

Switch now to the new login via 2 factor authentication (2FA) for Professionals

For employees and managers (without certificate), the new login has been in use for some time. Now it is time for the 'professional' (level 2) users, who log in with certificate, to switch over.

The new login for the professionals will be made available from Wednesday 8 February 2023, and from Wednesday 8 March 2023 (was originally 1 March 2023) all professionals must have switched to the new way of logging in.

Why are we doing this?

We base our login policy on the 'NIST 800-63' standard. This access security standard is endorsed by the Dutch government and recommended by Visma security experts.

What do we expect from you?

Every 'Professional' user will soon log in with a combination of:

gebruikersnaam@onyouforce.com;
password;
and a second factor (such as the PingID app).

This means that from Wednesday 8 February 2023, as a professional user you will see a (new) intermediate screen where you have to follow the following instructions, see the attached manual "Logging in 2FA authentication for Professionals" .
Do you need to follow the instructions right away?

As we will officially switch to the new login as of Wednesday 8 March 2023, it is necessary for users to carry out the actions by Wednesday 8 March 2023 at the latest. However, you don't have to do this right away on Wednesday 8 February. Can't do it at the time you want to log in? Then choose 'I'll do it later'. Also check the instructions: see the attached manual "Logging in 2FA authentication for Professionals" .

What is the role of the administrator?

If you want your professionals to use all the features of Youforce optimally, both now and in the future, make the switch as soon as possible.

Activate your Onyouforce account from 8 February 2023. See the instructions in the attachment for logging in without a certificate.

Adjust any (internal) manuals

Adjust any shortcuts

Communicate these new instructions within your organisation

What else can you expect from us?

In this message you will also find the general manual for the administrator so that your organisation can switch to the new way of logging in as smoothly as possible. Keep an eye on our Community for possible updates on the steps to follow.

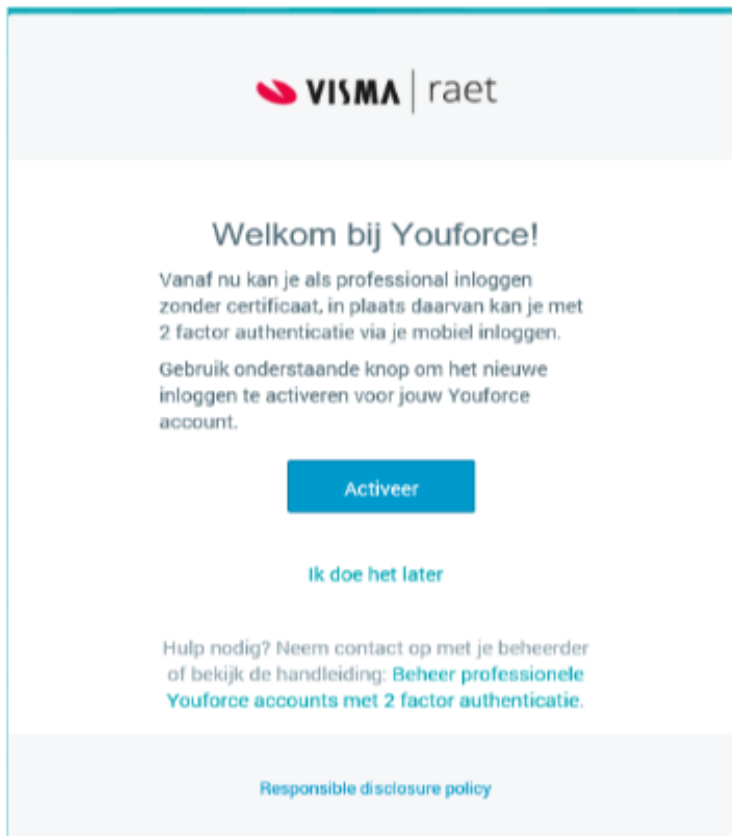
Do you still have questions about the new login in the meantime? If so, please contact your contact person within Visma YouServe.

Instructions from Wednesday 8 February 2023:

Below is the situation as of 8 February when professionals log into YouForce

Screen 1:

When logging in, Youforce gives the following message:



Screen 2:

You have pressed the button "Activate" (Activeer)

You then enter the following screen:

VISMA | raet

Bepaal je gebruikersnaam

1 2 3 4

Vul de gebruikersnaam in voor jouw account in Youforce.

Gebruikersnaam @onyouforce.com


Verder

[Responsible disclosure policy](#)

Enter a new user name here and press "Continue" (Verder).

On the next screen, you will be asked to create a new password.

Screen 3:



Bepaal je wachtwoord

① ② ③ ④

Jouw wachtwoord moet bestaan uit acht of meer tekens.

Wachtwoord

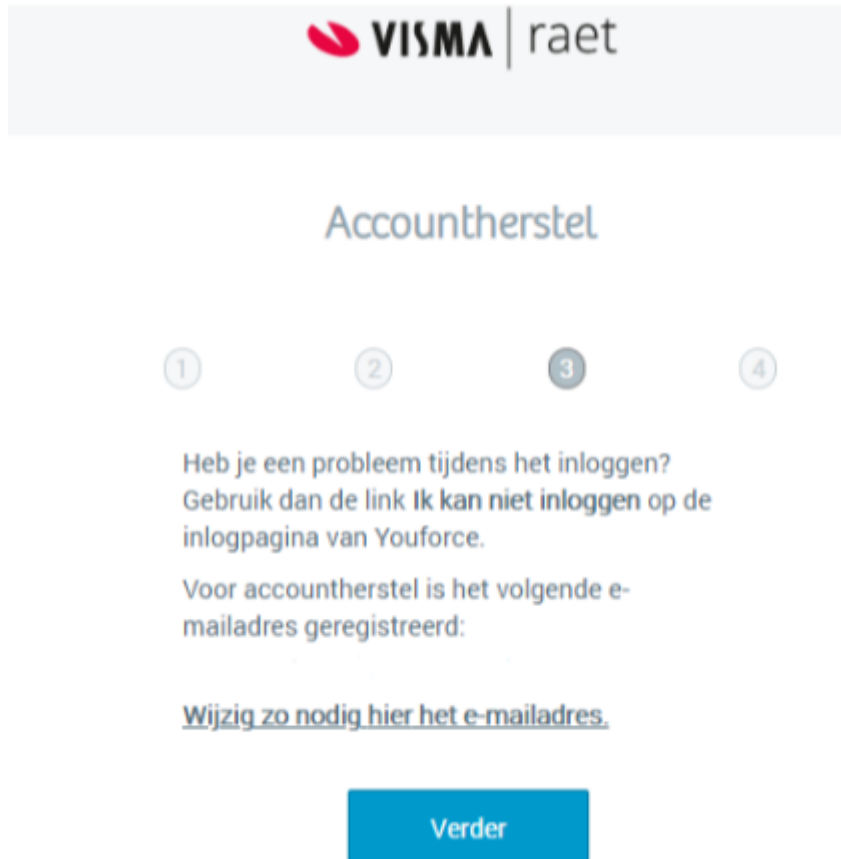
Bevestig wachtwoord

[Responsible disclosure policy](#)

Enter a new password here and confirm it by entering it again in the second bar. Press "Continue" (Verder). You can make up this password yourself.

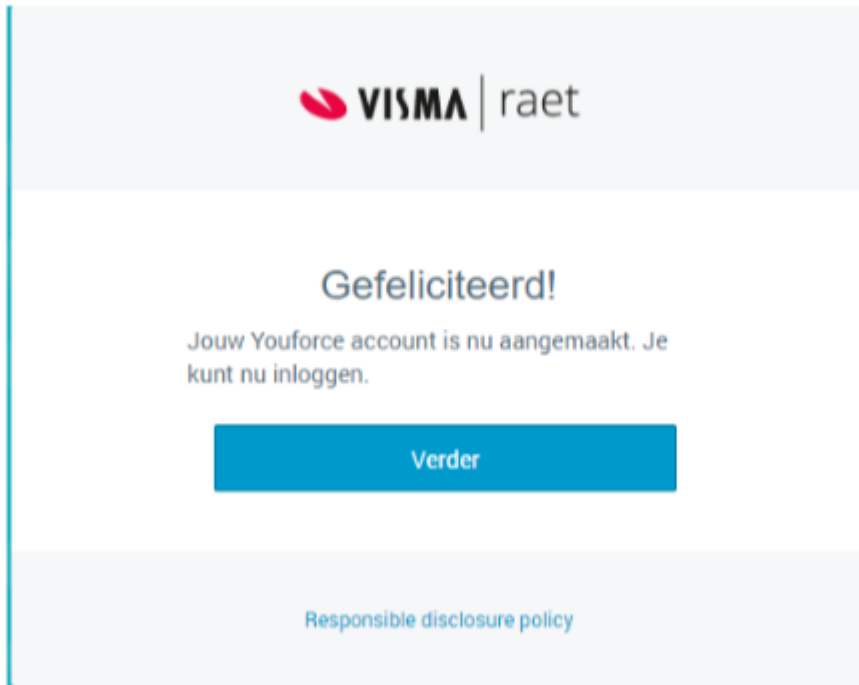
Screen 4:

You will then come to a screen indicating which e-mail address is registered for account recovery. Check whether this e-mail address is correct; if so, press "Continue" (Verder). If the e-mail address is incorrect, click on "Change e-mail address if necessary here" (Wijzig zo nodig hier het e-mailadres).




You will then get the confirmation below that the creation of your new account was successful. Press "Continue" (Verder).

Screen 5:



Screen 6:

Next, Youforce asks you to log in with the data you just created. So this is the new username and password. Fill in the details and press "Sign on".



Username

Password

Not your computer? Use Guest mode to sign in privately.


[Sign On](#)


[Trouble Signing On?](#)
[Watch how-to video?](#) | [Frequently asked questions](#)

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PINGID app

You will see the PingID app screen below.







Visma|Raet introduces 2-factor authentication to enhance the security of your account.

Want to start? Download and install the PingID app from Google Play (Android) or the App Store (iOS).

Ready? Now click I have already installed the PingID app.

[Get Download Link](#)

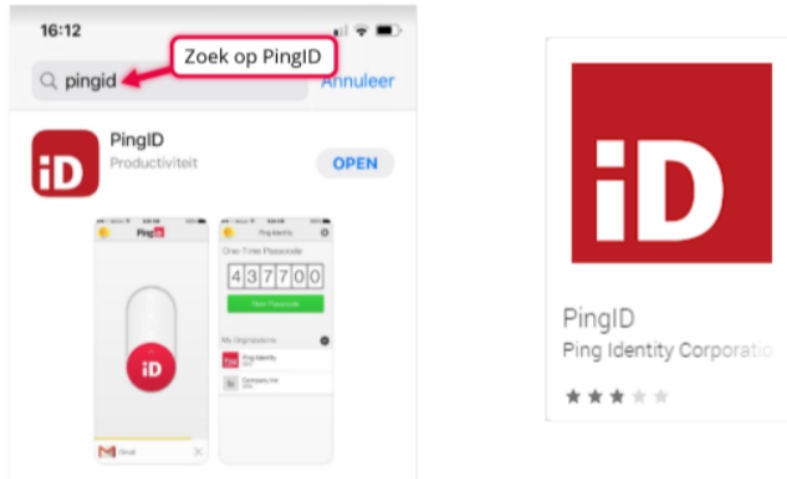
Other authentication methods.

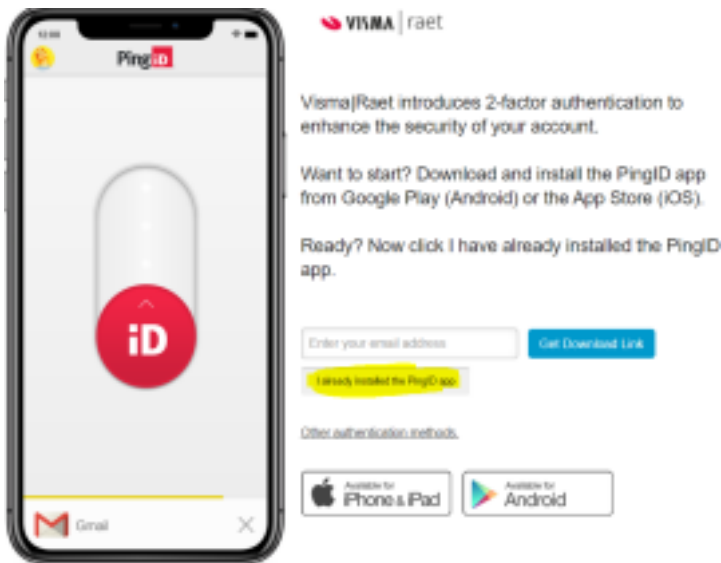
Now is the time to download the PingID app on your mobile device or computer. On your smartphone, go to the Google play Store or the Apple App store. See the screenshot below for what the PingID app looks like. You can also download the app on your computer.

You can do this via the following link:

<https://www.pingidentity.com/en/resources/downloads/pingid.html>



Once you have downloaded the app, on the screen below in Youforce press "I already installed the PingID app". This is highlighted in yellow on the image below:



Finish Pairing PingID

To complete the pairing process, simply open the PingID app on your mobile device and scan the following QR code. You can also manually pair your device using the pairing key below.

[Start Over](#)



Pairing Key:
1458542568

Now your device is linked to your account. When you now log in via the following web link: <https://admin.youforce.com/yf-login/> you will be taken to the screen below. Enter your username and password you created earlier.

Username

  @onyouforce.com

Password

Not your computer? Use Guest mode to sign in privately.

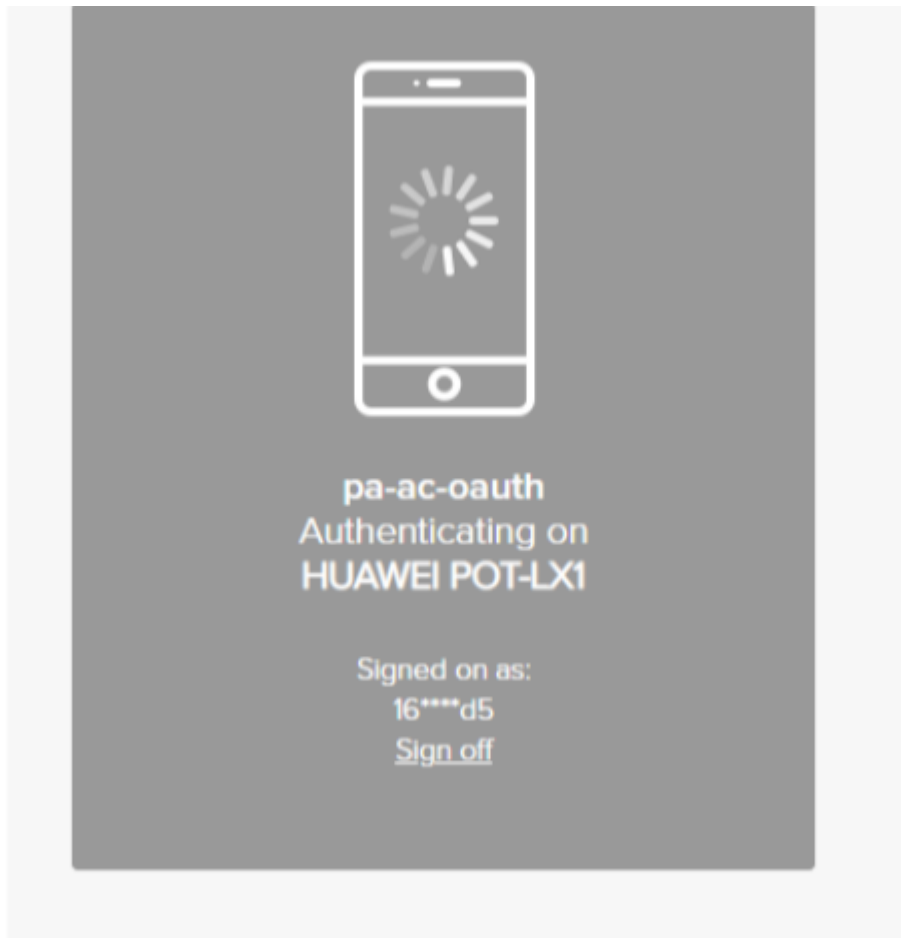
[Sign On](#)

[Trouble Signing On?](#)

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When you use the correct data, you will get a screen similar to the one below. Go to your PingID app on your phone or computer and confirm the login attempt. On your phone, do so by sliding the red button upwards. You will now be logged in to Youforce.



If you did not complete the process completely, you can resume it by logging on to **<https://admin.youforce.com/yf-login/>** with your new details. The process will then continue where you left off.