



**ACTIVATE
ONSTAGE4BUSINESS ACCOUNT**

COMPANY



**Versie
23-07-2026**

INHOUDSOPGAVE

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GENERAL INSTRUCTION

During an internship period, ROC Nijmegen collaborates closely with companies. To facilitate this collaboration, we work with the OnStage platform. As an organization, you use OnStage4Business (O4B). This is a website linked to the OnStage platform.

To log in to OnStage4Business, you need an account. Contacts are invited by OnStage via email to create an account in OnStage4Business. Under the chapter “more detailed instructions”, you can read what to do..

This account is linked to one or more roles in O4B. These role(s) determine your rights in O4B. A ‘Performing Authorized Person’ and a ‘Work Supervisor’ must (always) be linked to an intern’s file. This can be the same contact person, but it does not have to be.



Important to know;

- For each employee/contact person, you can indicate which role(s) they have..
- The employee with the role of Authorized Signatory signs the work placement agreement. This is, for example, an HR employee..
- The employee selected as the LogBook assessor in the intern's file assesses the intern's practical training hours. This can be an employee with the role of Work Supervisor, but the Authorized Signatory can also be selected for this purpose..
- The employee with the role of Coordinator can view all intern files within the organization and its subsidiary branches, while the role of Authorized Signatory only sees the students to whom he/she is assigned..

Log in via this link: <http://onstage4business.xebic.com>

Is information missing from the dashboard, or are you unable to log in to OnStage4Business?

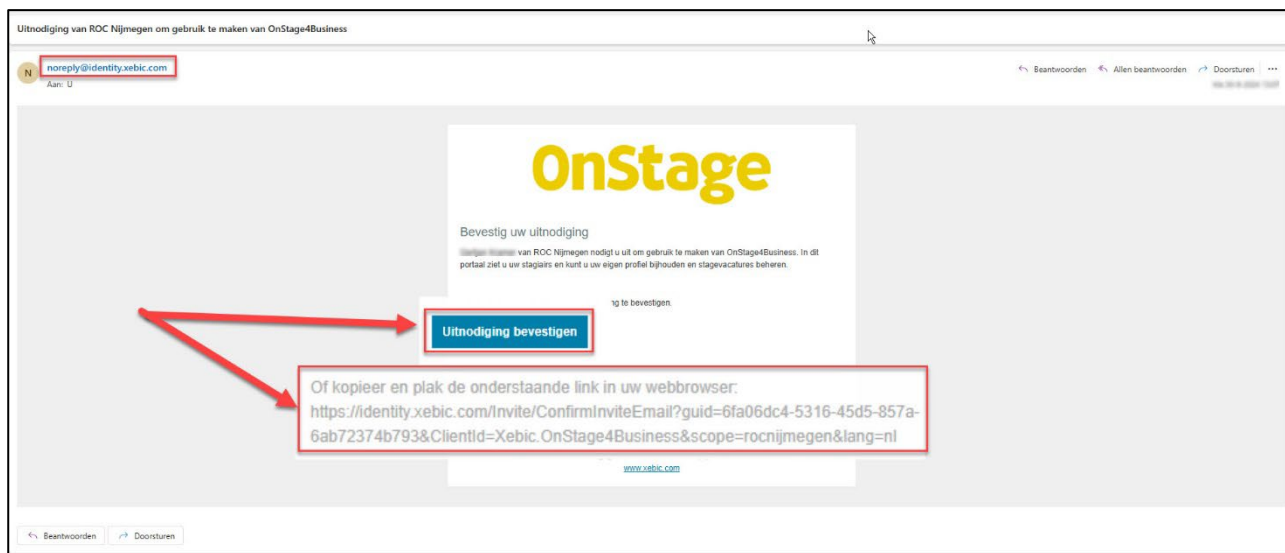
If so, please contact your study program contact person at ROC Nijmegen.

DETAILED INSTRUCTIONS

Invitation email

You will receive an email from noreply@identity.xebic.com at the email address known to us..

Click on 'Confirm invite' or click on the 'Activationlink' at the bottom of the mail.



Registration options

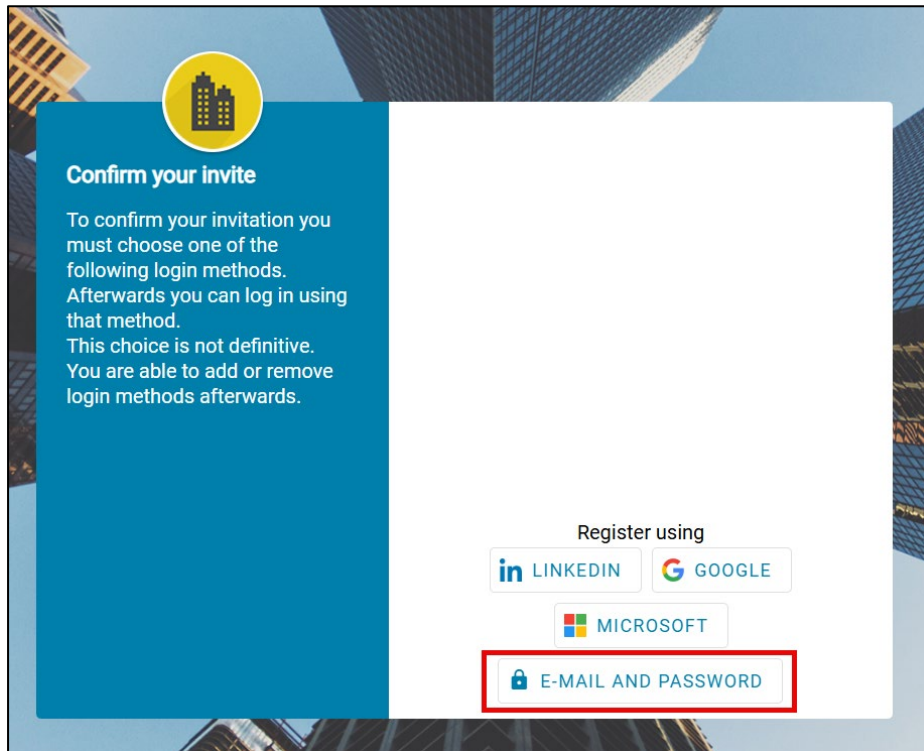
OnStage4Business offers various ways to register. We recommend choosing the 'Email address and password' option. We experience the fewest problems with this.

You register for OnStage4Business using an email address. Use your personal work email address for this. This minimizes the chance of error messages and problems.

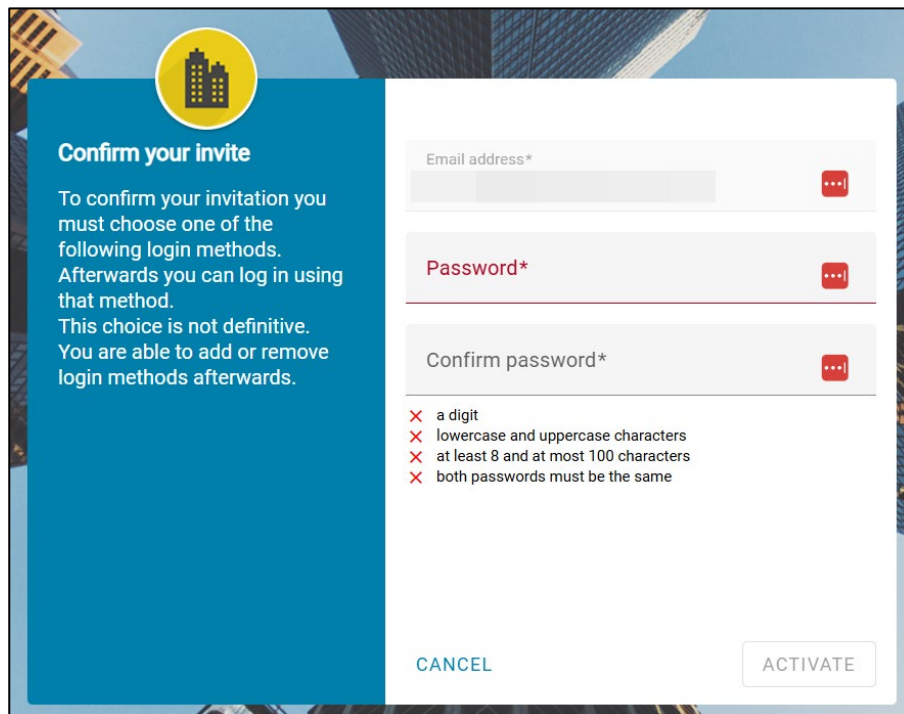
It is possible to use a general email address such as 'info@companyname.nl'. However, this is only possible for one account. Consequently, multiple employees would then have to log in using the same account and password. We experience problems with this quite regularly.

Register with email and password

From the invitation email, you will arrive at the page below. Click on “email and password”.

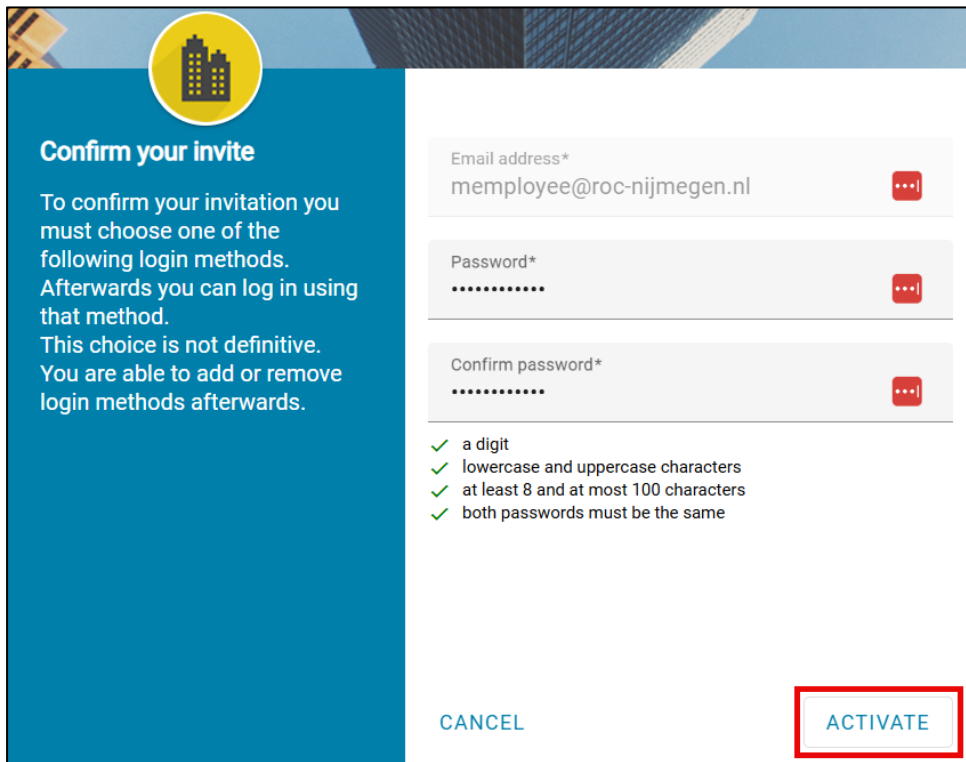


Choose a password. It must meet the conditions marked with a red “X”.



💡 Please note! From now on, select this option to log in to OnStage4Business.

As soon as you have filled in the “Password” and “Confirm password” fields, you can click on the “Activate” button.



Confirm your invite

To confirm your invitation you must choose one of the following login methods. Afterwards you can log in using that method. This choice is not definitive. You are able to add or remove login methods afterwards.

Email address*
memployee@roc-nijmegen.nl

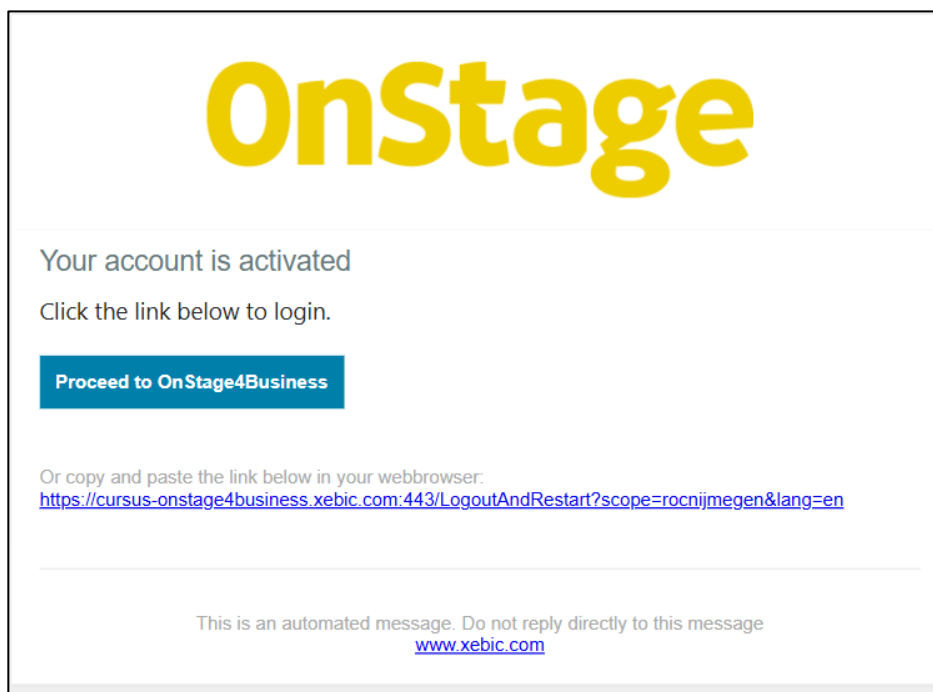
Password*
.....

Confirm password*
.....

- ✓ a digit
- ✓ lowercase and uppercase characters
- ✓ at least 8 and at most 100 characters
- ✓ both passwords must be the same

CANCEL **ACTIVATE**

You will receive a confirmation email at the email address you provided that your account has been activated.



From now on, you can log in via the link <http://onstage4business.xebic.com> with your email and password..

Register with LinkedIn, Microsoft or Google account

We recommend choosing the 'Email address and password' option. We experience the fewest problems with this.

Do you still want to link your O4B account to your LinkedIn, Microsoft, or Google account? This will only work if these applications are linked to the email address registered in OnStage (our platform). Preferably, this is your organization's personal email address.