

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.mbtি.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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