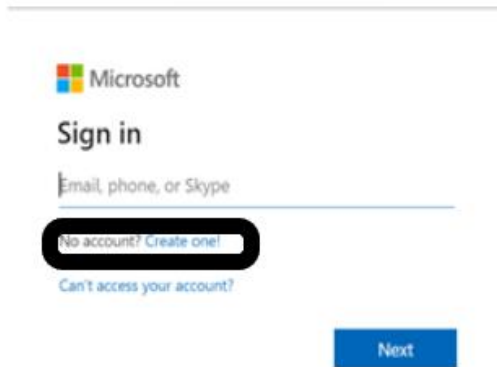


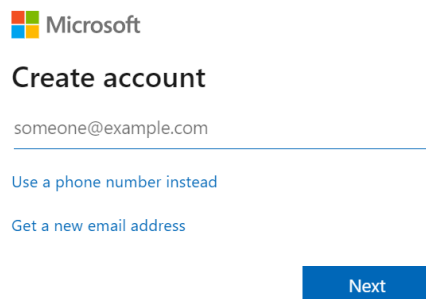
## Creating a Microsoft guest account

Follow these steps:

1. Go to **portal.microsoftonline.com**
2. Click Create one!



3. Enter a personal e-mail address you want to use to connect to the FEB extranet and click Next. Example: `annelore.debatselier@gmail.com`.



4. Next choose a password and click Next.

## Create a password

Enter the password you would like to use with your account.

.....

Show password

Next

### IMPORTANT!

Passwords must be at least 8 characters long and contain at least two of the following: uppercase letter, lowercase letter, number, symbol.

5. Choose your region and enter your date of birth.

## Create account

We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region

Belgium ▼

Birthdate

Month ▼ Day ▼ Year

Next

6. Verify your e-mail address.

Microsoft will in the meantime send you an e-mail with a security code. Enter this code and click Next.

Microsoft account

## Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **7429**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,  
The Microsoft account team

Back Forward

### Verify email

Enter the code we sent to **marieagnestestvl@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

7. To prove the account has not been created by a robot, you must first solve a puzzle.

### Create account

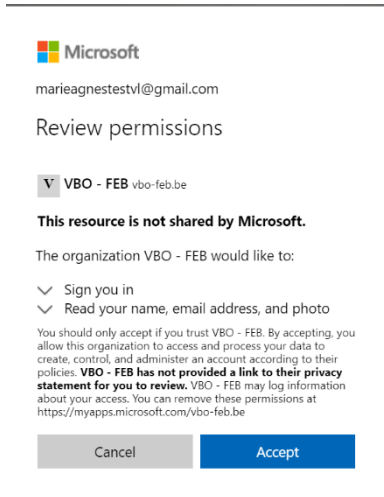
Please solve the puzzle so we know you're not a robot.



Next

Once the puzzle has been solved correctly, your account is ready.

8. Now go back to the FEB extranet. After you sign in, Microsoft will ask you **one time only** for permission to establish a link with FEB. Click Accept.



Your account is now ready for you to sign in to the FEB extranet.