

Dear Singh Brahmeshwar

Welcome @ avalog

The Corporate IT department welcomes you to the Avaloq Group.

To log onto your corporate workplace (CWP) you will need the following details:

EmployeeID: **U064121**
Username: **Brahmeshwar.Singh@avalog.com**
Password: **pnSpTbdzDpnX3?**
Manager:
Phone Number: **+4930915807899**

Please note the following for your first logon:

- Pay attention when entering your password as it is case sensitive.
- You will be asked to change your password the first time you logon.
- If your first login happens remotely, please refer to the information on the next page.

Some internal services like SAP, ProTime, JIRA or Confluence require your EmployeeID instead of your username. It's a good practice to ask your colleagues, which service requires which login.

SAP / ProTime credentials have been sent to your Avaloq.com email address. If you're an external consultant, please find instructions here <http://goto.avalog.net/external-protime-training>

Should you have technical questions or problems, our IT Service Desk is here to help you out. You can open a ticket here <http://goto.avalog.net/usersupport> (only accessible internally).

Kind regards,
IT User Support
Corporate IT

Phone: +41 58 316 22 77
Email: usersupport@avalog.com

How to login remotely for the first time

This guide applies when you login to your Avaloq.com workplace remotely for the first time.

Prerequisites

- Your manager at Avaloq needs to request Multifactor Authentication (MFA) for you.
- You need a smartphone with the app “Microsoft Authenticator” installed.
(Alternatively, authentication via Phone Call or SMS is possible)
- You need to have the most recent version of “Citrix Receiver” installed on your device.

Step 1: Change your initial password

We made it possible for you, to change your password remotely.

1. To change your initial password, visit this site:
<https://sts.avalog.com/adfs/portal/updatepassword>
2. Make sure, the new password matches these minimum requirements:
 - minimum 14 characters
 - must not contain your name

As well at least three of these criteria:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

Step 2: Setup Multifactor Authentication (MFA)

After your manager at Avaloq completes the MFA process, we send you an automated email with a separate tutorial attached. But basically you have to do this:

1. Login to our MFA portal <https://mfa.service.avalog.com/MultiFactorAuth/>
2. Setup your mobile phone according the instructions on the screen

Step 3: Login remotely

You can now login remotely to your virtual corporate workplace (vCWP) by following these steps:

1. Go to <https://remote.avalog.com>
2. Enter your username and the password you chose in Step 1
3. Click on vCWP to start your virtual workplace

Note: This is the most common way to login remotely. Another possibility is to login by adding your Avaloq.com account directly into the Citrix Receiver app (available for MacOS, iOS, Android, Windows, Linux). Use **remote.avalog.com** as the server address in that case.