



Skapat av (Efternamn, Förnamn, org.) Berg, Ania-Mee, ITfab	Dokumentdatum 2013-03-08	Version 1.3
Fastställt av (person) Belin, Tomas, ITip		
Dokumenttitel How to: log on to Trafikverket using your mobile phone		

How to: log on to Trafikverket

Using your mobile phone

Version:	Cause for update:	Date of update:	Updated by:
0.1	Creating the document	2013-02-25	Ania-Mee Berg
1.0	Approved by Tomas Belin, ITip	2013-03-08	Ania-Mee Berg
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1. Requirements

To log on to Trafikverket you will need:

1. An account at Trafikverket.
2. A password to your account.
3. A one-time password (OTP). The OTP can be received in two different ways:
 - a. You have a mobile phone registered at Trafikverket to receive a text message with your one-time password (OTP).
 - b. You have a token card from Trafikverket to generate an OTP.



Please contact your Project Administrator or Data Manager if you lack one of the requirements above.

2. Support

If you need help, please contact Trafikverket IT Support.

E-mail: anvandarstodit@trafikverket.se

Tel: +46-10 125 10 10

IT Support's telephone hours are: business days, from 07:00 to 19:00, Swedish time (GMT +1).

E-mail sent after office hours will be handled the next business day.

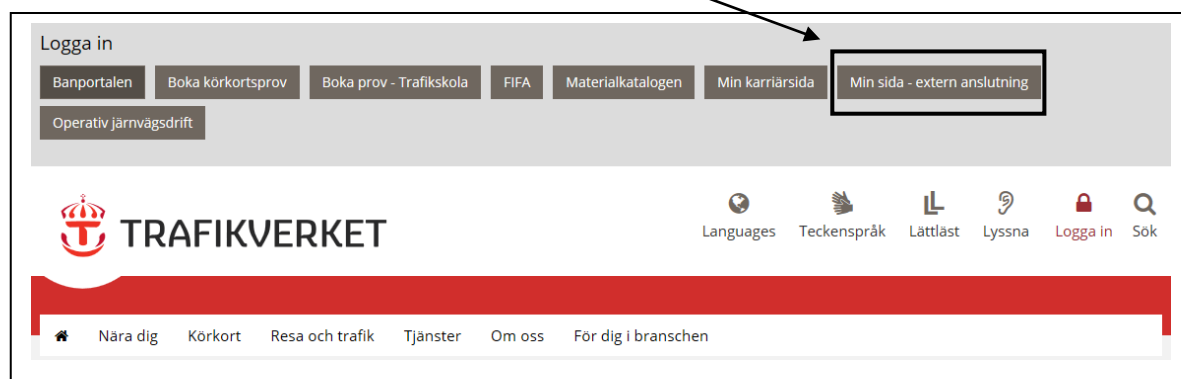
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3. Log on: Step-by-Step instruction

1. Navigate in your internet browser to www.trafikverket.se
2. Click the link: "Logga in" on the top of the site, to the right.



3. Click the link "Min sida, extern anslutning".

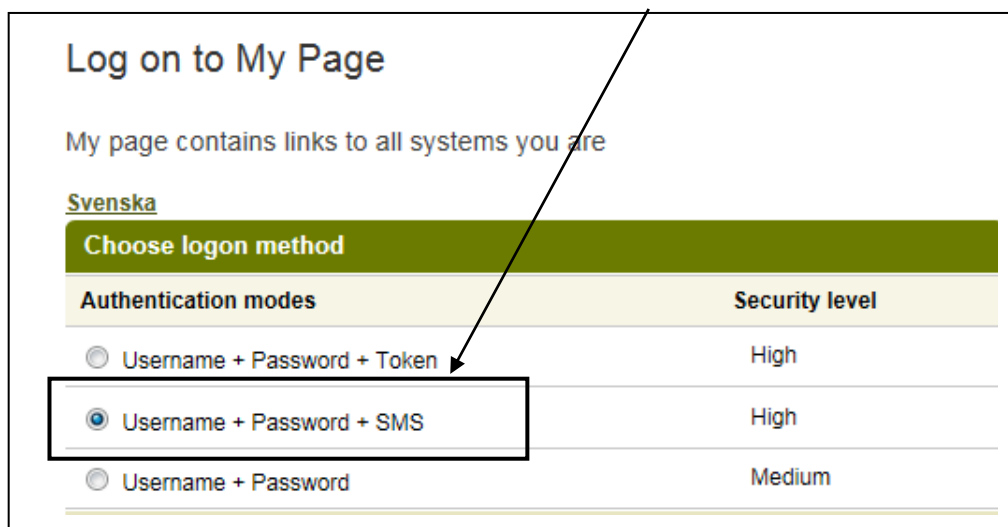


4. Click the link "English" to get English text.



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5. Check the radio button with option "Username+Password+SMS"



Log on to My Page

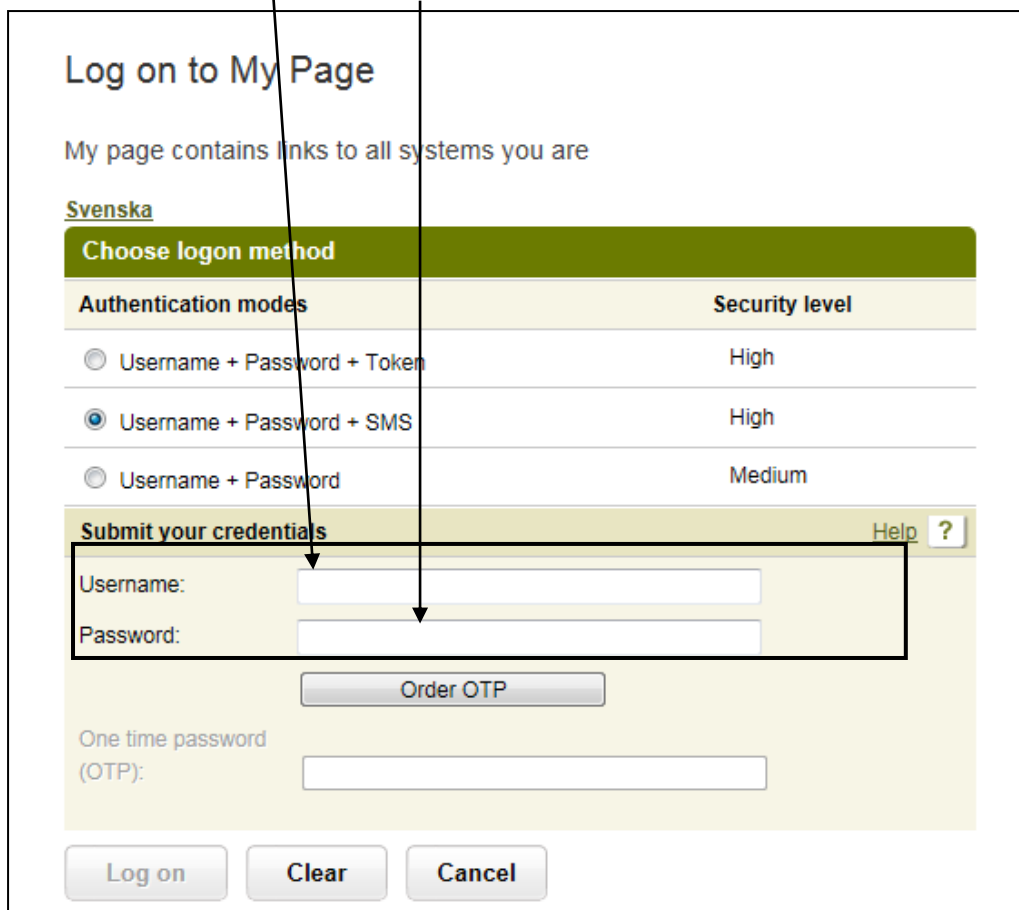
My page contains links to all systems you are

[Svenska](#)

Choose logon method

Authentication modes	Security level
☐ Username + Password + Token	High
☒ Username + Password + SMS	High
☐ Username + Password	Medium

6. Fill out your username and password.



Log on to My Page

My page contains links to all systems you are

[Svenska](#)

Choose logon method

Authentication modes	Security level
☐ Username + Password + Token	High
☒ Username + Password + SMS	High
☐ Username + Password	Medium

Submit your credentials [Help ?](#)

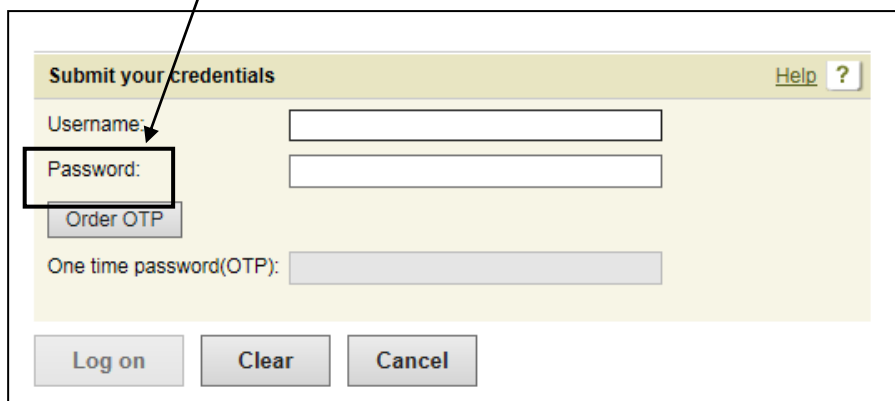
Username:

Password:

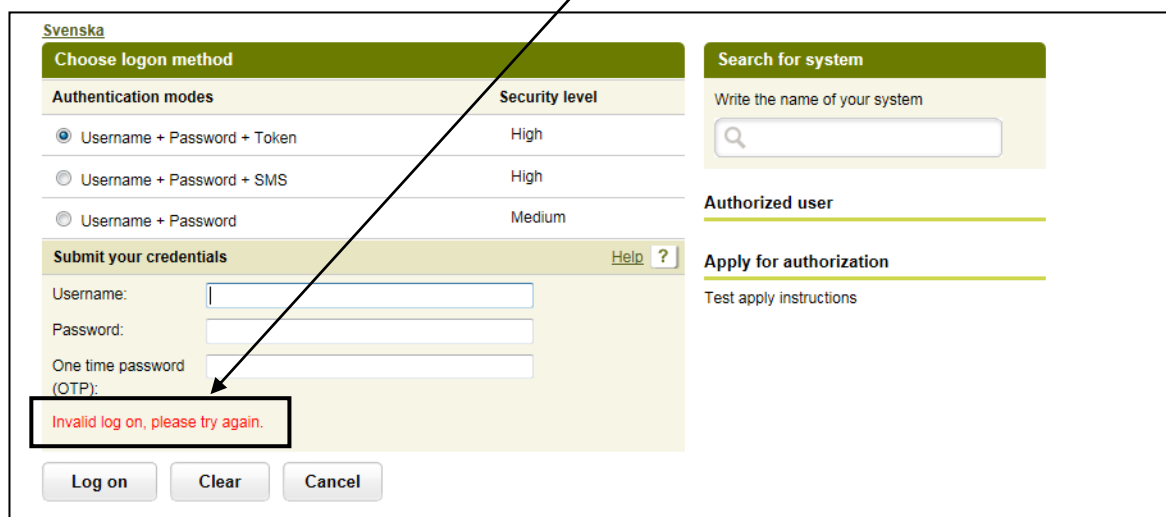
One time password (OTP):

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- Press the "Order OTP" button. You should now get an OTP as a textmessage in your mobile phone. Fill out the 6 digits of your OTP in the textbox.



- Click the "Log on" button.
- Now you will need some patience while the application processes your log on. Sometimes it can take a minute or two. It might look like the indicator is freezing, but the application is still processing. If your log on failes, you will get an error message. Make another try. If you need help, please contact IT Support at Trafikverket.



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10. The application will check if you have a new account or if it needs to be activated. If you have a new account the application will prompt a view to change your password. You will activate your account by changing your password.


TRAFIKVERKET
→ [Till Trafikverket.se](#)

Change password

[Svenska](#)

User data:

Ditt lösenord behöver bytas ut

Username:

Old Password:

New Password:

Confirm New Password:

Instructions

To login to Banverket's websites requires that you have received a user account consisting of a username and a password from Banverket. Here you can change your password connected to your username.

Username/E-mail: The username you have received from Banverket or your e-mail address.

Old Password: Write the current password connected to your account.

11. Fill out the textboxes:
- Fill out your current password.
 - Fill out your new password.
 - Repeat your new password.
 - Click the "OK" button.


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Change password

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Ditt lösenord behöver bytas ut

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12. You should now see a list of your applications. Please note that ProjectWise is not listed here, since you will use your ProjectWise client to access ProjectWise. If you need help, please read the document “How to: Log on to ProjectWise in Trafikverket”.

The screenshot shows the Trafikverket website interface. At the top, there is a navigation bar with the Trafikverket logo and several utility links: Languages, Talande webb, Teckenspråk, Lättläst, Logga ut, and Sök. Below this is a red header bar indicating the user is logged in as 'Gabriella Larsson, Trafikverket'. The main content area is titled 'Min sida' (My page) and contains a list of applications. Each application entry includes a title, a brief description, and a 'Till systemet' (Go to system) button. The applications listed are 'Behörighetsregistret', 'Ebbot', and 'Emil - beställning av järnvägstekniska ritningar'. The 'Emil' entry also includes a 'Mer information' button.

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4. Information about your account

1. Log on as described in chapter 3.
2. Click on "Mina inställningar".

Min sida

Mina inställningar

Kontouppgifter i Trafikverkets system för Extern Anslutning. Följande uppgifter finns registrerade för ditt konto hos Trafikverket.

Mina uppgifter

Användarnamn:

Förnamn:

Efternamn:

Avdelning:

Företag:

Epost:

Telefonnummer:

Mobiltelefon:

Kontonamn:

Kontot giltigt till:

Mina uppgifter = My account information

Förnamn = First name

Efternamn = Last name

Avdelning = Department

Företag = Company

Epost = Email

Telefonnummer = Phonenumber

Mobiltelefon = Mobile

Kontonamn = UserID

Kontot giltigt till = account valid through

To change your account information, please contact Trafikverket IT Support:
tel: +46-10 125 10 10

Your password is valid for a *NN* day's cycle. You need to change it before the cycle ends.

För att ändra någon av uppgifterna ovan kontakta Trafikverket Användarstöd på telefon 010-125 10 10.

Ditt lösenord är giltigt i 20 dagar innan byte behövs. [Ändra lösenord](#)

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5. Change your password: Step-by-Step instruction

Your password will be valid for a 60 days cycle. You will receive an e-mail with instructions how to change your password when the cycle is coming to an end.

The instruction below is used if you need to change your password before the cycle is up.

1. Log on as described in chapter 3.
2. Click on "Mina inställningar".

Min sida

Mina inställningar

Kontouppgifter i Trafikverkets system för Extern Anslutning. Följande uppgifter finns registrerade för ditt konto hos Trafikverket.

Mina uppgifter

Användarnamn:	
Förnamn:	
Efternamn:	
Avdelning:	
Företag:	
Epost:	
Telefonnummer:	
Mobiltelefon:	
Kontonamn:	
Kontot giltigt till:	

Mina uppgifter = My account information
Förnamn = First name
Efternamn = Last name
Avdelning = Department
Företag = Company
Epost = Email
Telefonnummer = Phonenumber
Mobiltelefon = Mobile
Kontonamn = UserID
Kontot giltigt till = account valid through

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Ditt lösenord är giltigt i 20 dagar innan byte behövs. [Ändra lösenord](#)

3. To change your password, click the link "Ändra lösenord".



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 **TRAFIKVERKET**

[→ Till Trafikverket.se](#)

Change password

[Svenska](#)

User data:

Ditt lösenord behöver bytas ut

Username:

Old Password:

New Password:

Confirm New Password:

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Username/E-mail: The username you have received from Banverket or your e-mail address.

Old Password: Write the current password connected to your account.

4. Fill out your current password.
5. Fill out your new password.
6. Repeat your new password.
7. Click the "OK" button.

 **TRAFIKVERKET**

[→ Till Trafikverket.se](#)

Change password

[Svenska](#)

User data:

Ditt lösenord behöver bytas ut

Username:

Old Password:

New Password:

Confirm New Password:

Instructions

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