[WORKSPACE]

First steps to connect

TotalEnergies
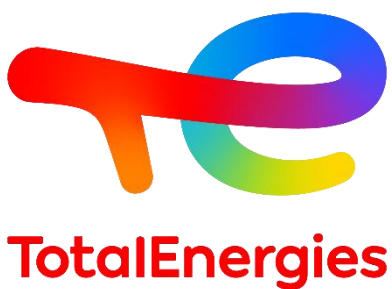
February - 2024

CONTENTS

01 | WORKSPACE

1.1 - INTRODUCTION

- **WORKSPACE** is the platform that allows you to access all the resources you use on a daily basis.

- You can access this solution through the authentication method **Digital P@ss.**

- This system provides **secure remote connection** when you are on a **non-VISION** workstation.

1.2 - NEW FEATURES

- **Cross-platform:** operating systems Mac, Linux and Windows.

- **Cross-browser:** access via Internet Explorer, Chrome and Safari.

- **Highly connected:** access to your resources via different media.

1.3 - PREREQUISITES

- To have an **Internet connection.**

- To install the prerequisites with the **administrator rights** of your workstation.

- To install the **First-Time Installer** component.

- To install **Helium Backup** to maintain the browser configuration in case of an incident.

3

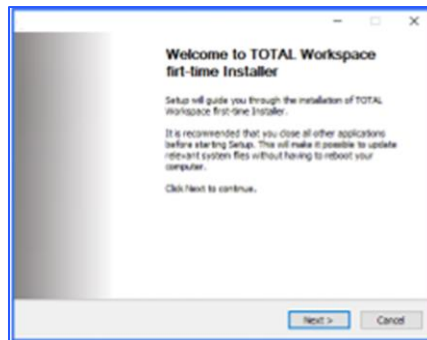# 01 | WORKSPACE

1.4 - PREREQUISITES INSTALLATION

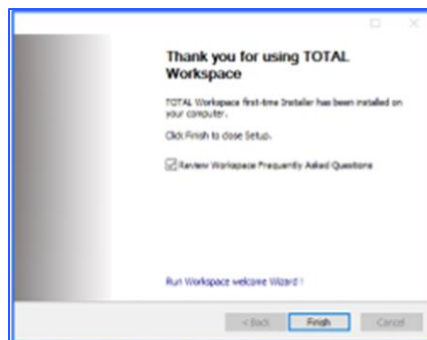**Download the First-Time Installer** and install it with **administrator rights.**

Check the prerequisites here.
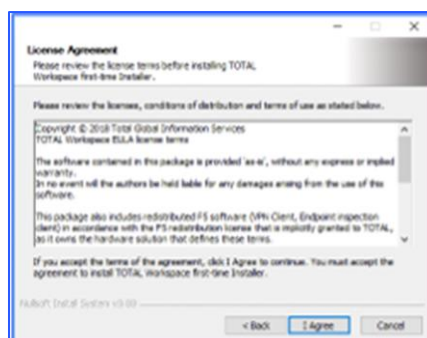*For more information FAQ: How to use the Workspace First-Time Installer*

1. Click on **Next.**

2. Click on **I Agree.**

3. Click on **Finish.**

02 | AUTHENTICATION DIGITAL P@SS

- Digital P@ss is an authentication system allowing a securised access to Workspace.

- Please find information about Digital P@ss on the following documentation: https://workspace.totalenergies.com/public/share/downloads/DigitalPass_V2-Enrollment-Guide_EN.pdf

03 | WORKSPACE CONNECTION

3.1 - WORKSPACE CONNECTION: THROUGH YOUR MOBILE

Open the link below via the web browser you prefer:
https://workspace.totalenergies.com

Identify yourself through Digital P@ss

1. Click on the button **Login.**

2. Enter your **GGI** in the field provided.
3. Click on **Next.**

03 | WORKSPACE CONNECTION

3.1 - WORKSPACE CONNECTION: THROUGH YOUR MOBILE

4. Select **the device you use** as authentication means.

   - In this case, select **Mobile Code**.

5. You will be **redirected** to the following page.
   - A message will appear to confirm that a notification has been sent to your **subscribed mobile.**
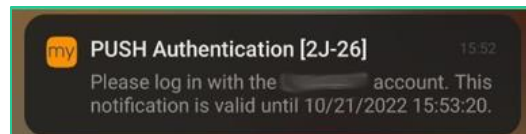

To make sure to validate the correct authentication request, a security code (for example 2J-26) will appear on your web page and it has to match to the one received on your mobile phone.

3.2 - WORKSPACE CONNECTION: THROUGH YOUR MOBILE
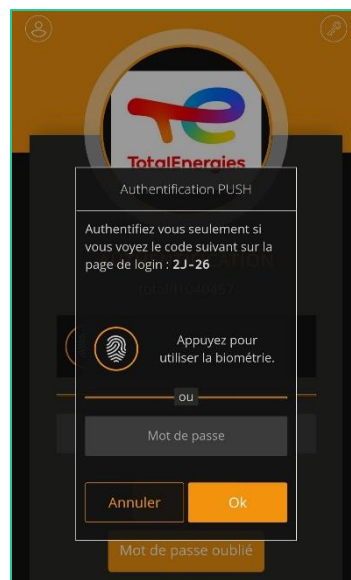
5. Click on the **notification received.**

Make sure that the security code (ex : 2J-26) is the same of the one displayed on your web page.

6. Enable authentication.

- Enter your **password** or if the **fingerprint** option is set-up, click on the icon to validate the notification.

Authentication verification is automatically sent to your web browser.

*You are connected to the platform via your **Mobile!***

03 | **WORKSPACE CONNECTION**

3.3 - WORKSPACE CONNECTION: THROUGH YOUR BROWSER

Open the link below via the web browser you prefer:
https://workspace.totalenergies.com

Identify yoursel via Digital P@ss

1. Click on the button **Login with Digital Pass.**

2. Enter your **GGI** in the field provided.
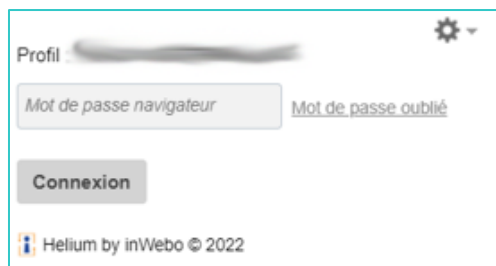3. Click on **Next.**

03 | WORKSPACE CONNECTION

3.3 - WORKSPACE CONNECTION: THROUGH YOUR BROWSER

4. Select the device you use as authentication means
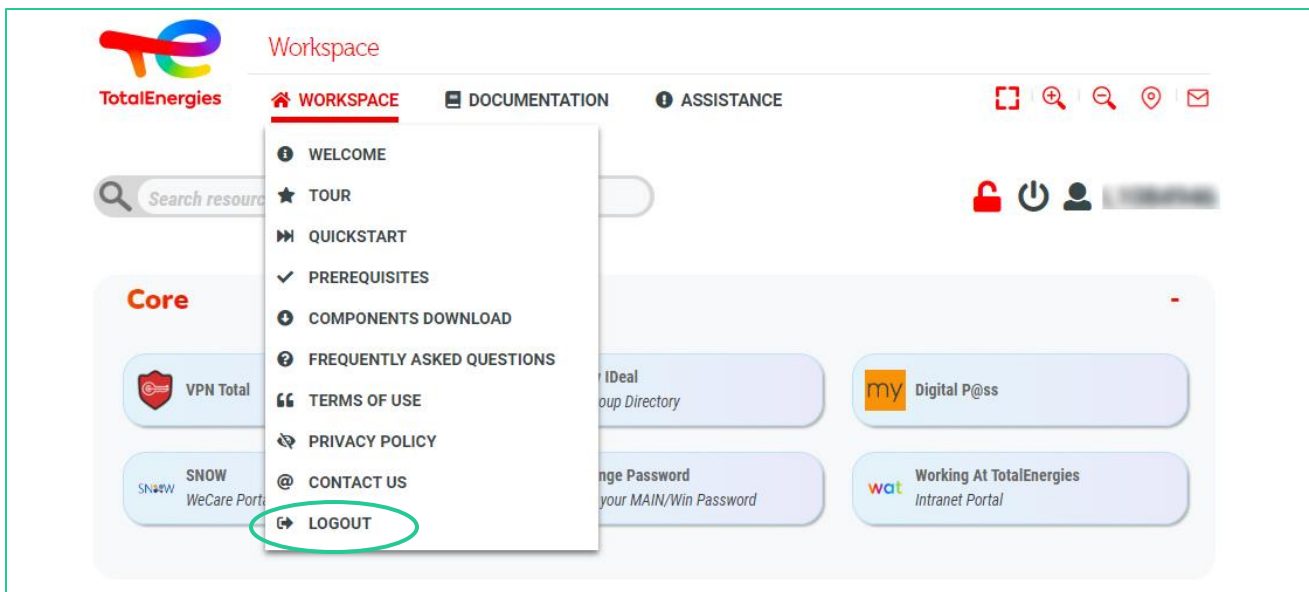
   ▪ In this case, select **Web Browser.**

   ▪ Enter your password and click on **Connect.**

*You are connected to the platform via your **browser!***

04 | DISCONNECTION

To close your session, simply click on the **Logout** icon at the top right of the interface.
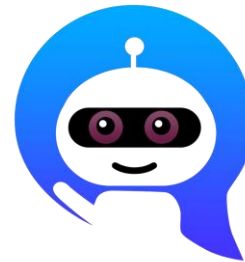

*You are disconnected from your **platform!***

05 | **PRACTICAL INFORMATION**

SERVICE SUPPORT

- You support Service Desk is available in French, English, German, Dutch, Spanish, Portuguese and Chinese on WeCare portal.

- Please specify that you are a **WORKSPACE** user when you contact the support.

Contact your WeCare Service Desk:
Central Number **+33 1 47 44 33 21**
or based on **your location.**

Use your **WeCare Companion**