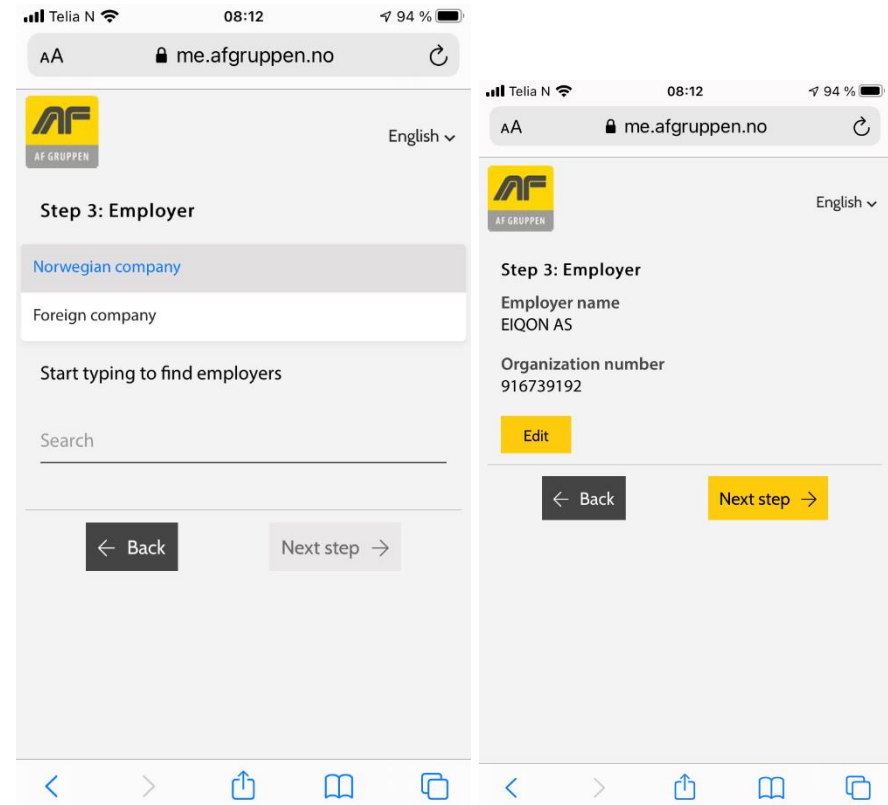
The screenshot shows a mobile registration form with the following fields and values:

- First name *: Helene
- Surname *: Andersen
- Date of birth *: 10/03/1998 (with a calendar icon and the text "Select from calendar")
- Phone number: +4795735915
- Language: Norsk (with a dropdown arrow)
- Email: (empty field)

At the bottom, there are two buttons: a dark grey "← Back" button and a yellow "Next step →" button.

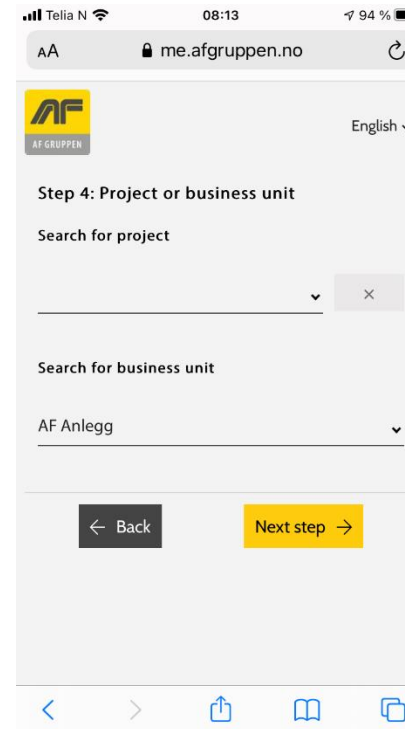
Step 6

Choose your employer. Start by selecting Norwegian or foreign company in the drop-down menu. Continue by typing in the name of the company. Press "Next step"



Step 7

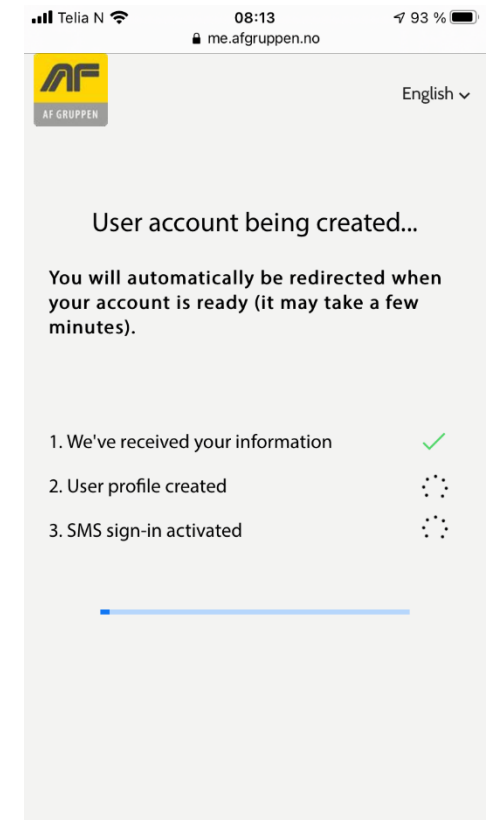
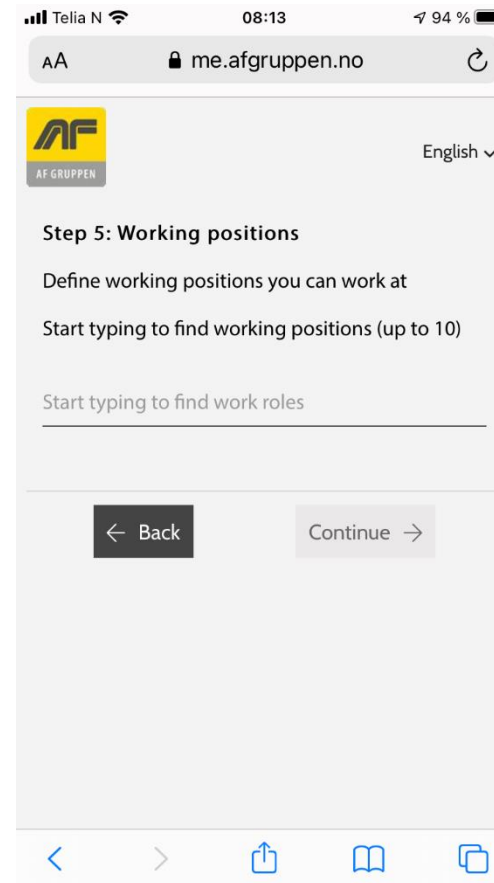
Enter the project you are working on, and the business unit associated with the project. Press «Next step»



Step 8

Enter your work role(s) and press «Continue»

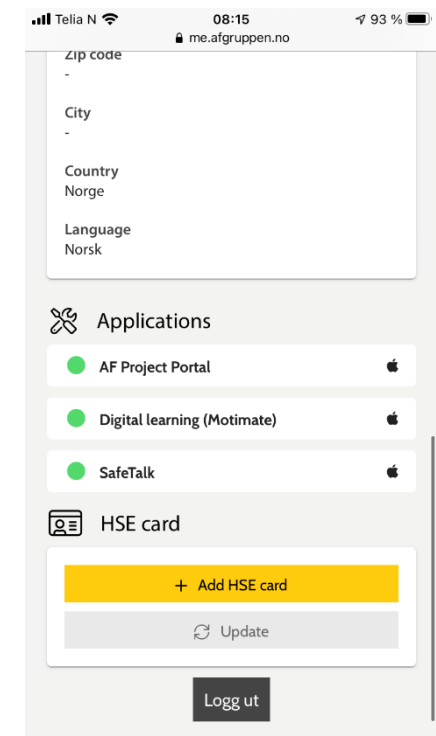
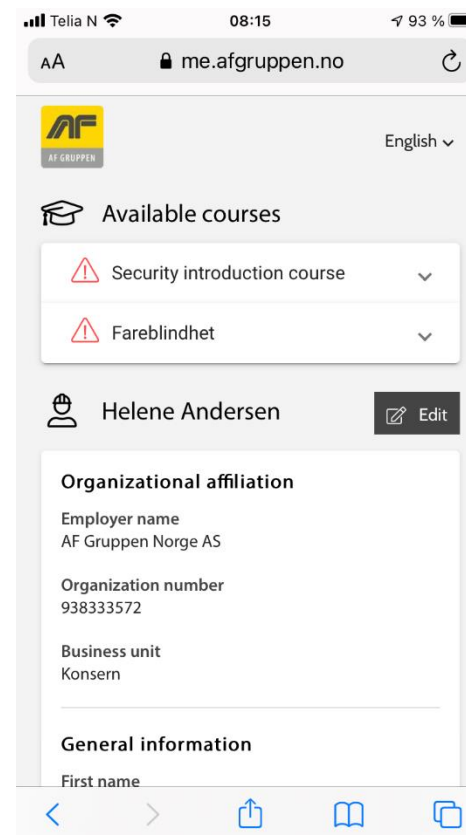
Wait a few minutes while your user is created. You have now registered a user!



Step 9

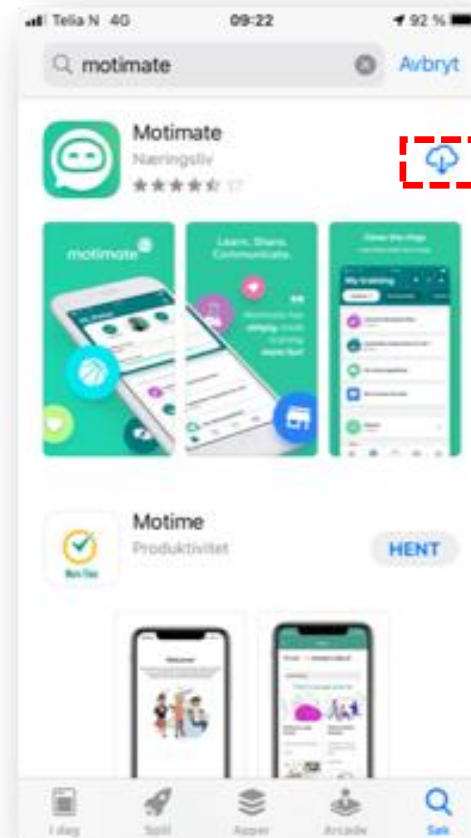
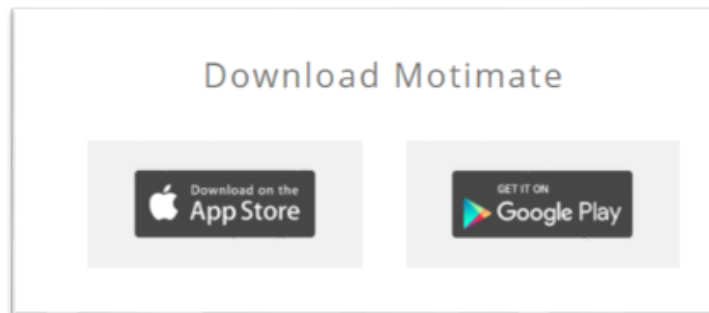
You will access your page once your user is created. Press Security introduction course to directly start the training. You can also scroll down and press Digital learning (Motimate) to access Motimate. However, we recommend that you download and log on to the Motimate app to get started with your training.

Follow the steps below to download and access the Motimate app.



Step 10

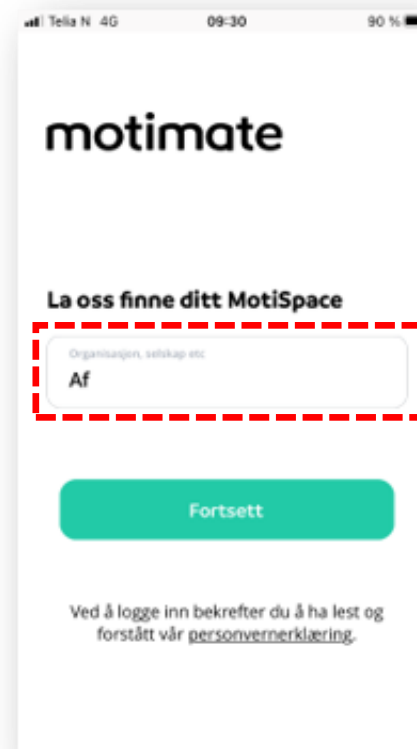
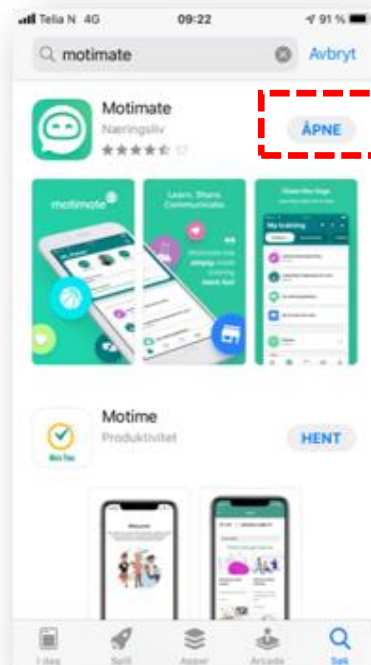
Download «Motimate»-app from App Store or Google Play.



Motimate on PC: <https://af.web.motimateapp.com/>

Step 11

Open the Motimate app and write "af" in Motispace. Press "Continue"

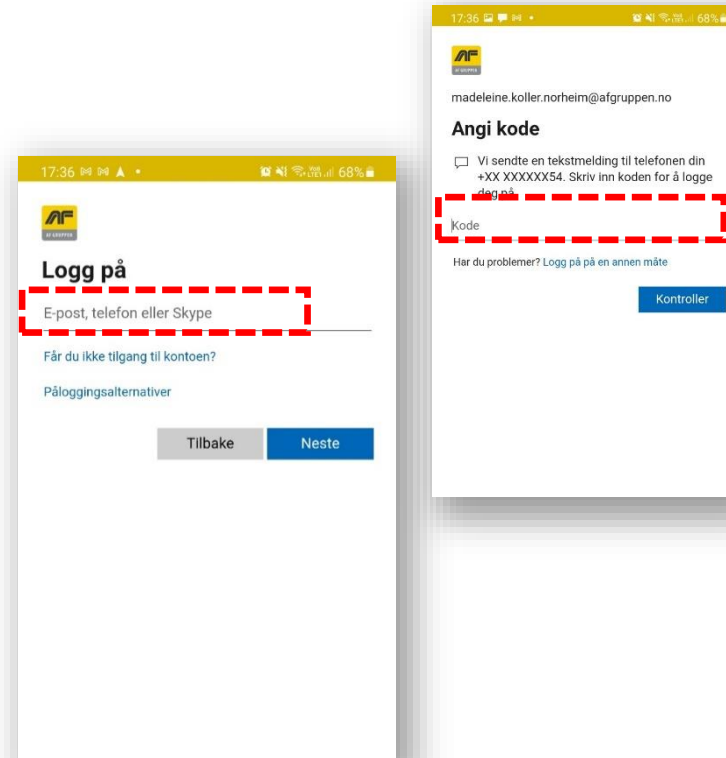


Motimate on PC: <https://af.web.motimateapp.com/>

Step 12

Log on with your phone number

You will be asked for a code. This code is sent via sms. Enter the code and press «verify»



Congratulations!
You have successfully downloaded Motimate!

To change your preferred language, go to settings and preferred language.

If you can't find the training you are looking for in the front page, go to Explore and use the search functionality.

