

Logging in to Finavia's Airportal and AOS systems will become smoother and easier for those working at airports. Activate the electronic Finavia identity sent to your email in accordance with these instructions. Please note that the invitation has been sent to those who have an email address in the FinaviaPass system.

How to activate a Finavia visitor user ID

The activation of the user ID is divided into two stages: activation and authentication. Follow the step-by-step instructions. In case of problems, please contact:

1. Activating the Finavia visitor user ID

A. First, you will receive an email from Microsoft's service, which you must accept via the *Accept Invitation* link in order to activate the Finavia visitor user ID created for you.

Microsoft Invitations on behalf of Finavia <invites@microsoft.com> 15.
-> minä ▾

ⓘ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Finavia
Domain: finavia.onmicrosoft.com

This message was provided by the sender and is not from Microsoft Corporation.

Message from
Finavia:

Tämä kutsu on lähetetty Finavialta. Hyväksy kutsu, jotta sinulle myönnetään oikeus käyttää Finavian vierailija käyttäjätunnusta.

If you accept this invitation, you'll be sent to <https://finavia.sharepoint.com/sites/extranet/SitePages/Home.aspx>.

[Accept invitation](#)

This invitation email is from Finavia (finavia.onmicrosoft.com) and may include advertising content. Finavia has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052 

B. The link will take you to the login page. Use your email address as your username. Please be aware that:

- a. If your email address is a personal work email address and you are asked for a password,
 - your password is the password for your organisation's username

- b. If your organisation does not provide a work email address and you are asked for a password,
 - o your password is the password of the Microsoft account linked to the email address (not the inbox password)
- c. Otherwise, a one-time passcode will be sent to your inbox from Microsoft's service

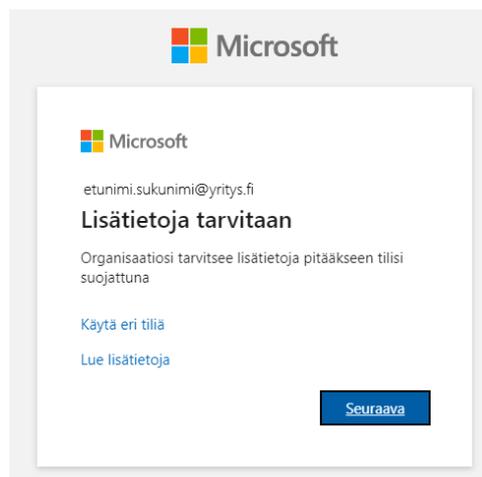


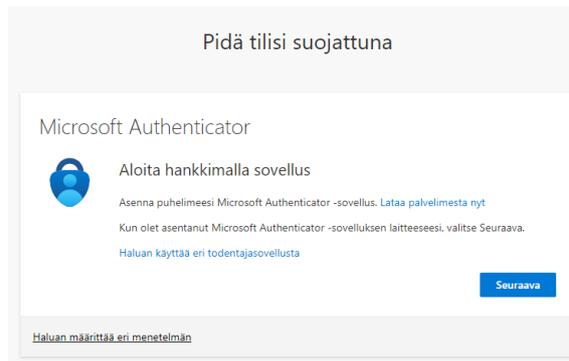
C. After this, the Microsoft service will request permission to receive user profile information (name, email address) and save the information of the transactions in Finavia's cloud service.

- o Select Accept

2. Setting up multi-factor authentication (MFA)

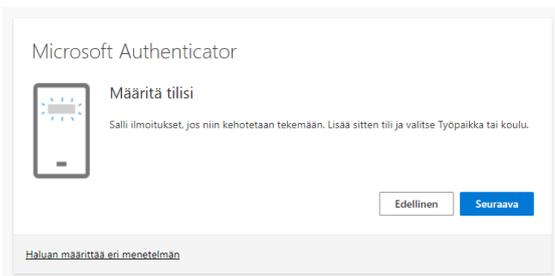
After activation, you must authenticate yourself. Multi-factor authentication has been made mandatory in order to protect Finavia's visitor user IDs.



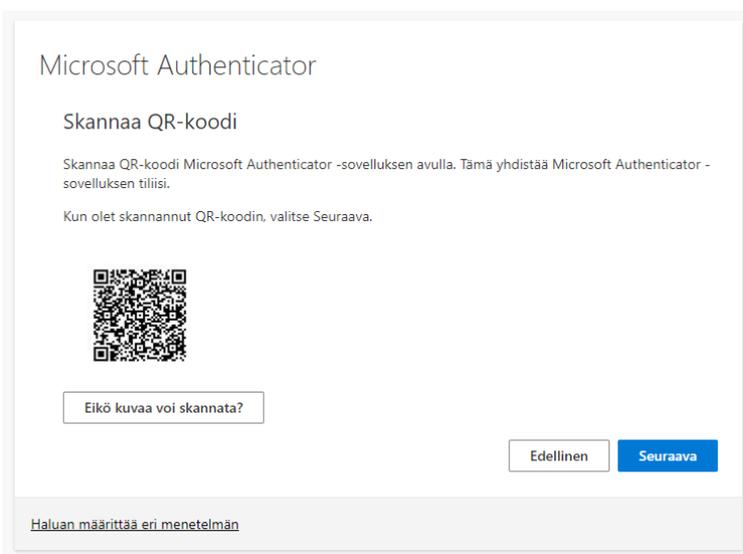


1. First, download the phone from Google Play or Apple Store

Microsoft Authenticator app to your

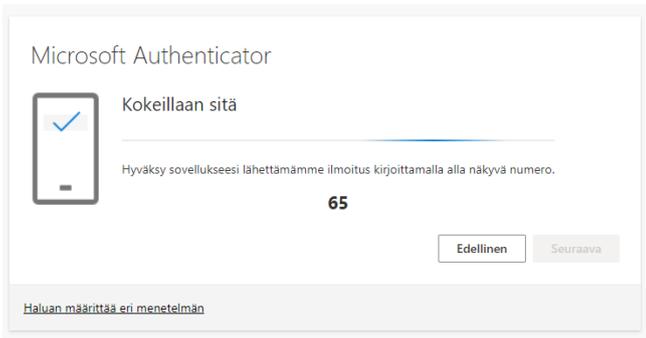


2. Open the Microsoft Authenticator app on your phone
3. Add the account
4. Select Personal account/Work or school account
5. Select Scan a QR code



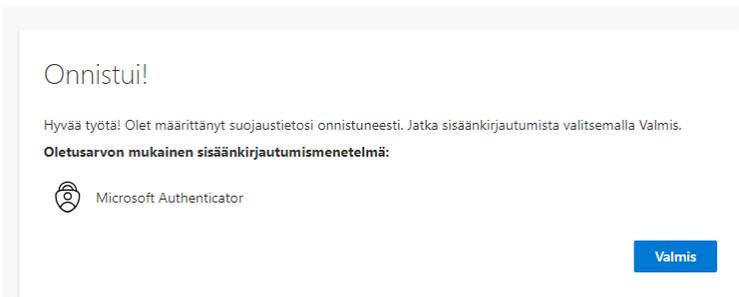
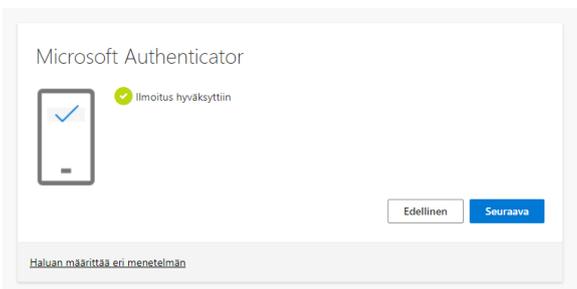
7. Scan the QR code on the screen

7. The account has now been added to Microsoft Authenticator



8. Enter the number on the screen in Microsoft Authenticator

9. Select Yes



3. Airportal access rights

The service will automatically direct you to Finavia's Airportal homepage.

You will receive the notification below because Finavia has not yet added the Airportal access rights. They will be added for everyone at the same time on 25 September 2024.

Tarvitset tämän sivuston käyttöoikeudet.

Haluaisin käyttöoikeuden.

Pyydä käyttöoikeutta