



Guide for creating a
mitBasic account

What is mitBasic?

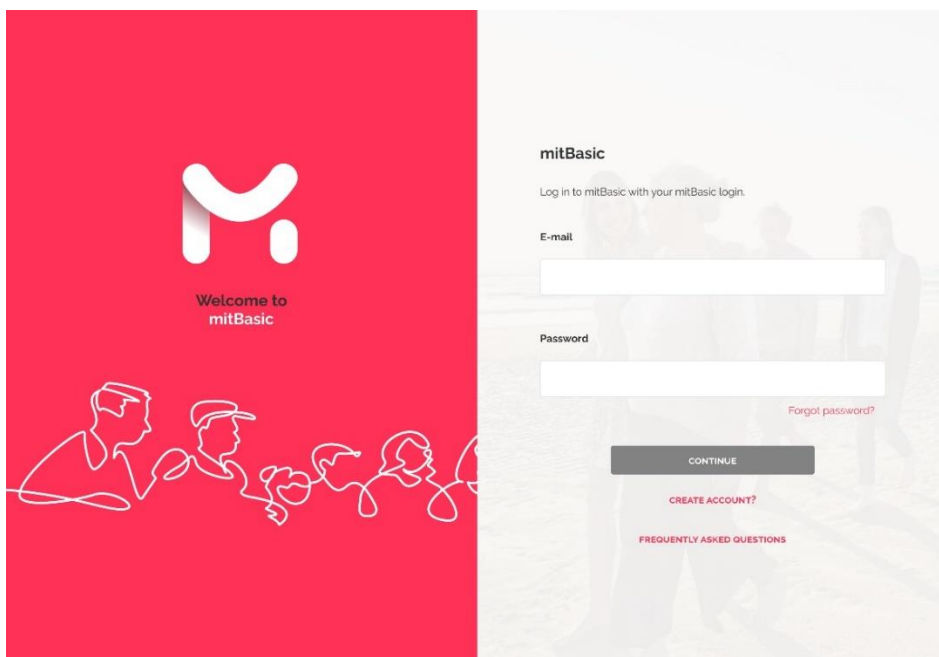
mitBasic is for employees who do not have NemID or MitID and who need access to paychecks. With mitBasic you can receive and see your paycheck.

The language is in Danish instead of English, what do I do?

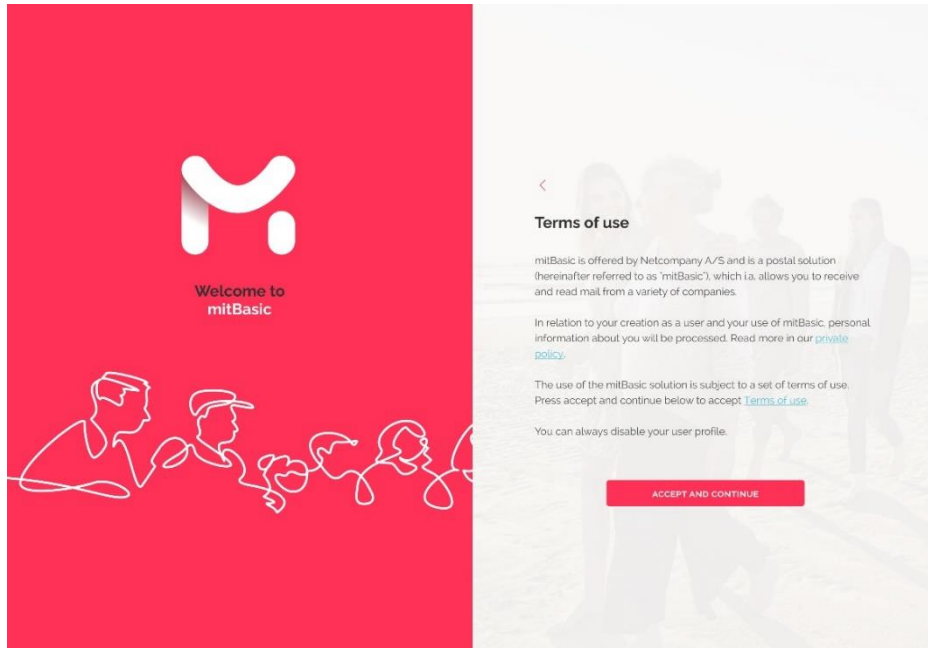
If you find that the mitBasic page is in Danish, it is either because the device or the browser is set to Danish. If you want the mitBasic page in English, you must change the device's language to English or the browser's language to English.

How do I create a mitBasic account?

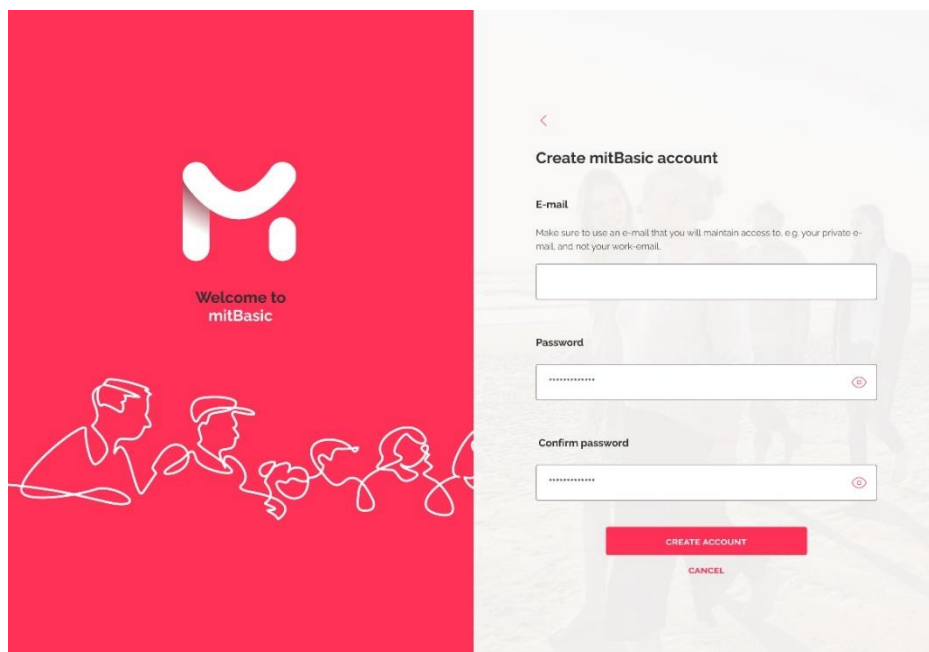
1. To log in to mitBasic, you need to enter www.mit.dk/mitbasic. If this is the first time you log in to mitBasic, you must create your own mitBasic account. Therefore, press "Create Account".



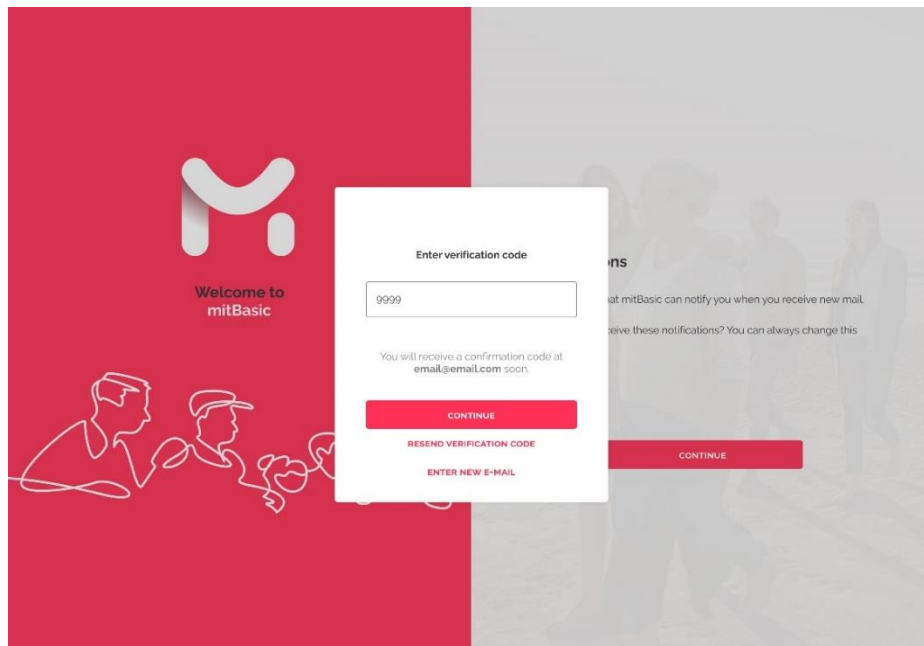
2. Now you will be asked to accept the Terms of Use.



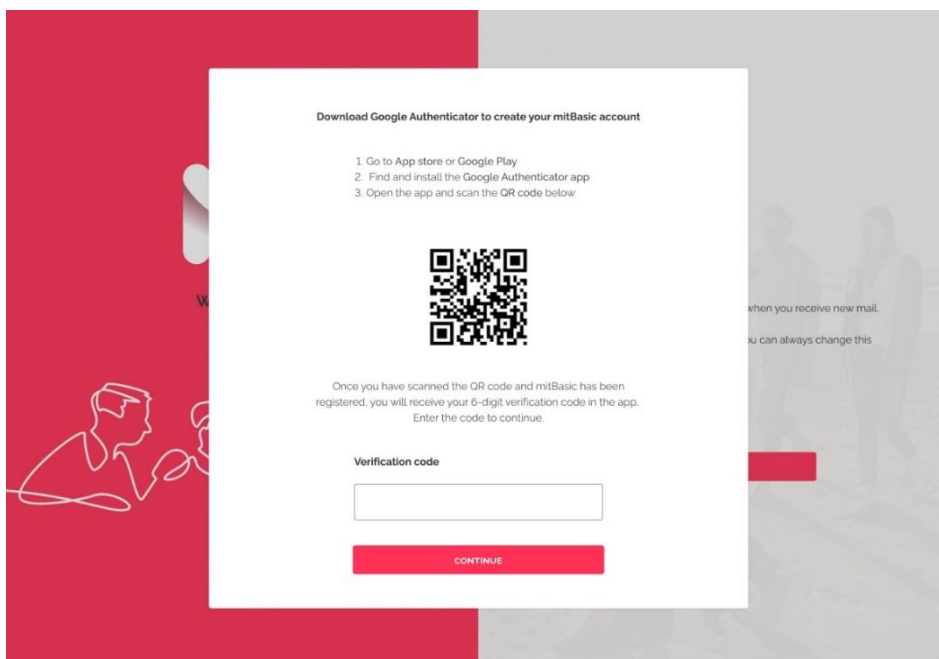
3. Then you will have to enter your e-mail and self-selected password. After you have confirmed your password, press "Create account".



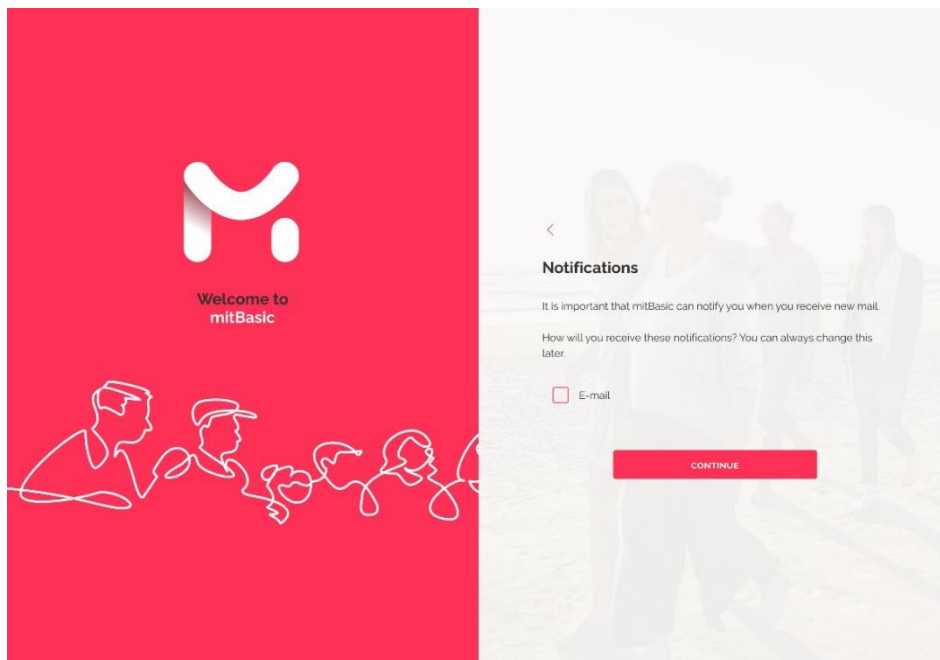
4. You will receive a verification code on your e-mail. Enter the verification code and press "Continue". This ensures that the correct e-mail is being used.



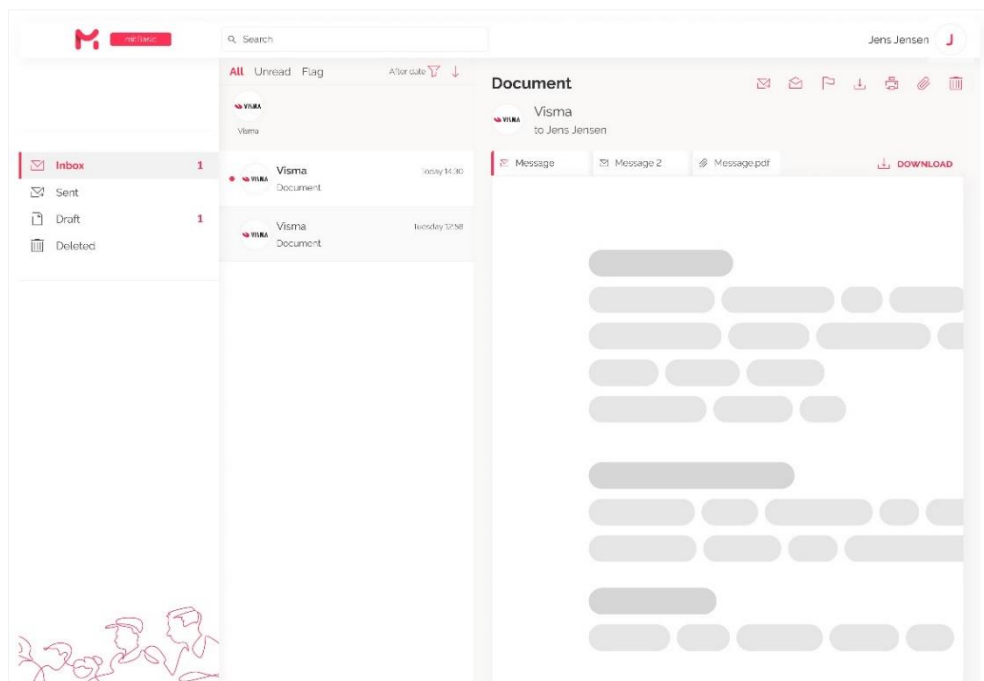
5. Next, download the Google Authenticator app. Once you have downloaded Google Authenticator, open the app and scan the QR code that appears on the mitBasic page. Once this is done, you will receive a 6-digit code in the app to enter. Then press 'Continue'.



6. After the verification, you can choose if you want mitBasic to notify you of new paychecks.



7. Your mitBasic account has now been created and you can now receive your paycheck.



How do I log in to mitBasic in the future?

In the future, when you need to log in, you just need to log in with your e-mail address and your password. Each time you log in, you will receive a verification code via the Google Authenticator app, which you will be asked to enter for security reasons.