

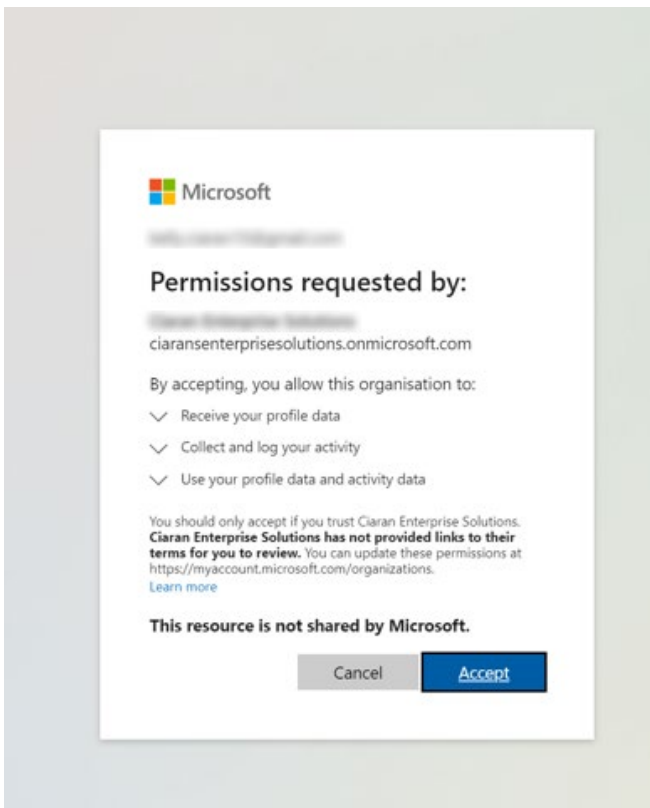
Steps for activating your account on the new NEC portal

1. Navigate to: https://eurofound.link/NEC_Portal_Registration
2. Input your **invitation code**, leave “I have an existing account” checkbox **unticked**.
3. Click “Register”.
4. Enter your **email address** and click “Next”.

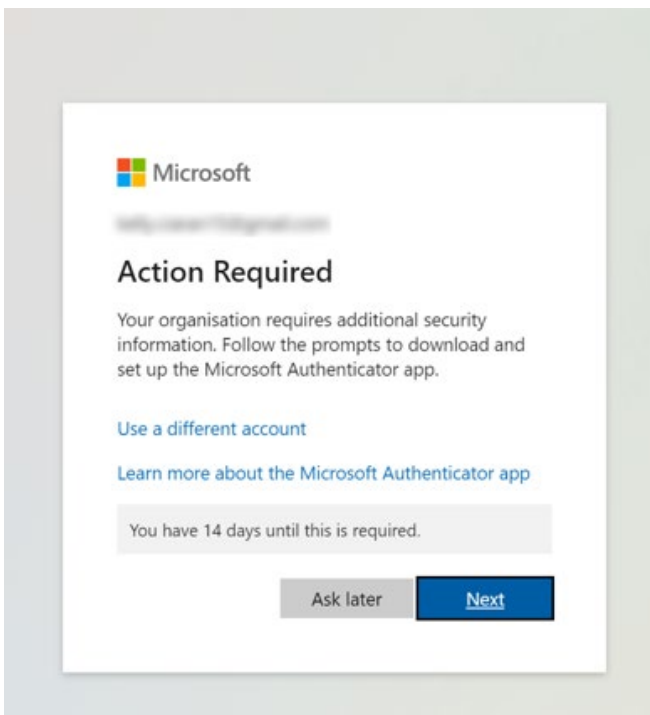
If your account is a Microsoft account.	If your account is not a Microsoft account.
<ol style="list-style-type: none"> 5. Enter your password. 6. You will see a “permissions requested by Eurofound”. Click “Accept”. 7. Use your existing multi factor authentication method. 8. You will then be redirected to your profile page on the portal. 9. Click “NEC Dashboard” on the top of the screen to see your relevant deliverables. 	<ol style="list-style-type: none"> 5. You will be emailed a “pass” code. Enter this into the password box and click “next”. 6. You will see a “permissions requested by Eurofound”. Click “Accept”. 7. If this is your first time logging in, you may be requested to set up MFA (Multi factor authentication). 8. You will then be redirected to your profile page on the portal. 9. 8. Click “NEC Dashboard” on the top of the screen to see your relevant deliverables.

Documentation on setting up MFA, although if this is required for your guest account, you will automatically be redirected to the MFA set-up wizard.

[Set up the Microsoft Authenticator app as your verification method - Microsoft Support](#)



The permissions dialogue for step 6.



The dialogue that asks for your to set up multi factor authentication.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

The first step in the multi factor authentication set-up wizard.