

AFAS INSITE MANUAL FOR TEMPORARY WORKERS

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1. What are Afas InSite and the Afas Pocket app?

Afas is the human resources information system used by thyssenkrupp Materials Nederland.

Afas InSite is the employee module where employees can view their own data, provide information to the HR department and read company news.

A concise version of Afas InSite is available for temporary workers so you too have access to all the news items.

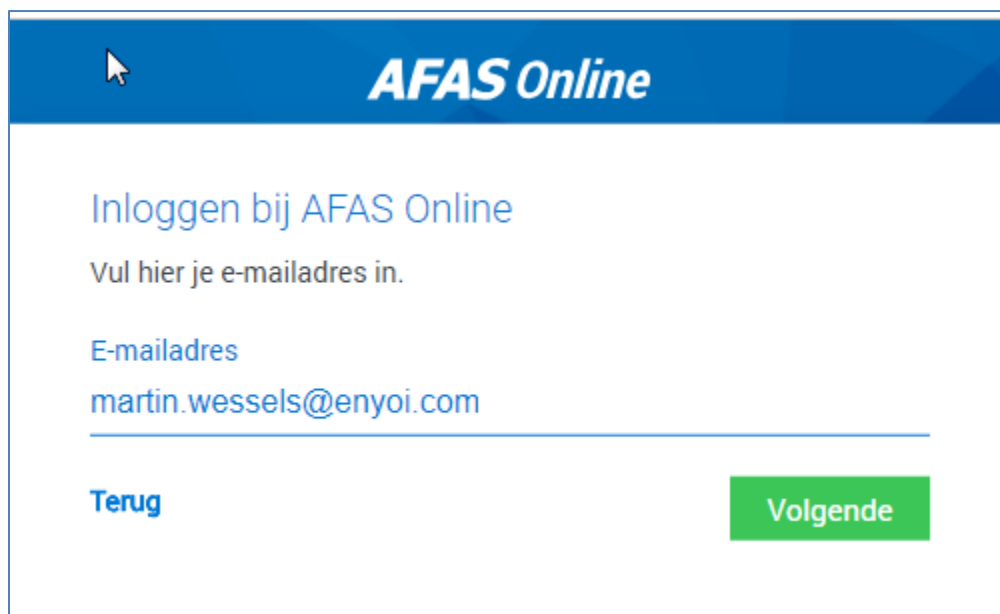
Afas Pocket is an app from Afas InSite where you can read your news items on your phone or tablet.

2. Access to Afas InSite and Afas Pocket app

2.1 Create Afas InSite account

If you are logging in for the first time, you need to create an account.

Go to the website www.afasonline.nl (you can do this anywhere you have internet access)



Enter your personal email address.

Click on Volgende.

You will see a message that you have not yet registered. Click on Aan de slag!



The screenshot shows the AFAS Online registration page. At the top is a blue header with the text "AFAS Online". Below the header, the text reads: "Hoi! Welkom op AFAS Online! Je bent zo te zien nog niet aangemeld voor de nieuwe inlogmethode met twee-factor-authenticatie. **Geen probleem!** Met een paar snelle stappen is dit zo geregeld!". At the bottom left is a blue link "Terug", and at the bottom right is a green button labeled "Aan de slag!". A mouse cursor is hovering over the word "Welkom".



The screenshot shows the AFAS Online email verification page. At the top is a blue header with the text "AFAS Online". Below the header, the text reads: "Aanmelden stap 1 van 6 - E-mailadres bevestigen". A progress bar is shown below this text. The main heading is "E-mailadres bevestigen". The text continues: "Om te bepalen of jij toegang hebt tot het e-mailadres, hebben we een e-mail met bevestigingscode verzonden naar **`martin.wessels@enyo.com`**. Vul de bevestigingscode hieronder in." Below this is a label "Bevestigingscode" and the code "360500" is entered in the input field. At the bottom left is a blue link "Terug", and at the bottom right is a green button labeled "Volgende". A blue link "Verstuur e-mail opnieuw" is located to the right of the input field. A mouse cursor is hovering over the "Volgende" button.

You will receive an email message with a code at the email address you just entered. Enter the code and click on Volgende.

Did you not receive a code? Please check your spam folder to see if the code has been received with unwanted email.

AFAS Online

Aanmelden stap 2 van 6 - Naam en wachtwoord

Naam en wachtwoord

Vul hier je naam in en bedenk een lang wachtwoord!

Naam

Martin Westels

Wachtwoord

.....

✓ Minimaal 12 tekens (nu nog 0)

Terug

Volgende

Choose a strong password and enter it.

Your password must be at least 12 characters long, must not have been used before and must not contain part of your email address.

Click on Volgende.

AFAS Online

Aanmelden stap 3 van 6 - Telefoonnummer

Telefoonnummer

Goedemiddag **Martin Wessels!** Vul hier je telefoonnummer in. Dit nummer gebruiken we voor accountbeveiliging en -herstel. Het nummer moet geschikt zijn voor het ontvangen van SMS.

 ▼

0612345678



Terug

Volgende

Enter your telephone number if it does not appear automatically.

If you enter a telephone number manually, this will not be saved with your personal data in Afas.

Click on Volgende.



AFAS Online

Aanmelden stap 4 van 6 - Telefoonnummer bevestigen

Telefoonnummer bevestigen

Vul hier de bevestigingscode in die met SMS verzonden is naar
+31612345678

Bevestigingscode

818247

[Verstuur SMS opnieuw](#)

[Terug](#) [Volgende](#)

Confirm the code you receive on your phone.

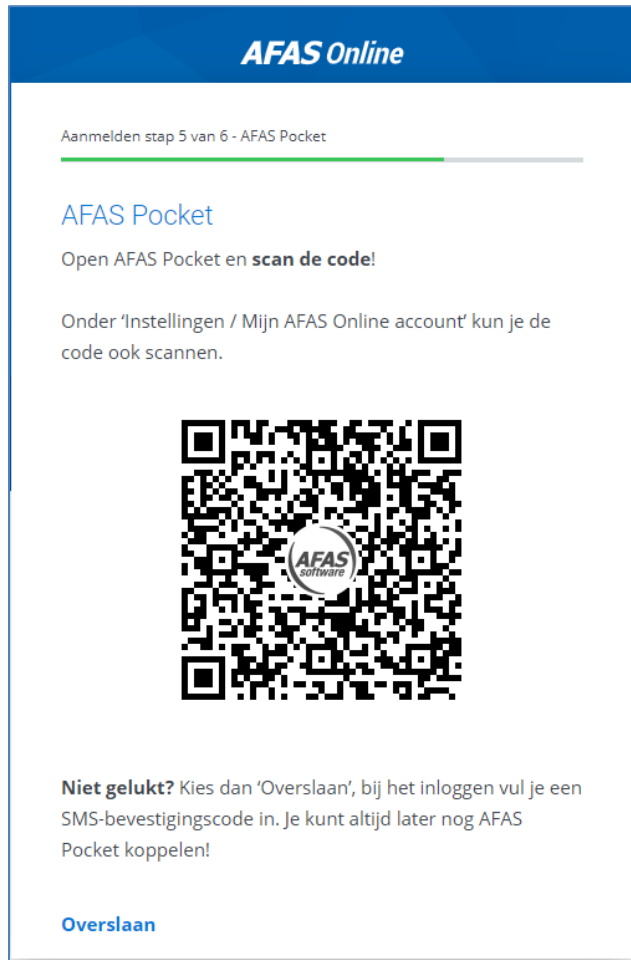
And click on Volgende.

2.2 Afas Pocket

Now you will get the option to install and connect Afas Pocket.



Download and install the Afas Pocket app, available in the App Store or Google Play Store. Click on Ik heb een QR-code. Give permission to use the camera and scan the QR-code to link your Afas account to your Pocket app.



Click on Ja to link directly.

Aanmelden stap 5 van 6 - AFAS Pocket

AFAS Pocket

Door AFAS Pocket te gebruiken, hoef je als twee-factorauthenticatie geen bevestigingscode in te vullen bij het inloggen op AFAS Online. Gebruik je geen AFAS Pocket, dan vul je bij het inloggen een SMS bevestigingscode in.



Heb je AFAS Pocket op je telefoon geïnstalleerd?

[Ja](#) [Nee](#)

You will receive a message that your registration was successful and you can log in.

AFAS Online

Aanmelden stap 6 van 6 - AFAS Pocket

Gelukt!

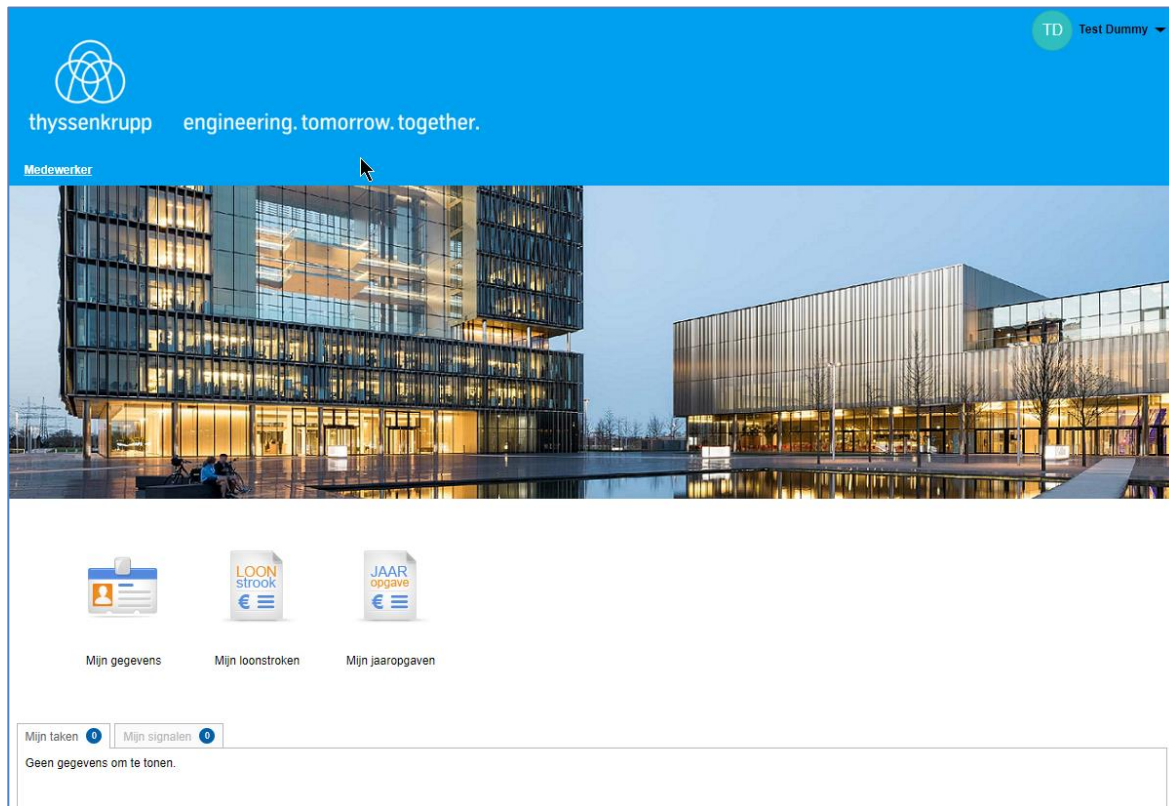
Je nieuwe AFAS Online account is gekoppeld aan AFAS Pocket! Dit was de laatste stap, je bent nu helemaal klaar om veilig in te loggen op AFAS Online.

[Inloggen](#)

2.3 Logging in

Go to the website <https://45349.afasinsite.nl>

Enter your email address and password and click on Inloggen. Enter the code you receive on your phone and you will see this screen:



If you are logged in, you will see your name at the top right. Never forget to log out. To do this, click on your name and select Uitloggen.



2.4 Changing login details

You can change your password and phone number on afasonline.nl.

Go to Instellingen

You can change your name and telephone number under account details by clicking on Wijzigen (note that this only changes your name and telephone number in the Portal for logging in, not in Afas InSite).

Apps **Instellingen**

Instellingen

Accountgegevens

AFAS Pocket

Voorkeuren

Accountgegevens

Naam John Richards [wijzigen](#)

E-mailadres peter.vanstaveren@afas.nl

Telefoonnr. +31622606759 [wijzigen](#)

Wachtwoord wijzigen

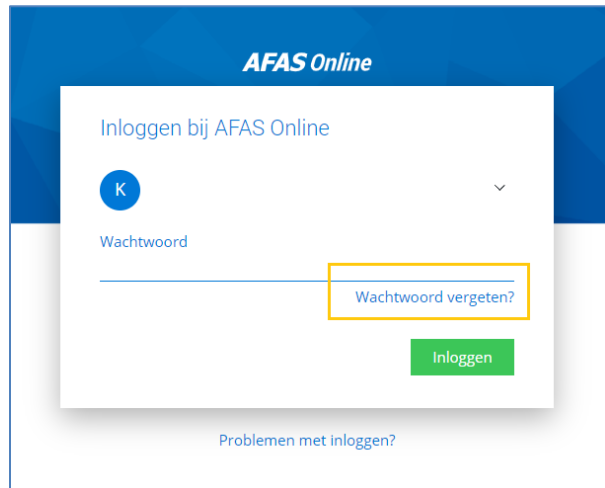
You cannot change your email address here; this must be done in Afas InSite.

If you have entered a new email address, you must go through the steps again at www.afasonline.com, see section 1.1.

If you want to change your email address or other personal data, you can do this when you are logged in to Afas InSite, see chapter 5.

2.5 Forgotten password

Go to www.afasonline.com and click on Wachtwoord vergeten.

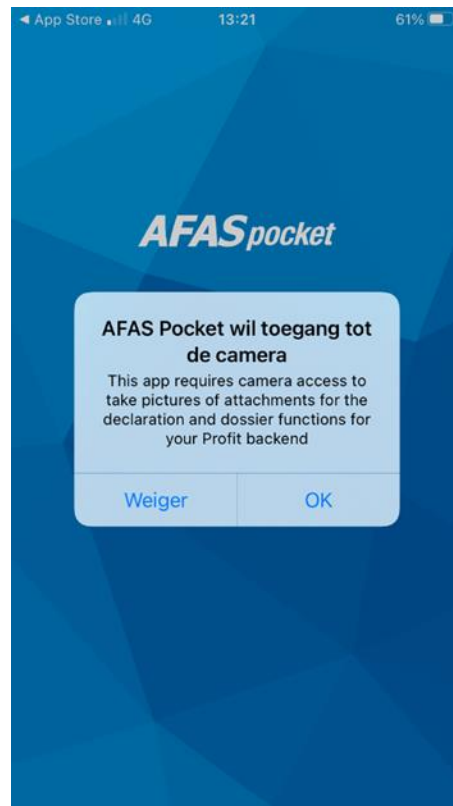


2.6 Afas Pocket app on a new phone

If you are going to install the Afas Pocket app on a new / second phone, then walk through the following steps.



Download and install the Afas Pocket app, available in the App Store or Google Play Store. Open the app.



Click on Anders aanmelden.



Aanmelden

[Ik heb een QR-code](#)

[Help! Het lukt niet..](#)

Give permission to your camera and scan the QR-code to link your Afas account to your Pocket app.

Enter your personal email address.

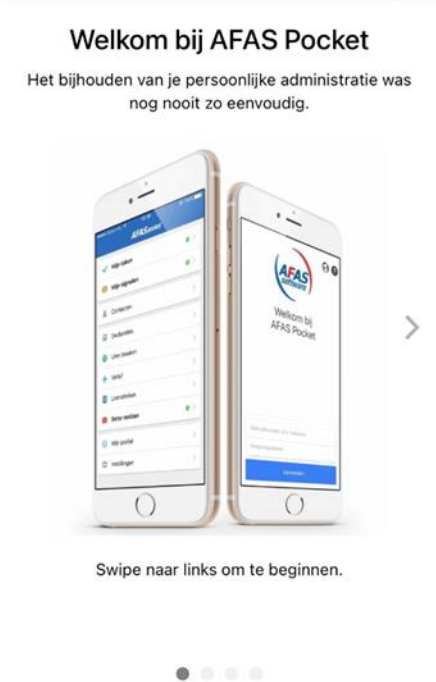
Enter the next code at Omgevingssleutel: HB7WZW

Click on Aanmelden

Open your email for the activation code?

Did you not receive a code? Please check your spam mailbox to see if you received the code by unwanted emails and ask the HR department which email address you should use to log in.

Enter the activation code and create a new pin code (4 digits).

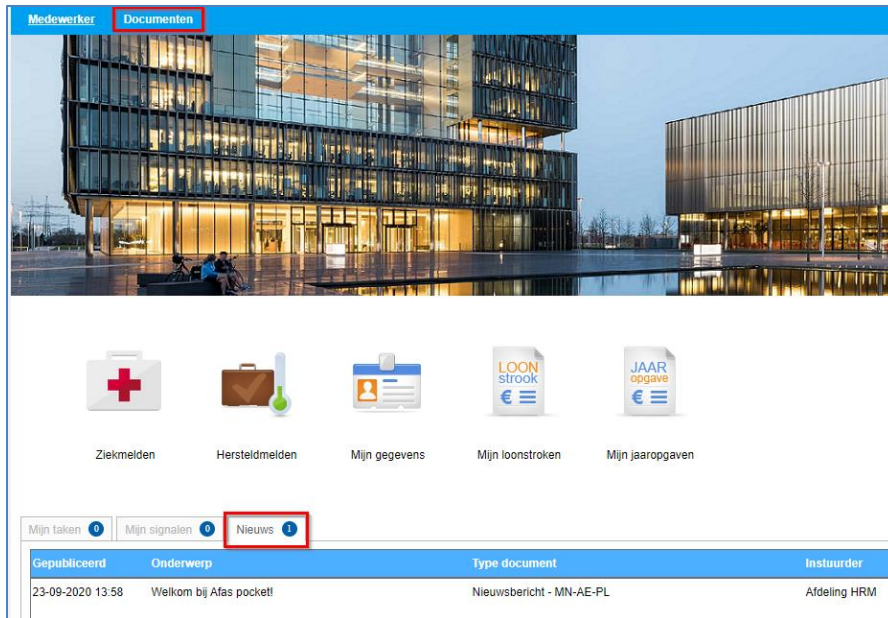


Swipe to the left until the last page and click on Klaar.

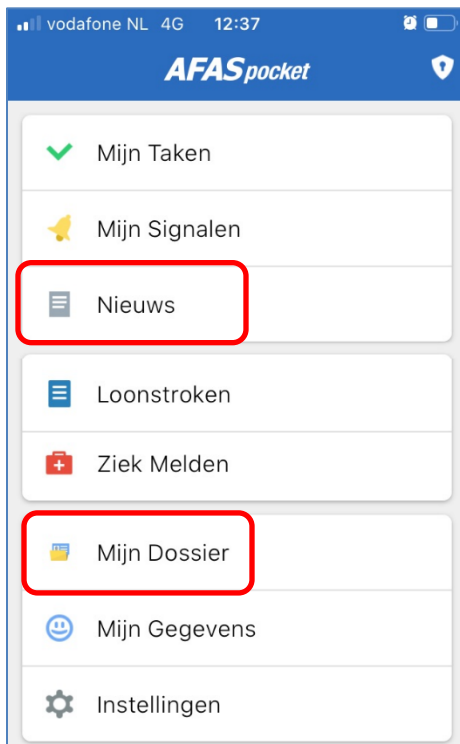
3. News items

You can see and read all the news items here.

New messages are received in the Nieuws tab. Once they have been read, messages can be found in Documenten. A notification will be sent to the email address you use to log in when a news item is ready for you.



In the Afas Pocket app, it looks like this:



Finally, if you have any questions, feel free to ask the HR department.

Preferably by email.

The general email address of the HR department is **hr.mx.nl@thyssenkrupp-materials.com**