ACTONIX

USER GUIDE

Signing in to Actonix

Set up passwordless sign-in, multi-factor authentication and your encrypted vault — then connect from any laptop or desktop with a passkey.

HIGHLIGHTS

Passkeys

Face ID, Touch ID or Windows Hello — no passwords to remember

Multi-factor authentication

Google or Microsoft Authenticator

Zero-knowledge vault

Decryption happens only on your device

Cross-device sign-in

Approve laptop sign-ins from your phone

PART 1

Accessing Actonix for the first time (mobile phone)

Complete these steps on your phone. A summary of every step is shown below.

#	Action	Device
1	On the login page, click **Sign in with Active Directory User Principal Name or Email**.	Mobile
2	In the dialog, choose your sign-in method: **Passkey (recommended)** — passwordless authentication that works on all modern devices and browsers, including built-in options such as Face ID, Touch ID and Windows Hello. With roaming passkeys you can sign in across devices with a push message. → Create a passkey and choose where to save it: Google Password Manager or Windows Hello. **Multi-factor authentication (MFA)** — adds a vital security layer by requiring a second verification method before access is granted. → A QR code appears — keep the window open. → Open Google Authenticator or Microsoft Authenticator on your phone and scan the QR code.	Mobile
3	**Set up your Password Vault.** The vault uses a zero-knowledge model: decryption happens only on your device, and the server stores only cryptographic hashes — Actonix never sees your master password or vault data. A. Set up your encrypted vault → Submit → biometric check #1 B. Validate the vault → biometric check #2 C. Log in to the vault → biometric check #3 → vault unlocked	Mobile

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PART 2

After setup: connecting from a laptop or desktop with a passkey

Once your passkey is set up on your phone, use it to approve sign-ins on any computer.

#	Action	Device
1	On the login page, click **Sign in with Passkey**.	Desktop
2	In the dialog, select **Use a phone or tablet**.	Desktop
3	Turn on Bluetooth if prompted.	Desktop
4	A QR code appears — keep the window open.	Desktop
5	Open your phone's camera app and scan the QR code.	Mobile
6	Tap the notification banner on your phone.	Mobile
7	Turn on Bluetooth on your phone if prompted.	Mobile
8	Approve with Face ID, fingerprint or PIN.	Mobile

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

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