ACTONIX

USER GUIDE

Passkey & Password Vault

Step-by-step guide to signing in with a passkey from your phone, and registering your Password Vault with biometric authentication.

HIGHLIGHTS

Passkey sign-in
Scan a QR code — no password to type

Mobile approval
Approve desktop sign-ins from your phone

Biometric security
Face ID, fingerprint or device PIN

Password Vault
Three-step registration, then biometric-only access

01 Overview
02 Desktop: start sign-in
03 Mobile: scan & approve
04 Password Vault setup
05 Quick reference

Overview

What you need and how the process works

This guide covers two workflows: signing in on a **desktop or laptop with a passkey** by scanning a QR code with your phone, and completing **Password Vault registration** in three steps, with a biometric check at each stage.

What you'll need	Why it's required
Desktop or laptop (Windows, macOS or Linux)	Where you start the passkey sign-in
Smartphone with a camera (iOS or Android)	Scans the QR code and approves the request
Bluetooth on both devices	Confirms your phone is physically near your computer
Biometric (Face ID, fingerprint or PIN)	Final approval on your phone

Why Bluetooth?
Bluetooth proves your phone is physically near your computer — not just that someone scanned the QR code from somewhere else. You don't need to pair the devices.

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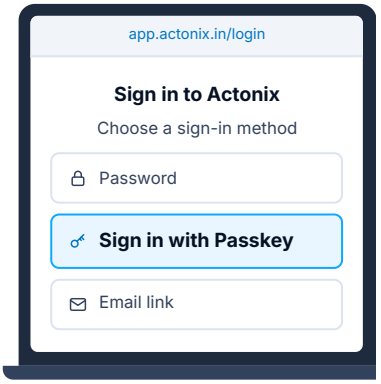
Part 1 — Desktop: start the passkey sign-in

Steps on your laptop or desktop browser

1 Click “Sign in with Passkey”

On the Actonix login page, click the **Sign in with Passkey** button, shown with a key icon alongside the other sign-in options.

DESKTOP BROWSER

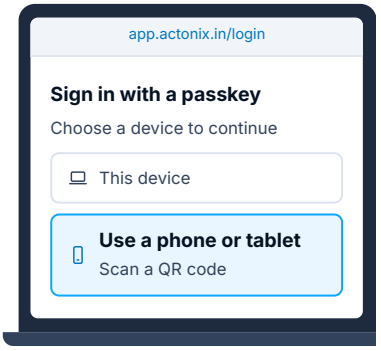


2 Choose “Use a phone or tablet”

Your browser shows a passkey dialog. Select the option to use another device — usually labelled **Use a phone or tablet** or **Use another device**.

> **Don’t see this option?**
> Update your browser. Chrome 108+, Edge 108+, Safari 16+ and Firefox 122+ support cross-device passkeys.

BROWSER PASSKEY DIALOG

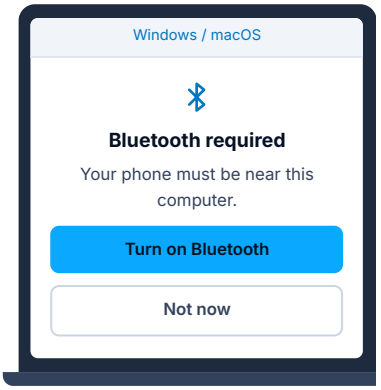


3 Turn on Bluetooth if prompted

If Bluetooth is off, your computer asks you to turn it on. This proximity check confirms you and your phone are in the same place.

> **Bluetooth already on?**
> This step is skipped and you go straight to the QR code.

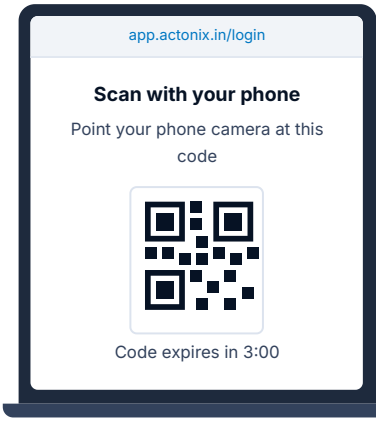
SYSTEM PROMPT



4 Keep the QR code on screen

A QR code appears on your desktop. **Don’t close or minimise this window** — you’ll scan it with your phone next. The code expires after a short time.

QR CODE ON SCREEN



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Part 2 — Mobile: scan, approve & authenticate

Steps on your smartphone

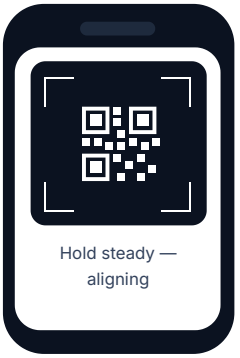
5 Open your phone's camera app

Use the **built-in camera app** — no QR scanner app is needed. Point it at the QR code on your computer.

iPhone
A banner appears at the top of the screen — tap it.

Android
A pop-up or notification appears — tap it.

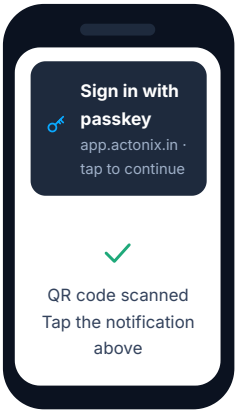
PHONE CAMERA



6 Tap the notification

When the camera detects the code, a notification appears. **Tap it** to open the passkey prompt.

QR DETECTED

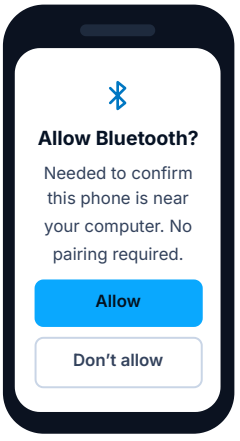


7 Allow Bluetooth on your phone if prompted

Your phone may ask to turn on Bluetooth so it can confirm it is near your computer. Tap **Allow**, or turn it on in Settings.

Important
Allow Bluetooth on both devices. Denying it on either one cancels the sign-in.

BLUETOOTH ON PHONE



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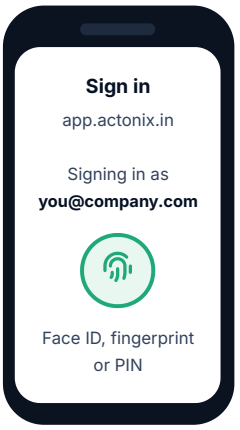
8

Approve with Face ID, fingerprint or PIN

Your phone shows the account and the website asking for access. Check they are correct, then approve with your biometric.

You're signed in
Your desktop browser completes the sign-in automatically — nothing more to do on your phone.

BIOMETRIC APPROVAL



Part 3 — Password Vault registration

Three steps, with a biometric check at each one

Have your phone ready — you will confirm with Face ID or fingerprint once at each step.

A
Create account · biometric #1

B
Validate · biometric #2

C
First login · biometric #3

A

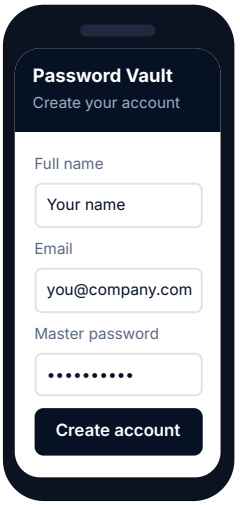
Create your account

Open Password Vault registration and enter your full name, email address and a master password. When you tap **Create account**, you're asked for your biometric to link the account to your device.

Biometric #1 — register device

Choose a strong master password — it protects everything in your vault. Your biometric is a second factor on top of it.

CREATE ACCOUNT



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B

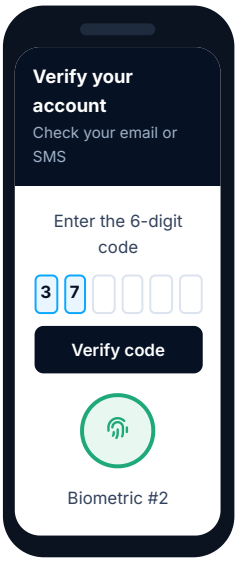
Validate with your email or SMS code

Enter the verification code sent to your email or phone and tap **Verify code**. You're then asked for your biometric again to confirm it's still you.

Biometric #2 — confirm validation

Outcome
Your account is fully verified and you move to the final step.

VALIDATE



C

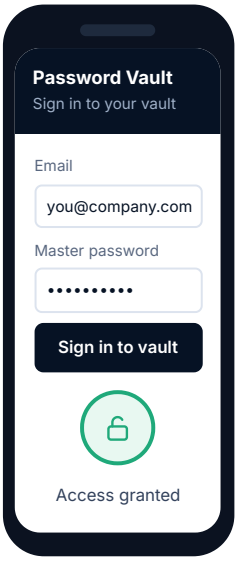
Sign in to your vault for the first time

Enter your email and master password, then tap **Sign in to vault**. A third and final biometric check grants access.

Biometric #3 — unlock vault

Registration complete
From now on, signing in to your vault only needs your biometric.

FIRST LOGIN



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Quick reference

Every step at a glance

#	Action	Device	Biometric
1	Click “Sign in with Passkey” on the login page	Desktop	—
2	Select “Use a phone or tablet” in the dialog	Desktop	—
3	Turn on Bluetooth if prompted	Desktop	—
4	QR code appears — keep the window open	Desktop	—
5	Open the phone camera and scan the QR code	Mobile	—
6	Tap the notification banner	Mobile	—
7	Allow Bluetooth on the phone if prompted	Mobile	—
8	Approve with Face ID, fingerprint or PIN	Mobile	Yes
A	**Vault — create account:** enter details → submit	Mobile	#1
B	**Vault — validate:** enter email / SMS code	Mobile	#2
C	**Vault — first login:** enter credentials → vault unlocked	Mobile	#3

After the first time

Steps 1–8 apply each time you sign in from a desktop with your phone. For the Password Vault, only your biometric is needed — you don’t repeat the three-step registration.

Need help? Contact your IT team or **support@actonix.in**.

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