

Employee Portal Guide

Mercedes-Benz Tech Innovation

Version 1.0 | November 2025



Welcome to the MBTI Employee Portal

This guide will help you navigate and use the Mercedes-Benz Tech Innovation Employee Portal effectively. Please keep this guide for reference.



Portal Access:

URL: <https://portal.mbti.local/>

Available 24/7 for all MBTI employees



Logging In

To access the employee portal, you'll need your company credentials:

Your Employee ID Format:

- **Format:** `MBTI2024XXX` (where XXX is your unique number)
- **Example:** MBTI2024001, MBTI2024002, MBTI2024837
- Your employee ID was provided during onboarding
- You can find it on your employee badge or in your welcome email

Default Login Credentials:

Your default password is: `MBTI1337`

For security reasons, you must change your password immediately after your first login.

How to Change Your Password:

- Log in to the student portal
- Navigate to 'Account Settings' or 'Profile Settings'
- Select 'Change Password' and follow the instructions

Password Requirements:

- Passwords are case-sensitive
- Use a strong, unique password for your account



Security Notice:

Never share your credentials with anyone. If you suspect unauthorized access to your account, contact IT Security immediately at **security@mbti.local**



Portal Features

Dashboard

After logging in, you'll see your personal dashboard with:

- **Personal Information:** View your employee details
- **Quick Actions:** Access frequently used features
- **Announcements:** Stay updated with company news
- **Resources:** Access training materials and documentation

Available Sections

| Section | Description |
|----------|--|
| Home | Your personalized dashboard |
| Profile | Manage your personal information |
| Projects | View and manage your project assignments |

| Section | Description |
|-----------|--|
| Resources | Access company resources and documentation |

Common Issues

Forgot Password?

Click on "Forgot Password?" on the login page. You'll receive a reset link at your registered email address.

Can't Access Portal?

- Verify you're using the correct Employee ID format
- Check if CAPS LOCK is enabled
- Ensure you're on the company network or VPN
- Clear your browser cache and cookies

Account Locked?

After 5 failed login attempts, your account will be locked for security. Contact IT Help Desk to unlock.

Support & Contact

IT Help Desk:

 Email: helpdesk@mbti.local

 Phone: +49 (0) 731 505-0

 Available: Monday - Friday, 8:00 AM - 6:00 PM CET

Additional Resources:

- **Employee Handbook:** Available in the Resources section
- **Training Materials:** Access via the Learning Portal

- **IT Policies:** Review security and usage guidelines



Security Best Practices

- Always log out when finished using the portal
- Don't save passwords in your browser on shared computers
- Access the portal only from secure, trusted networks
- Report any suspicious activity immediately
- Keep your contact information up-to-date



Data Protection:

This portal contains confidential company information. Unauthorized access, use, or disclosure is strictly prohibited and may result in disciplinary action.



Mobile Access

The employee portal is mobile-responsive and can be accessed from:

- Smartphones (iOS, Android)
- Tablets
- Desktop computers

For the best experience, we recommend using the latest version of Chrome, Firefox, Safari, or Edge.

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