



## Activation e-mails and login

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### How do I log in?

Open Google Chrome, go to [myvdl.be](http://myvdl.be), and click on the link "log in", or go directly to [www.dots.attentia.be](http://www.dots.attentia.be). Also set these sites directly as favorites. See the instruction 'logging in and resetting thepassword'.

### I did not enter an email address. How do I get access to MyVDL?

Without an email address you cannot activate your MyVDL account. Please pass on your email address to your manager or the MyVDL contact person. You will then receive an email from [no\\_reply@attentia.be](mailto:no_reply@attentia.be) with an activation link to activate your account.

### When will the email with activation link be sent?

When you start working for VDL, you will receive the e-mail with activation link during your first working week. The activation link is valid for 10 days.

### I did not receive an e-mail with activation link. What do I do now?

First check the spambox of your email. The sender of the email is: [no\\_reply@attentia.be](mailto:no_reply@attentia.be). If you have not received an activation email, MyVDL does not know of your email address. Please pass on your email address to your manager, who will pass it on to the MyVDL contact person. Within a week you will receive an email with an activation link to access MyVDL.

### I lost my mail with activation link. What to do now?

You might find the e-mail in your spambox or deleted items. The sender of the email is: [no\\_reply@attentia.be](mailto:no_reply@attentia.be). We will send new activation emails every month to employees who have not yet activated their account.

### Why is it safer to log in with the itsme app or with an eID card reader?

VDL places your personal data in a digital environment. We want to do this as safely as possible, which is why your details are placed in a 'personal safe'. Using the itsme app or your eID card, no one else can log in on your behalf. You can also log in with your username and password, but make sure you handle this carefully.



### **Download itsme app on your smartphone**

Download the itsme app on your smartphone (Apple or Android) from the App Store and Google Play. For more information, go to <https://www.itsme.be/get-started>.

### **I forgot my username and/or password. What to do now?**

Your username is your email address. If you have forgotten your password, click on "forgot password", enter your email address and reset your password via email.

### **Where can I change my password?**

If you want to reset your password, click on "forgot password", enter your email address and reset your password via email.

### **Will I still have access to MyVDL if I leave my job? And what happens to my payroll documents?**

When you leave your employment, you will receive a new link with which you can log in to an environment where your payroll documents will be stored digitally for another 10 years.

### **Do temporary employees also have access to MyVDL?**

Temporary employees who work for VDL on a long-term basis will also receive an email with activation link for MyVDL after some time has passed. To be able to request leave via MyVDL, we need your holiday certificates (RJV or previous employers) and leave already taken so that the counters can be updated.