

# Access to MDT portal



## Access to MDT portal

The MDT portal is a secure environment used for participant registration and monitoring of youth research. Access to the MDT portal is limited to the project leader and up to four additional project staff members whose email addresses are included in the Verian Security Group. An email address included in the Verian Security Group is referred to as a *portal login*.

By default, Verian uses the first one or two email addresses of the contact persons provided at the start of the project.

Requests for additional access authorization (portal login) or changes to contact details must be submitted by email to the Verian helpdesk at [mdt@veriangroup.com](mailto:mdt@veriangroup.com). Such requests may only be made by the project leader or one of the registered contact persons.

## First-Time Login

Users logging into the MDT portal for the first time are required to complete several setup steps to access the different sections of the portal. These steps include creating a password and setting up multi-factor authentication (MFA), and are necessary to protect participants' personal data. After completing the initial setup, future logins will be faster.

## Step 1: Set your password

- Click on the following link: <https://portal.mdt-onderzoek.nl>
- Enter the email address registered with Verian and click **Forgot password?**
- You will receive an email containing a link to set a new password.<sup>1</sup>

The image shows two screenshots of the MDT portal interface. The top screenshot is the 'Log in' page, featuring a header with 'Log in' and a language dropdown set to 'English'. Below the header are two input fields: 'Email:' and 'Password:'. An orange 'Log in' button is positioned below the password field, with a blue link 'Forgot password?' underneath it. The bottom screenshot is the 'Forgot password' page, with a header 'Forgot password' and a blue link 'Back to log in'. Below this is a large white input field labeled 'Email' and an orange 'Reset password' button.

- Click the link in the email and set a password of your choice. The password must contain at least one uppercase letter, one special character, and one number.
- Return to the login page and sign in.
- After saving your password, you will be automatically redirected to the login page and prompted to secure your account using multi-factor authentication (MFA).

If you enter an incorrect password three times in a row, your account will be locked for security reasons. In that case, reset your password again by following the steps described above.

## Step 2: Account Security and MFA Setup

To ensure the security of the MDT portal and all participant data, we use Multi-Factor Authentication (MFA). This means that when logging in, you are required not only to enter your password, but also to confirm access using a second verification method, such as approval via a mobile app (authenticator app).

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<sup>1</sup>No email received? First, check your spam or junk folder. If the email is not there, your email address may not be registered (or may be registered incorrectly). In that case, please contact the MDT helpdesk. It is also possible that the email is being blocked by your organization's mail server or network filter. This may cause the email to end up in the spam folder or not be delivered at all. To resolve this, your system administrator should add the following senders to the safe list (whitelist). After whitelisting, the reset emails should be delivered normally:

- > [mdt@veriangroup.com](mailto:mdt@veriangroup.com)
- > [\\*@mdt-onderzoek.nl](mailto:*@mdt-onderzoek.nl)
- > [MDTverian@veriansurveys.com](mailto:MDTverian@veriansurveys.com)

MFA is a proven and effective way to protect digital identities against phishing, data breaches, and other forms of cybercrime. Our MFA implementation complies with the guidelines of the Dutch National Cyber Security Centre (NCSC) and the recommendations of the Open Web Application Security Project (OWASP).

- After logging in, you will be prompted to secure your account using MFA. Click Next.

Secure your account with Multi-Factor Authentication

Setting up MFA – what do you need?

- A smartphone or tablet
- On that smartphone or tablet, install a (free) authenticator app

Click Next to go through the steps.

Cancel Next

- Open the authenticator app on your phone and scan the QR code displayed on your screen. If scanning does not work, you can enter the code manually in your app. Then click **Next**.

If you do not yet have a (free) authenticator app, download one from the Google Play Store or Apple App Store. The most commonly used apps are Google Authenticator, Microsoft Authenticator, or Authy.

Instellen MFA

Stap 2:

Open je authenticator-app op je telefoon (zoals Google Authenticator, Microsoft Authenticator of Authy) en scan de QR-code hieronder om je account te koppelen.

Scan deze QR-code met de authenticator-app



Kun je de QR-code niet scannen? Voer dan deze code handmatig in je app in:  
wzvq k2b6 oa7o 6o6d o7ui autr eg5x 5qek

Annuleren Vorige Volgende

- Activate MFA by entering the 6-digit verification code from your authenticator app into the Code field, then click the Verify button. This time-sensitive, one-time code is only valid for a short period and provides an additional layer of security.

## Instellen MFA

Stap 3:

Heb je de MDT-portal toegevoegd aan je authenticator-app? Vul dan hieronder de 6-cijferige code in die je app toont. Deze vind je in de lijst met referentie 'MDT-portal'.

Code:

## MFA is succesvol ingesteld

Je account is nu extra beveiligd. Vanaf nu vragen we bij elke login om een extra code uit je authenticator-app, naast je wachtwoord.

Het is mogelijk om telkens voor 14 dagen het inloggen via MFA over te slaan als je het apparaat waar je op inlogt vertrouwt.

Heb je later geen toegang meer tot je MFA-app of neem je een nieuwe telefoon in gebruik? Neem dan contact op met de MDT-helpdesk ([mdt@veriangroup.com](mailto:mdt@veriangroup.com)) om je toegang te herstellen.

Your account is now additionally secured with Multi-Factor Authentication (MFA). MFA only needs to be set up once. After it is configured, you will always log in to the MDT portal using this two-step method, entering your password and the additional code from your authenticator app.

After setting up MFA, you can choose to skip the MFA step for 14 days on a trusted device. After 14 days, you will be prompted to enter a code from your authenticator app again. Like this:

mdt@veriangroup.com'."/>

**Multi-Factor Authentication**

Confirm your identity with the 6-digit code from your authenticator app.

**Code:**

**Trust device:**  Skip MFA on this device for the next 14 days

**Back** **Check**

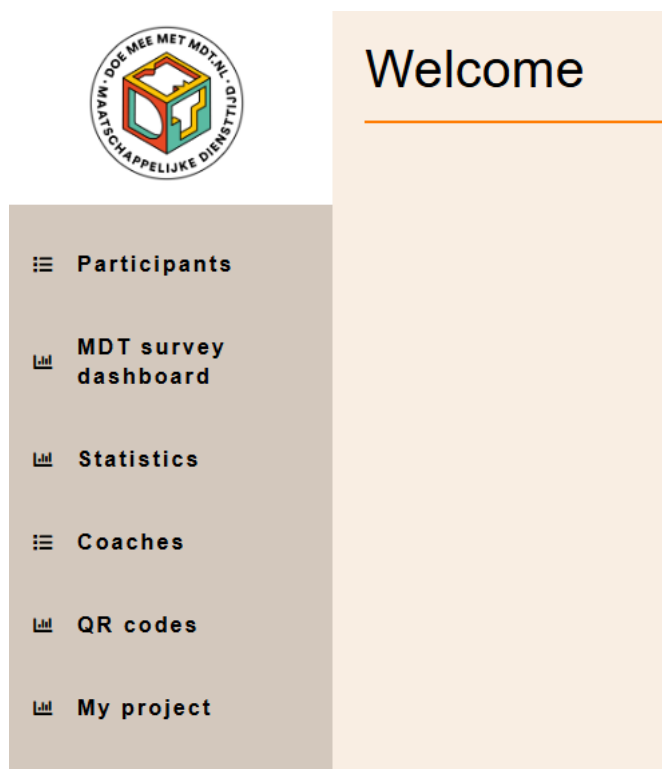
If you do not have access to the authenticator app, for example because you have a new phone, please contact the MDT helpdesk via [mdt@veriangroup.com](mailto:mdt@veriangroup.com)

Important: sharing a single, common account is not recommended. MFA is personally linked to the email address used to log in. Each user with access to the MDT portal should have their own login account, ensuring both security and proper access control.

## Access to survey dashboards

Via the MDT portal, you also get access to the dashboard with the results of the surveys and the statistics of your participants. These can be found in the menu under *MDT survey dashboards* and *Statistics*.

A separate (automatic) login action is required to access these dashboards. Click on *MDT survey dashboard* or *Statistics*, then click Sign In.



Important: It may happen that you click Sign In but are not redirected to the dashboard results. This usually means that two different email accounts are being used on the device you are working on:

- an email address to log in to the MDT portal, and
- a different email address that is linked to your Microsoft account

Below are several ways to check which email address your Microsoft account is linked to on your device:

1. Check your Microsoft account online

- Go to [account.microsoft.com](https://account.microsoft.com) and sign in.
- Click Your info to see the email address used as your username.

2. Check via Windows settings (Windows 10/11)

- Open Start → Settings → Accounts.
- Under email & accounts, you can see which Microsoft accounts are linked to your device, including the email addresses.

3. Check via a Microsoft Office app (Word, Excel, Outlook)

- Open an app such as Word or Excel.
- Go to File → Account.
- Under Product Information, check the email address shown next to Belongs to.

The easiest way to gain access to the dashboard in the MDT portal is to align your portal login email address with your Microsoft account email address, or vice versa. You can request a change to your portal login by contacting the MDT helpdesk.

**More information or contact**

Please see the toolkit folder [MDT-research Caribisch Nederland](#) for manuals and instructions related to the MDT portal and study.

For questions and support, you can contact the MDT helpdesk.



MDT helpdesk Verian | MDT research

- Telephone: +31 (20) 793 24 26 or +31 (20) 793 02 70 (every business day from 2 to 4 PM CET)

- Email: [mdt@veriangroup.com](mailto:mdt@veriangroup.com)