

Forgot password

VERZUIMCOACH QUICK GUIDE

Create a new password and set up 2FA



LOGIN SCREEN

login screen VerzuimCoach

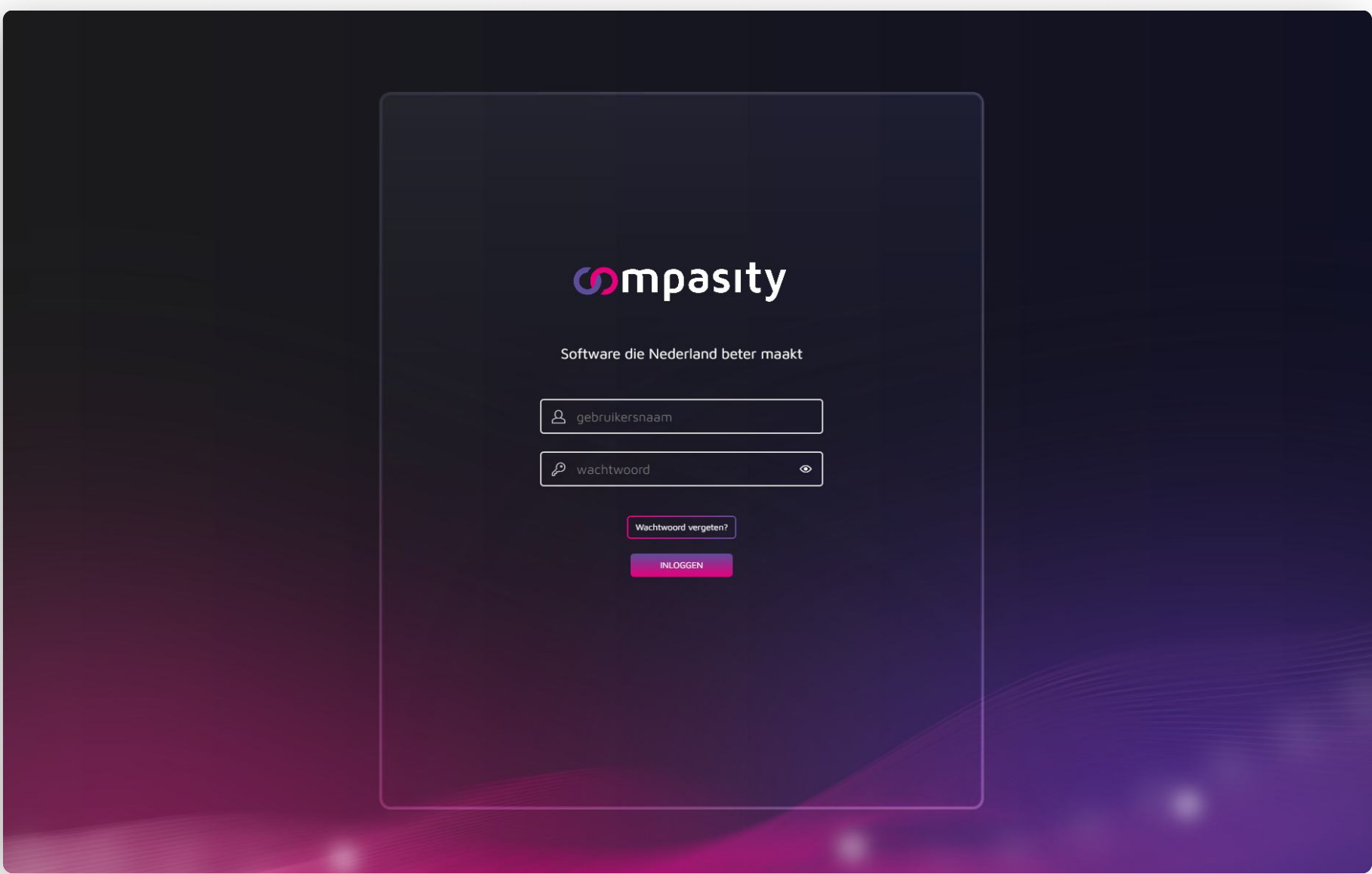


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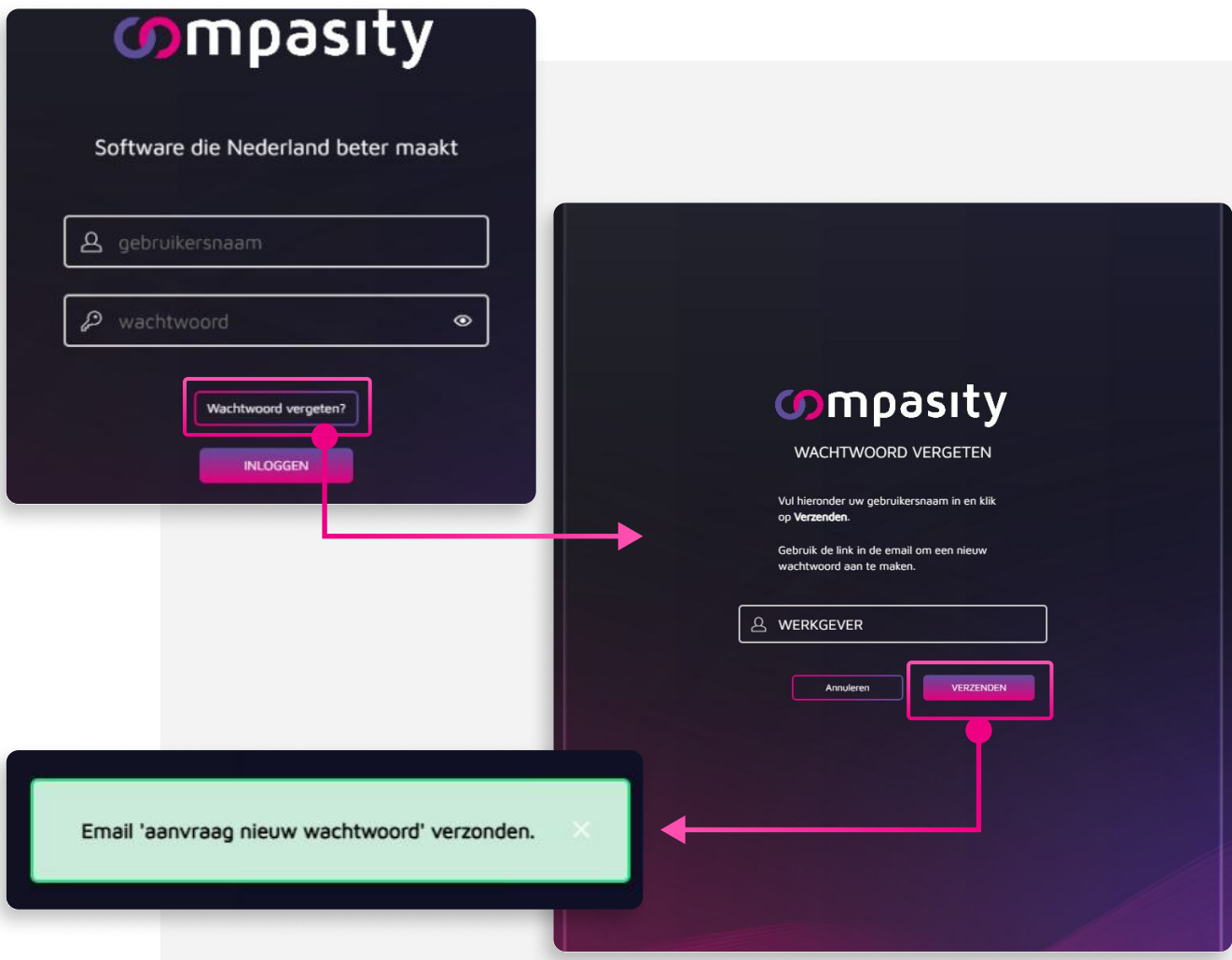
- 1

Forgot password request
- 2

Create a new password
- 3

Set up 2FA (two-factor authentication)

1 Forgot password request



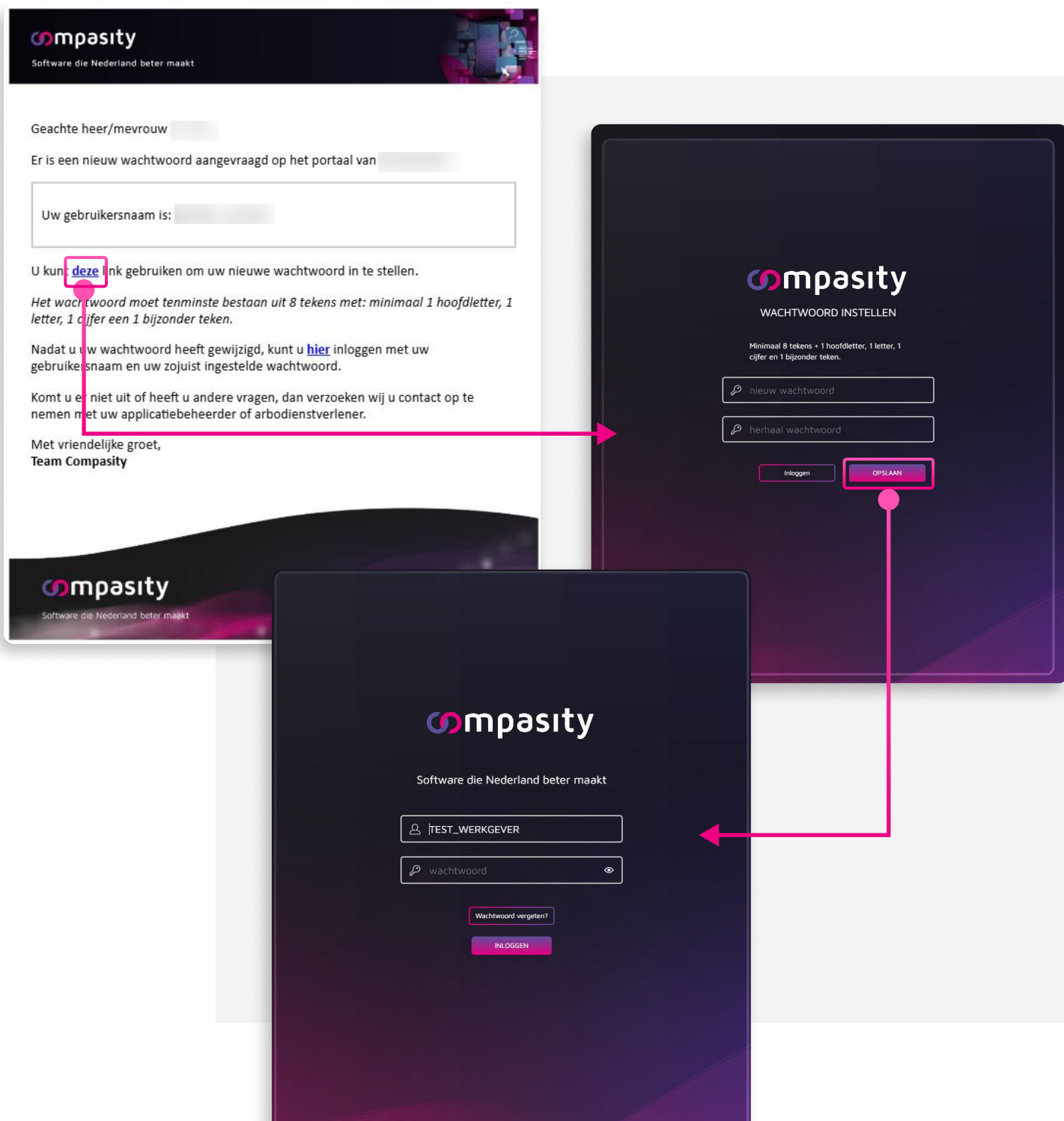
- 1

If you have forgotten your password, you can click the 'Wachtwoord vergeten?' button on the login screen.
- 2

You'll then arrive at this screen where you can enter your username. Click the "VERSTUREN" button to request a new password.
- 3

You will receive the message 'Email aanvraag nieuw wachtwoord' verzonden' (Email new password request sent).

2 Create a new password



- 1

You'll receive an email to create a new password.

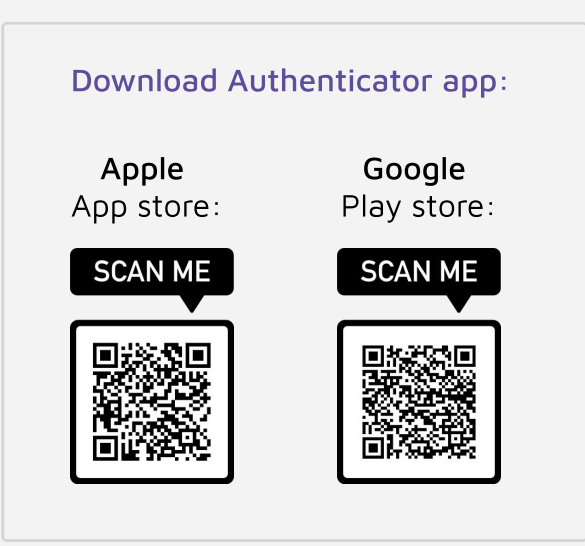
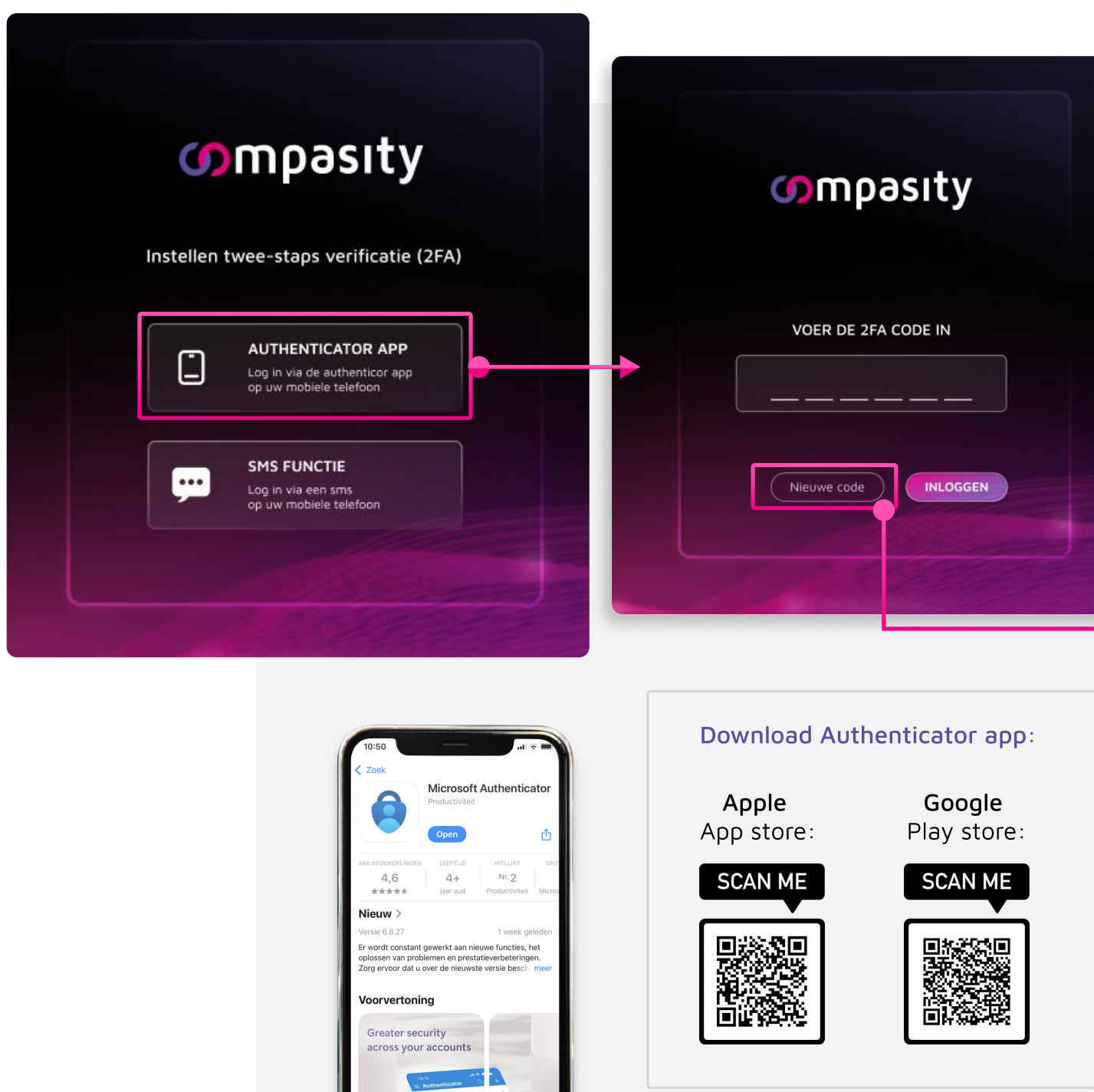
Click the link in the email; it will take you to the page where you can set your new password.
- 2

Now create a password and click the 'OPSLAAN' button.

The minimum password requirements are displayed on the screen. These can vary per organization.
- 3

You will then arrive at the login screen where you can log in with the password and username you just created.

3 Set up 2FA (two-factor authentication)



- 1

After logging in again, you will arrive at the screen where you can set up 2FA (two-step verification).
- 2

Choose the option "AUTHENTICATOR APP".
- 3

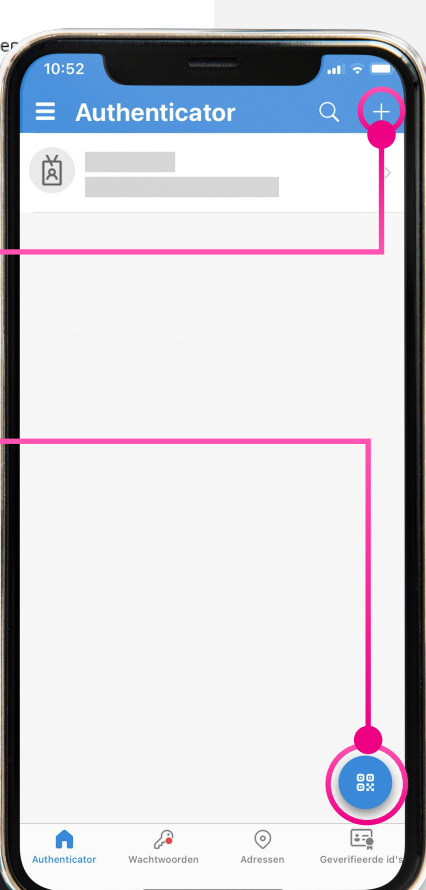
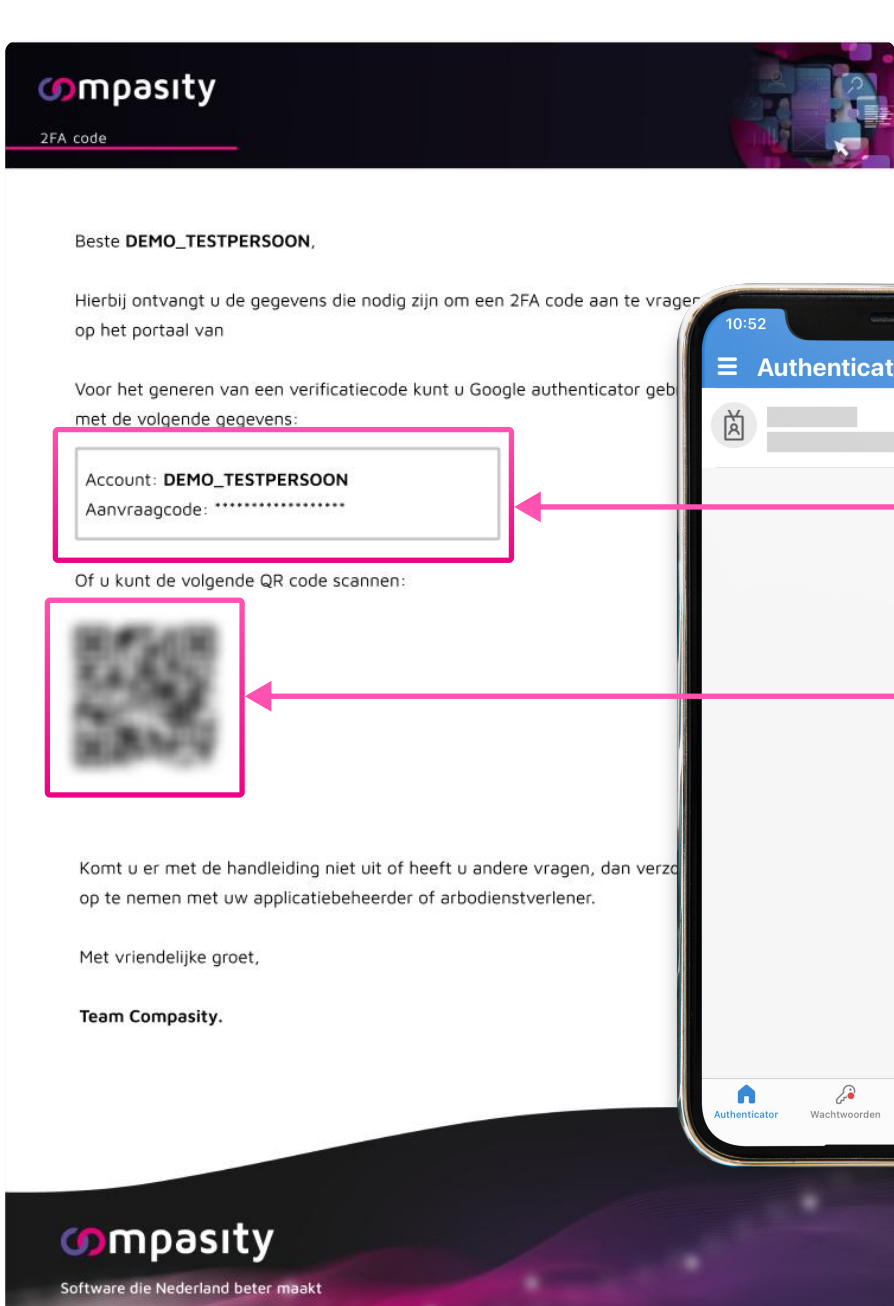
When you log in for the first time, you'll automatically receive an email with your account name and a request code for the installation of the Authenticator app.

Didn't receive an email? Check your spam folder.

Still no email? Click "Nieuwe code" to request a new one.

To proceed, you must now install the Authenticator app on your phone.

If you already use this app, you can skip this step.



- 4

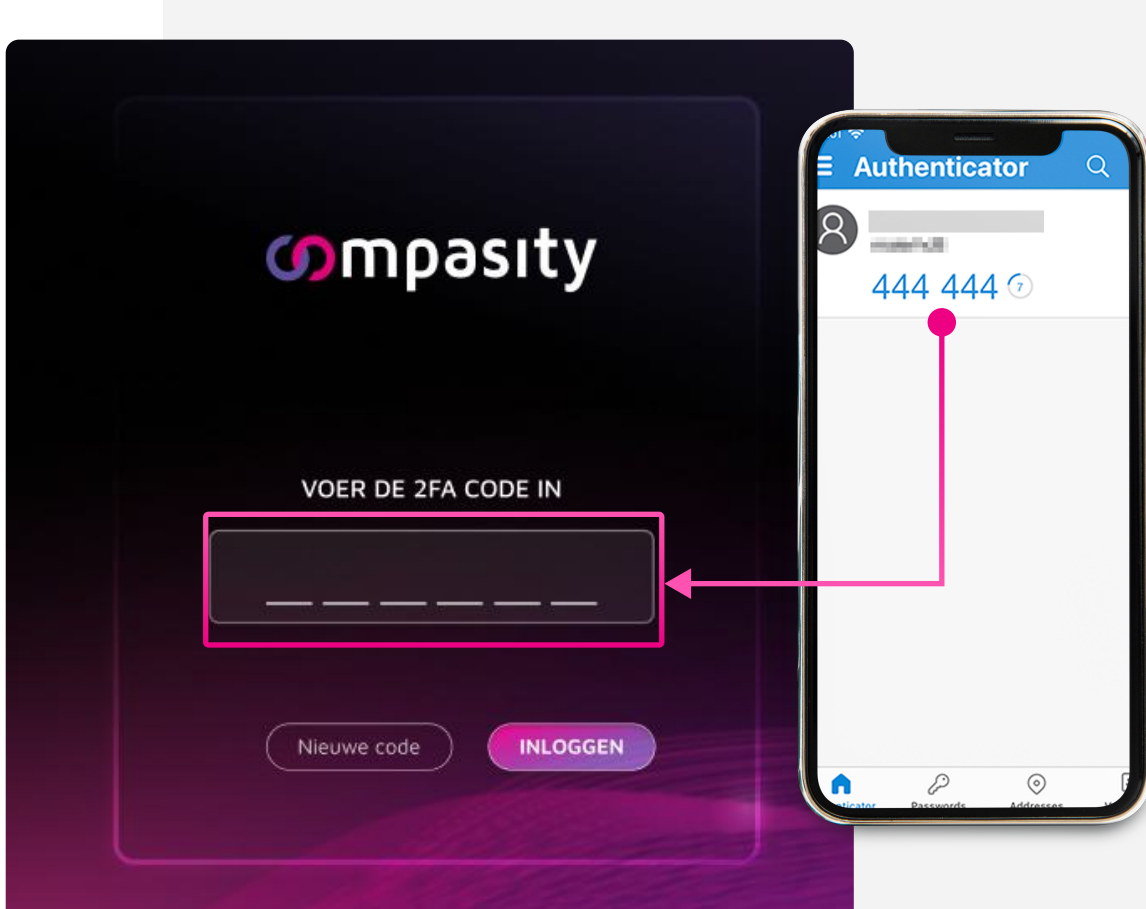
In the app, you can choose to manually add the account using your account name and the request code from the email.

Even easier is to scan the QR code in the email with the "QR-code scannen" option in the app.

If the QR code is not visible in the email, this may be due to your email account settings.

Sometimes a yellow bar appears at the top with the text: 'Geblokkeerde inhoud weergeven'. Click this to make the code visible.

Didn't receive the email? Check your junk/spam folder as well.



- 5

Once you've set up the account in the "AUTHENTICATOR APP", the app will generate a verification code that you can enter on the login screen. Then click "INLOGGEN".

You are now successfully logged into Verzuimcoach.

Next time you log in, you can press the "AUTHENTICATOR APP" option again. Then use the "Nieuwe code" button to generate a verification code through the app and enter it here.

The app will generate a new code within a certain timeframe. You may find that you can no longer use a code because the timer has been reset.

Simply click "Nieuwe code" on the login screen again to receive a new verification code e-mail.