

Aegean Airlines

Extranet Portal

[User Guide]



Getting started

Step 1:

How to login to Extranet Platform.

- 1. Open your browser. Enter the following url: <u>https://extranet.aegeanair.com/</u>
- 2. Fill in the login form with your credentials. Username (e.g., username@aegeanair.com) and your password and press the Login button. You should enter your Windows domain credentials. These are the same credentials with the ones you log-in into your PC/laptop.

AEGEAN	OLYMPIC,
Please sign in	
Username (Proper Format username@aegeanair.com):]
Password:]
Change Password	
Login	

Step 2:

After login, for security reasons, it is required to provide in **"RSA SecureID passcode"** field, the **PIN** you received when you registered to 2-factor Authentication.

If you don't remember your PIN you can retrieve it by entering the url: <u>https://portal.aegeanair.com/</u>, following the instructions given in 2-factor Authentication Enrollment Guide. Then press the <u>Submit</u> button.

For security reasons, we require additional information to verify your account	
Enter your RSA SecurID passcode	
Submit	



Step 3:

Once PIN details are provided, you will receive the new **"tokencode or passcode"** in your Mobile. Use this passcode and press the **Submit** button.



Wait for the tokencode to change, then enter the new tokencode:

Submit

Final Step: Congratulations! You are in!

Important Note:

- 4 3 wrong login attempts will lock your account for 30 minutes.
- If you have any troubles with your password, you may visit the Self-Service portal by entering the url: <u>https://itselfservice.aegeanair.com/</u>, in order to change/reset/unlock your password.