Signing up at MyWISAG – the new employee app

Content

1 Signing up with a WISAG smartphone or a private device that has Citrix Secure Hub installed on it
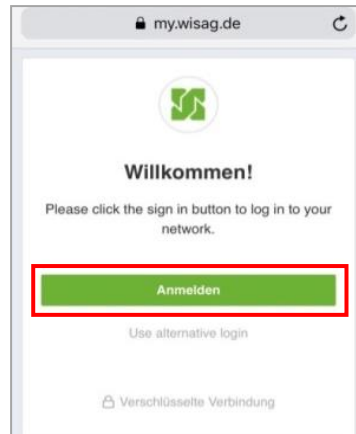
Step 1:

If you have previously used the test version of MyWISAG, this app will be automatically removed from your WISAG smartphone or private device by Citrix Secure Hub.

The following pop-up window will appear automatically for WISAG's own version of the app. Click on "Installieren" (install) to download MyWISAG.

Step 2:

Open the app and click on "Anmelden" (login).
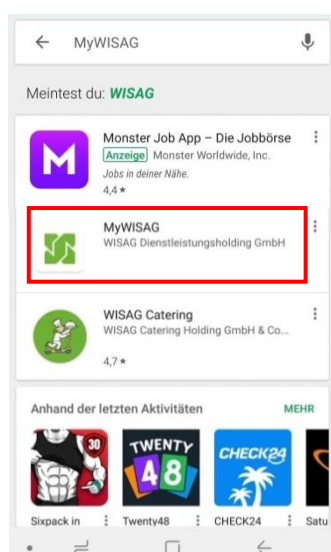

Step 3:

The Citrix login window will appear. Enter the <u>username</u> and <u>password</u> you also use to log into the WISAG network on your PC/laptop. You can then use MyWISAG.

2 Registering with a private Android smartphone without Citrix Secure Hub

Step 1:

If you still have the previous version of the app on your smartphone, please start by deleting it. Then open the Google Play Store on your smartphone and enter "MyWISAG" into the search field. Alternatively, you can scan the following QR code with any QR code reader:
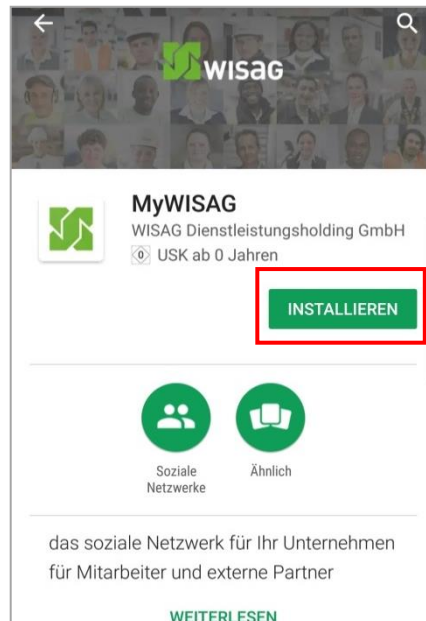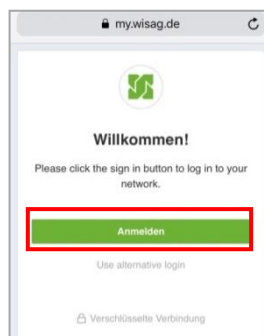

or

Step 2:

Click on "Installieren" (install) and download the app.

Step 3:

Open the app and click on "Anmelden" (login) within the login window.

Step 4:

You will now be redirected to the WISAG sign-up page (WISAG Identity Website: https://login.identity.wisag.de).

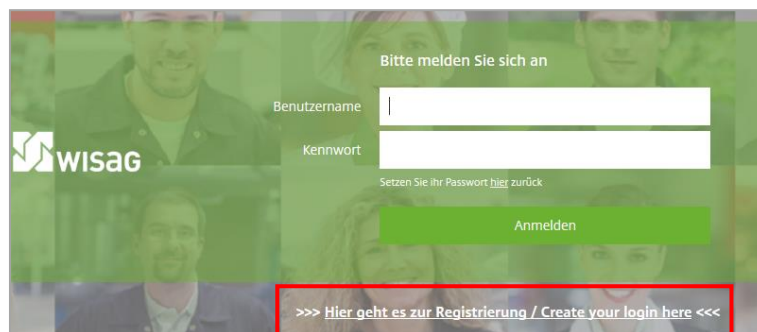**Now choose one of the following two cases:**

Case a): You have Citrix login details? (NB: You have Citrix login details if you have a WISAG email address.)

Enter the username and password you also use to log into the WISAG network on your PC/laptop. You can then use MyWISAG.

Please note: The following steps are only relevant to employees without Citrix login details.

Case b): You **don't** have Citrix login details? In this case, you can identify yourself as a WISAG employee and create login details on the WISAG Identity Website. To do so, click on **"Create your login here"** and follow the steps shown.

Step 5:

To activate your employee account, click on "Account aktivieren" (activate account). Then enter your surname, your first name and your 12- or 13-digit staff number. You will find this in the bottom left-hand corner of your payslip. Then click on "Daten prüfen" (check details).

Step 6:

In the next step, please enter your email address and/or mobile phone number (NB: serves as verification of your account and is subsequently your username for the app login). At least one of these two fields must be completed. Choose a password too, then click on "Absenden" (send).
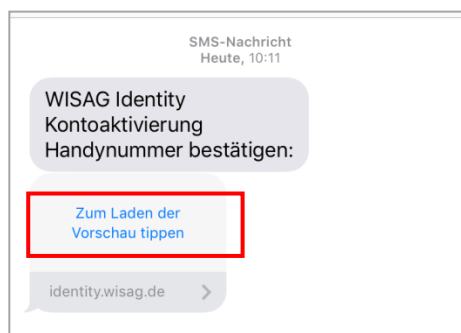

Step 7:

Depending on the option you chose, you will then receive a text message and/or an email to the mobile number/email address you provided. Click on the link in the message to confirm your mobile phone number and/or email address.

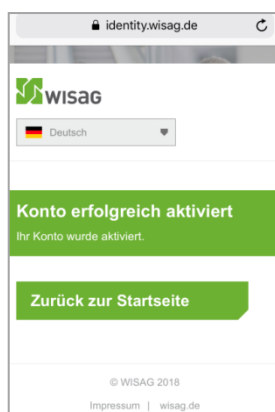**Example of an email:**

Example of a text message:

oder

Step 8:

You will then be redirected to the activation page. Your registration is now complete and your account is activated.

Step 9:

Now open the previously installed app and click on "Anmelden" (login) within the login window.
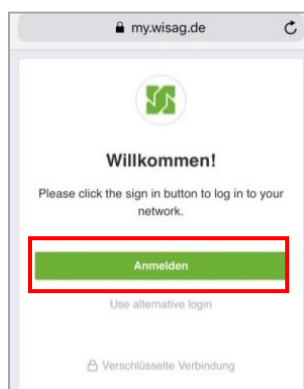
10. Schritt:

To log in, enter your <u>username</u> (= either the mobile phone number or email address you provided or your staff number) and the password you chose. Then click on "Anmelden" (login). You are now logged into MyWISAG and can use the app.

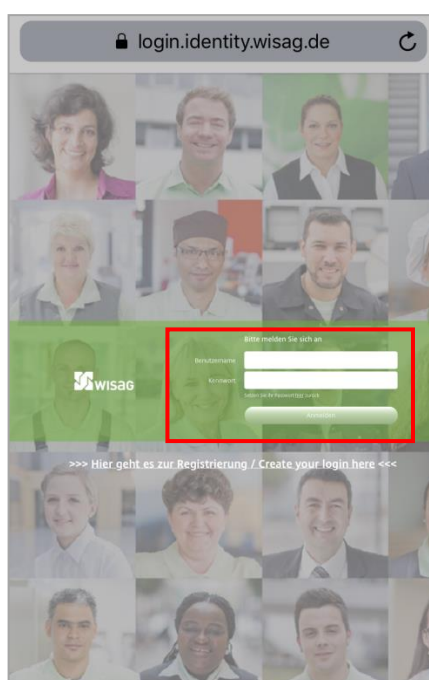# 3   Signing up with a private Apple smartphone (iOS/iPhone) without Citrix Secure Hub

Step 1:

If you still have the previous version of the app on your smartphone, please start by deleting it. Then use your smartphone's browser to visit the website https://my.wisag.de or use your phone's camera to scan the following QR code:

Step 2:

On the screen that appears, click on "Anmelden" (login):
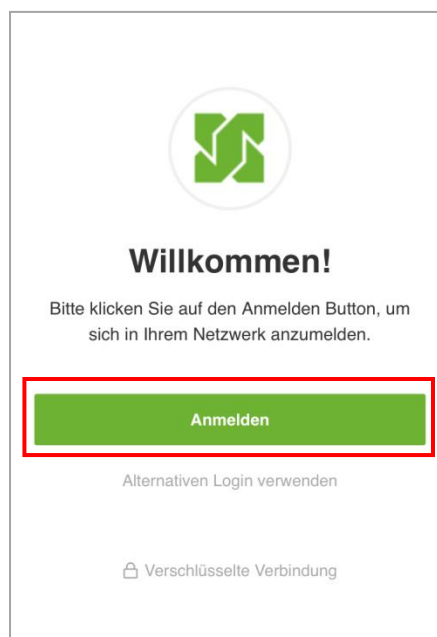
Step 3:

You will now be redirected to the WISAG registration screen (https://login.identity.wisag.de).

Now choose one of the following two cases:

Case a): You have Citrix login details? (NB: You have Citrix login details if you have a WISAG email address.)

Enter the username and password you also use to log into the WISAG network on your PC/laptop.

Bitte melden Sie sich an

| Benutzername | | mMustermann |
| Kennwort | | *Ihr individuelles Kennwort* |

Setzen Sie ihr Passwort hier zurück

Anmelden

>>> Hier geht es zur Registrierung / Create your login here <<<

> **Please note:** Now continue with Step 9 (Steps 4 to 8 are only relevant to employees with no Citrix login details).

Case b): You **don't** have Citrix login details? In this case, you can identify yourself as a WISAG employee and create login details on the WISAG Identity Website. To do so, click on **"Create your login here"** and follow the steps shown.

Bitte melden Sie sich an

Benutzername

Kennwort

Setzen Sie ihr Passwort hier zurück

Anmelden

>>> Hier geht es zur Registrierung / Create your login here <<<

Step 4:

To activate your account, enter your surname, your first name and your 12- or 13-digit staff number. You will find this in the bottom left-hand corner of your payslip. Then click on "Daten prüfen" (check details).

Step 5:

In the next step, please enter your email address and/or mobile phone number (<u>NB</u>: serves as verification of your account and is subsequently your <u>username</u> for the app login). At least one of these two fields must be completed. Choose a password too, then click on "Absenden" (send).
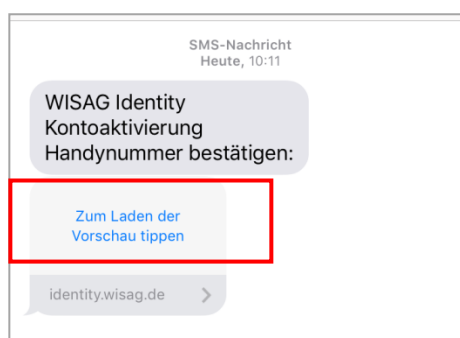
Step 6:

Depending on the option you chose, you will then receive a text message and/or an email to the mobile number/email address you provided. Click on the link in the message to confirm your mobile phone number and/or email address.

Example of an email:

Von: do.not.reply@wisag.de   Details

WISAG Identity
Kontoaktivierung
26. Juni 2018 um 10:11

Hallo Sina Kratzer,

um Ihr WISAG Identity Konto zu bestätigen klicken Sie bitte auf folgenden Link:

https://identity.wisag.de/de/validate?token=c0fea386582532b1cb9c23919150b8ea

Bitte beachten Sie, dass dieser Link nur 24 Stunden gültig ist.

oder

Example of a text message:

SMS-Nachricht
Heute, 10:11

WISAG Identity
Kontoaktivierung
Handynummer bestätigen:

Zum Laden der
Vorschau tippen

identity.wisag.de   >

Step 7:

You will then be redirected to the activation page. Your sign-up is now complete and your account is activated. Click on "Zurück zur Startseite" (back to homepage) to log into MyWISAG using your newly generated user data.

🔒 identity.wisag.de   ↻

WISAG

🇩🇪 Deutsch   ▼

Konto erfolgreich aktiviert
Ihr Konto wurde aktiviert.

Zurück zur Startseite

© WISAG 2018
Impressum | wisag.de

Step 8:

To log in, enter your username (= either the mobile phone number or email address you provided or your staff number) and the password you chose. Then click on "Anmelden" (login).
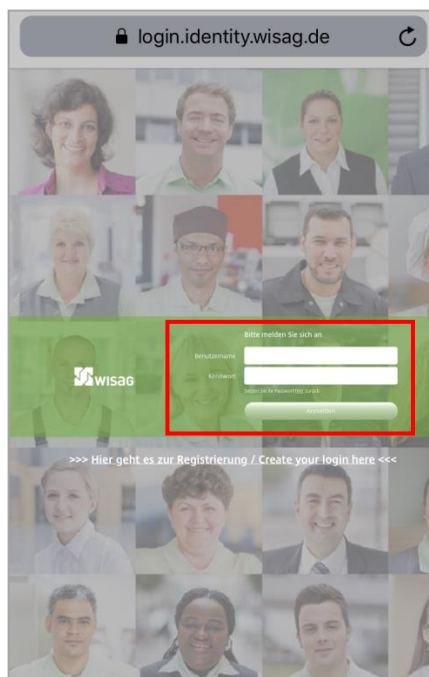

**Next step for employees with Citrix login details**

Step 9:

You will now be redirected to the homepage of the desktop version of MyWISAG. A pop-up window will appear for you to download the app. First click on "Zum AppStore gehen" (go to AppStore), then on "Öffnen" (open).

Should the pop-up window fail to appear automatically, open the menu and click on "Unsere App herunterladen" (download our app).
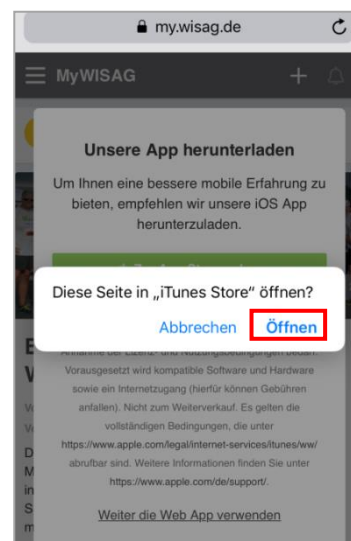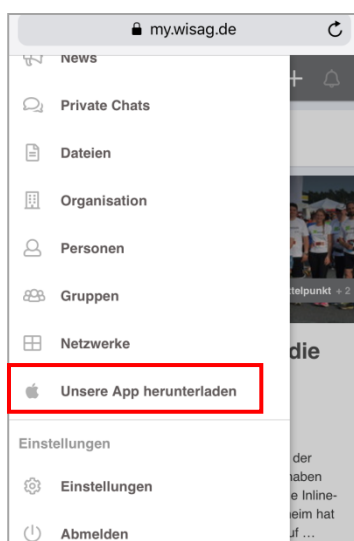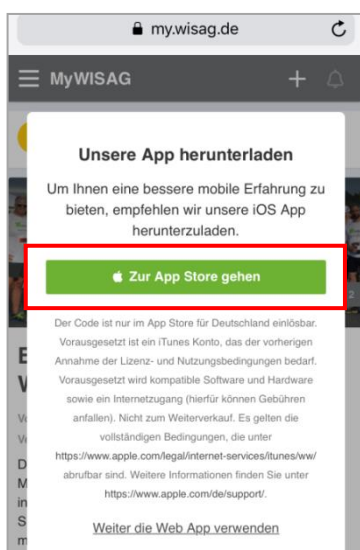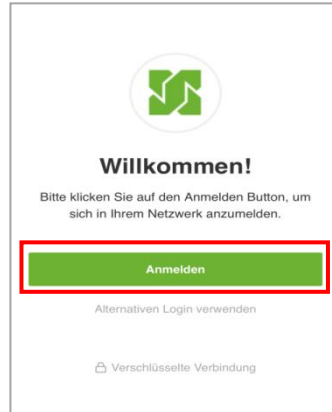
Step 10:

In the next step, click on "Einlösen" (redeem). The app will then be installed.
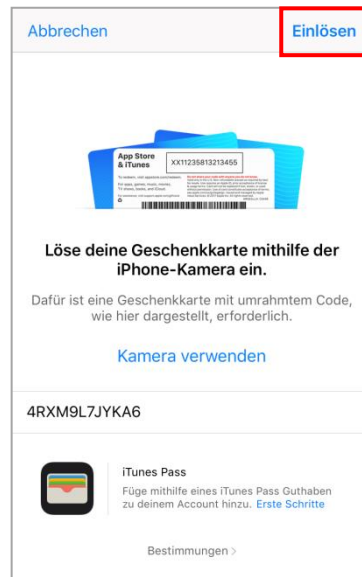
Step 11:

Now open the installed app and click on "Anmelden" (login) within the login window.
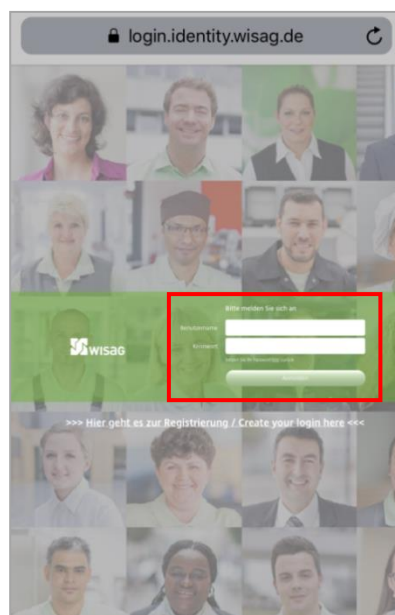

Step 12:

Now choose one of the following <u>two</u> cases again:

Case a): You have Citrix login details? (NB: You have Citrix login details if you have a WISAG email address.) Enter the <u>username</u> and <u>password</u> you also use to log into the WISAG network on your PC/laptop.

Case b): You **don't** have Citrix login details? To log in, enter your <u>username</u> (= either the mobile phone number or email address you provided or your staff number) and the <u>password</u> you chose. Then click on "Anmelden" (login). You are now logged in to MyWISAG and can use the app.

4 Signing up to use the desktop version on a PC/ laptop

Step 1:

In the browser on your PC/laptop, open the website https://my.wisag.de. Click on "Anmelden" (login).
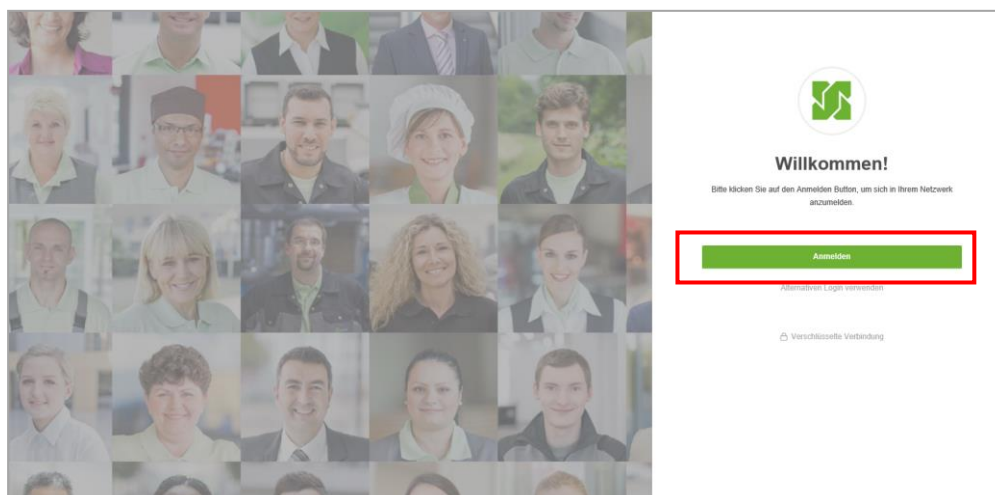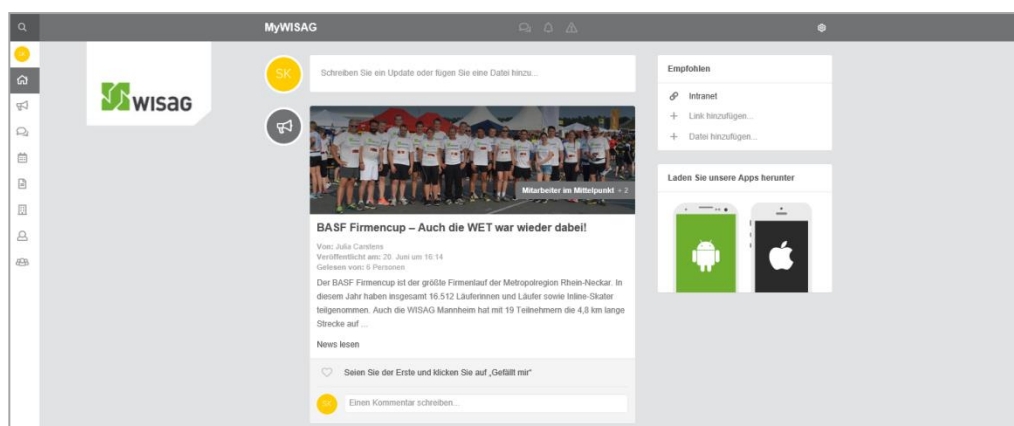

Step 2:

**Now choose one of the following <u>two</u> cases:**

Case a): You have Citrix login details? (NB: You have Citrix login details if you have a WISAG email address.)

Then click on "Anmelden" (login). If you are already logged into the WISAG network, you will automatically find yourself in MyWISAG. If you are viewing the website from outside of the WISAG network, enter your Citrix login details.
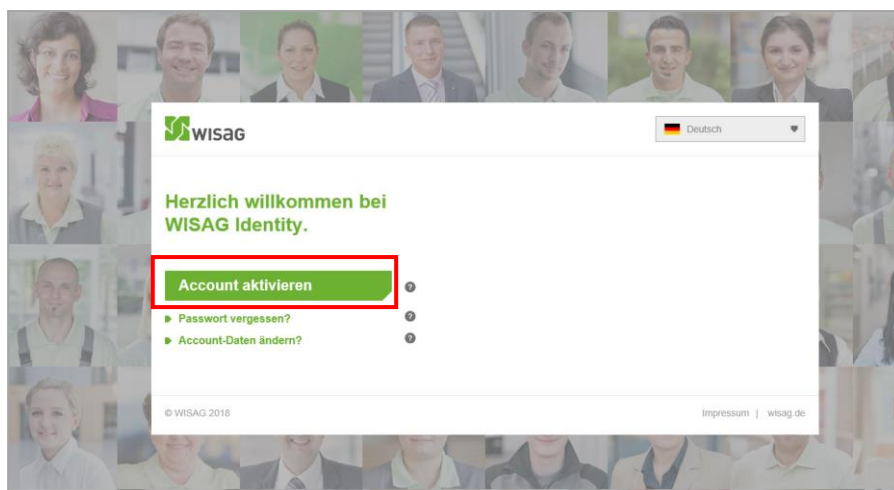
Case b): You **don't** have Citrix login details? In this case, you can identify yourself as a WISAG employee and create login details on the WISAG Identity Website. To do so, click on **"Create your login here"**.
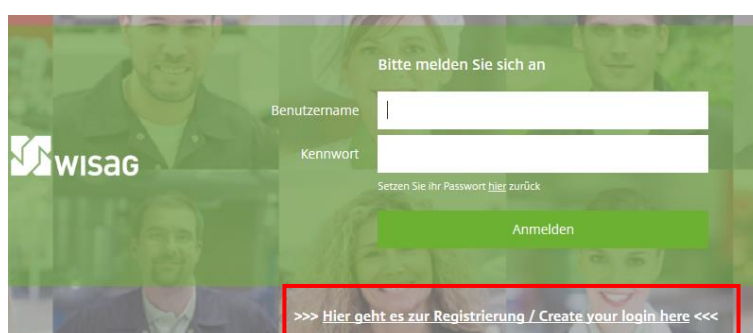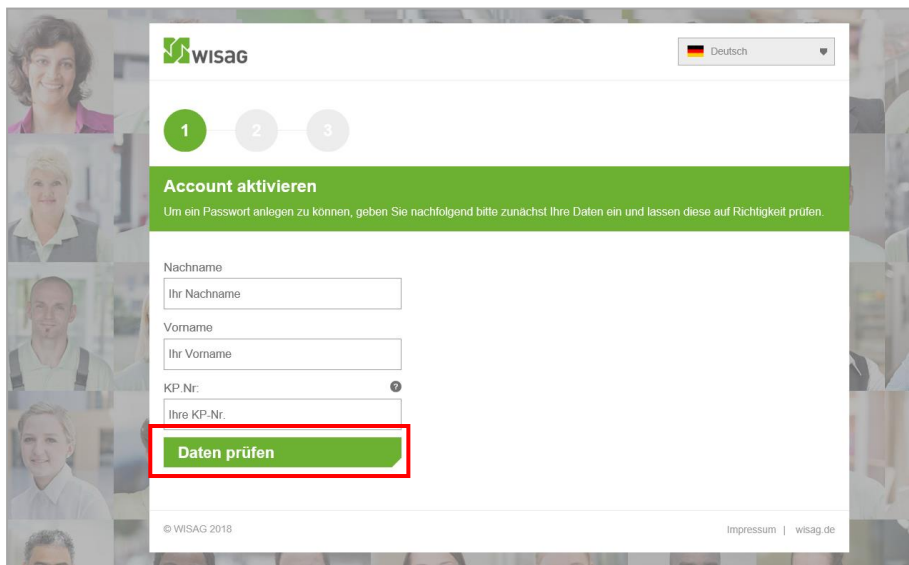

Step 3:

To activate your employee account, click on "Account aktivieren" (activate account).
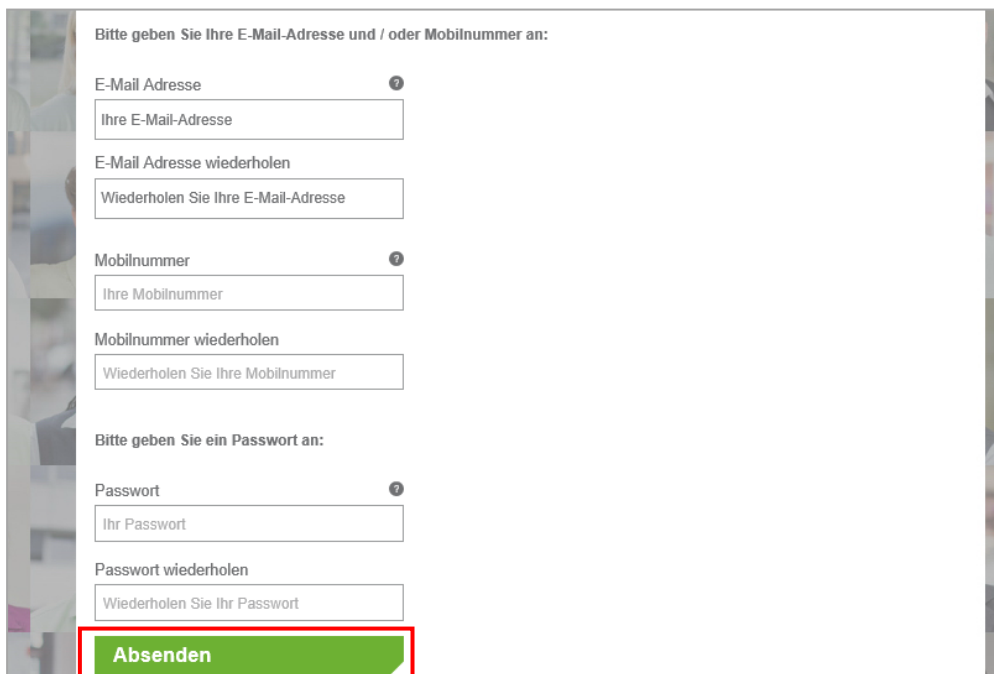

Step 4:

Then enter your surname, your first name and your 12- or 13-digit staff number. You will find this in the bottom left-hand corner of your payslip.
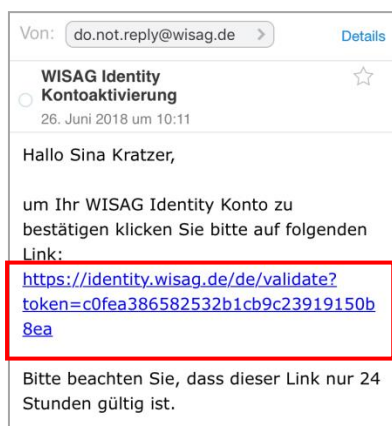
Then click on "Daten prüfen" (check details).

Step 5:

In the next step, please enter your email address and/or mobile phone number (NB: serves as verification of your account and is subsequently your username for the app login). At least one of these two fields must be completed. Choose a password too, then click on "Absenden" (send).

Step 6:

Depending on the option you chose, you will then receive a text message and/or an email to the mobile number/email address you provided. Click on the link in the message to confirm your mobile phone number and/or email address.

Example of an email:

Example of a text message:

or

Step 7:

You will then be redirected to the activation page. Your registration is now complete and your account is activated. Click on "Zurück zur Startseite" (back to homepage) to log into MyWISAG using your newly generated user data.

Step 8:

To log in, enter your <u>username</u> (= either the mobile phone number or email address you provided or your staff number) and the <u>password</u> you chose. Then click on "Anmelden" (login). You are now logged in to MyWISAG and can get started.