

First registration in SPICE

If you already have the SPICE app on your smartphone, skip to step 2.

1. Download SPICE APP from the iTunes Store (iPhone) or Play Store (Android)

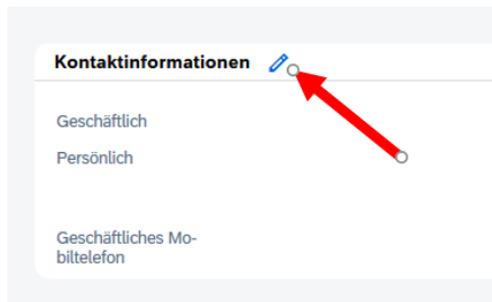


Scan the QR code with your photo app and download the Spice app.

For iPhone: For Android:



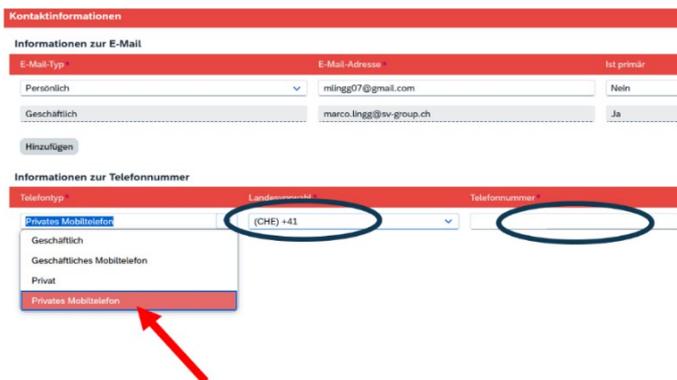
2. Save your mobile number in MyHR



If you have already entered your current number in MyHR, proceed to step 3.

To log in to SPICE, your current mobile number must be stored in MyHR.

To do this, click on the My Profile tile on the MyHR homepage or on the three bars at the top left of the app and then on Profile.



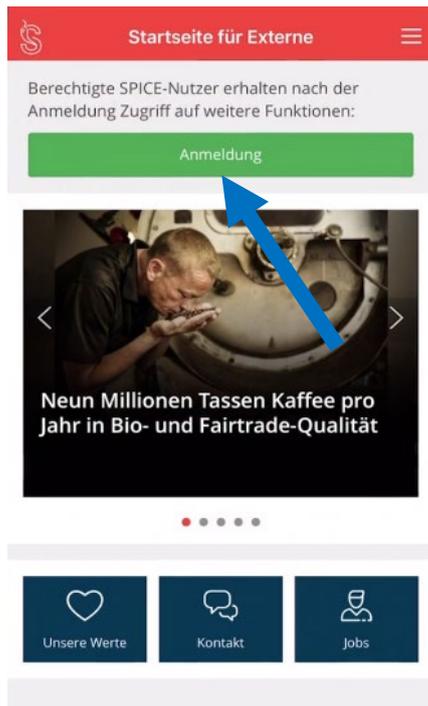
After that, you can click on the pencil icon under Contact Information. Under Phone Number Information, select Private Mobile Phone as the phone type. Then, select a country code and enter your phone number.

3. Log in to the SPICE app

Requirements to install SPICE:

- Smartphone (iPhone, Samsung, etc.)
- Access to the internet (sufficient free data volume or Wi-Fi).
- Mobile phone reception to receive SMS messages. (Charges may apply for foreign numbers).
- You must have entered your current mobile number correctly in MyHR.
- You **cannot** log in with your email address.

Open your SPICE app and click on the green Log In button.



In the new window, click on *Login with SV Group email address*.

After that, a new smaller window opens. Here, you click on *Accept*.



Schließen Login mit SV Group E-Mail...

In the new window, enter your mobile number that is stored in MyHR. Start with a + and the country code. For Switzerland, for example, +41791234567 and then click on the *Continue* button.

svgroup

Anmelden

+41794606552

Sie können nicht auf Ihr Konto zugreifen?

Weiter

Melde dich mit deiner SV Group Email-Adresse an: vorname.nachname@sv-group.ch/.de

Solltest du keine SV Group Email-Adresse haben, nutze deine persönliche Telefonnummer inklusive Ländervorwahl:

Beispiel +41791234567

Finde deine Ländervorwahl [hier](#).

Anmeldeoptionen

If you are asked now or at a later time which account you want to use, **select Business, School, or Unikonto** and confirm it.

Schließen Login mit SV Group E-Mail...

svgroup

Offenbar wird diese E-Mail mit mehreren Microsoft-Konten verwendet. Welches Konto möchten Sie verwenden?

Geschäfts-, Schul- oder Unikonto
Von Ihrer IT-Abteilung erstellt

Persönliches Konto
Von Ihnen erstellt

Zu oft gesehen? Benennen Sie Ihr persönliches Microsoft-Konto um.

Zurück

You should now receive an SMS with a 6-digit code. If you have not received an SMS, check your mobile reception and that you have used the correct country code and mobile number. The mobile number used is always the one you have registered in MyHR.

Messages • Microsoft • Jetzt

Use verification code 484597 for Microsoft authentication

"484597" kopier... Als gelesen markieren

← +41 79 460 65 52

Code eingeben

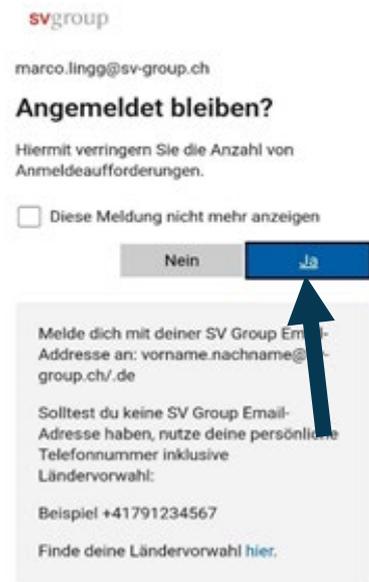
Enter the code and click on the Login button.

Wir haben einen Code an +41 79 460 65 52 gesendet.

Code eingeben

Anmelden

Schließen Login mit SV Group E-Mail-...



Click on Yes. So you don't have to log in every time.

For security reasons, you have to log in again every 30 days and identify yourself with your mobile number. The expiration is always exactly the same.



Click on *Allow* if you don't want to miss any news in SPICE. Then you will receive a notification on your smartphone when there is something new.

Login problems?

Read the instructions on the flyer carefully, watch the video, and follow the steps. If you still encounter issues, the Service Desk can provide limited support.

Contact us at: E-mail: ServiceDesk@sv-group.com
IT Service Desk, Tel: +41 43 814 13 99

Provide your first and last name, your employee number, and a phone number where you can be reached.