

# Environment Online

## Log in - Representing an entity using Microsoft Work Account

27 March 2024



## SUMMARY

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The Microsoft Work Account login solution enables users to log into Environment Online using their organisation's Azure Active Directory (Entra ID) credentials. It allows the user to log in representing the organisation with a role assigned by their organisation.

This guide describes the steps for a user representing an entity to log in to the Environment Online using the Microsoft Work Account login option.

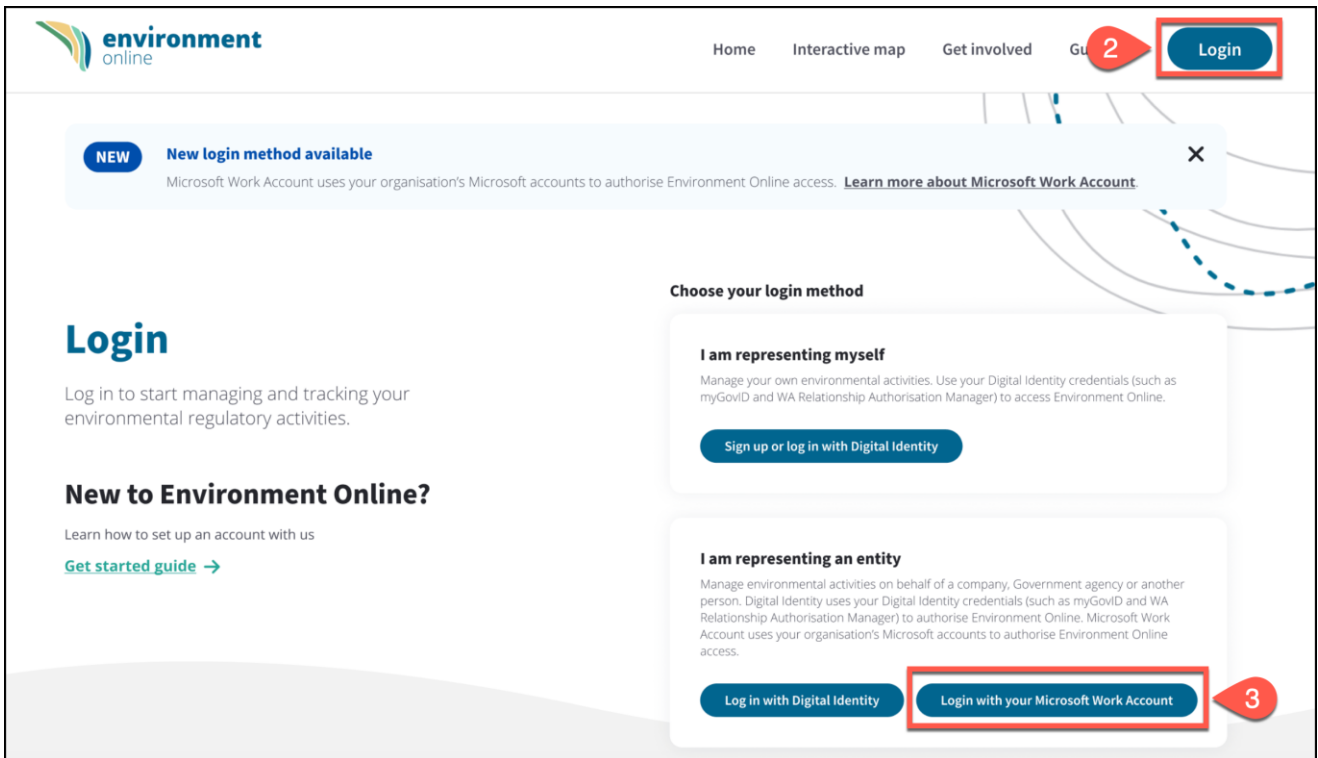
Note: You will be able to log in provided that your organisation has performed the initial setup to grant consent to the Environment Online Application and included your name on one of your organisation's Entra security groups for Environment Online.

## Prerequisites

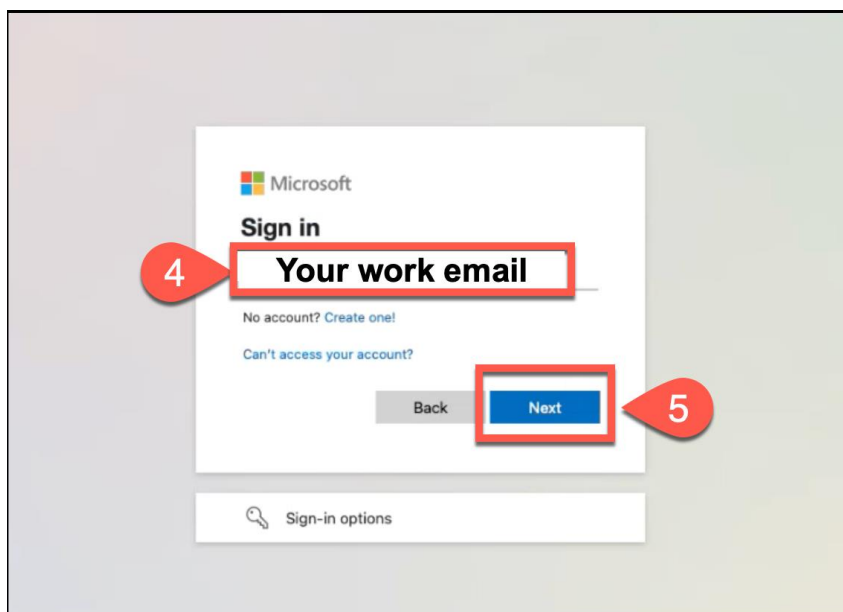
- Your organisation has added you to either a Service Administrator or Service user group.
- Multi-factor authorisation (MFA) is required.
- Contact your IT Administrator to confirm.
- IT Administrators can follow this guide Set up – representing an entity using Microsoft Work Account login, if required.

# Log in to the Environment Online using your Microsoft Work Account

1. Visit [Environment Online](#).
2. Select the **Login** button.
3. Select the **Login with Microsoft Work Account** button.

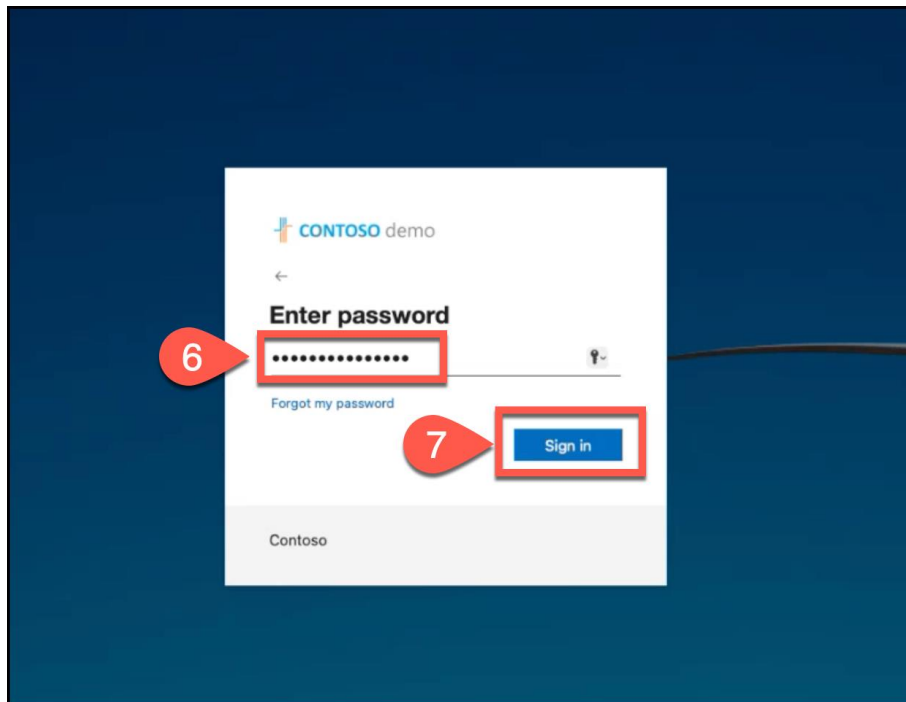


4. Enter your **Microsoft Work Account email**.
5. Select **Next**.



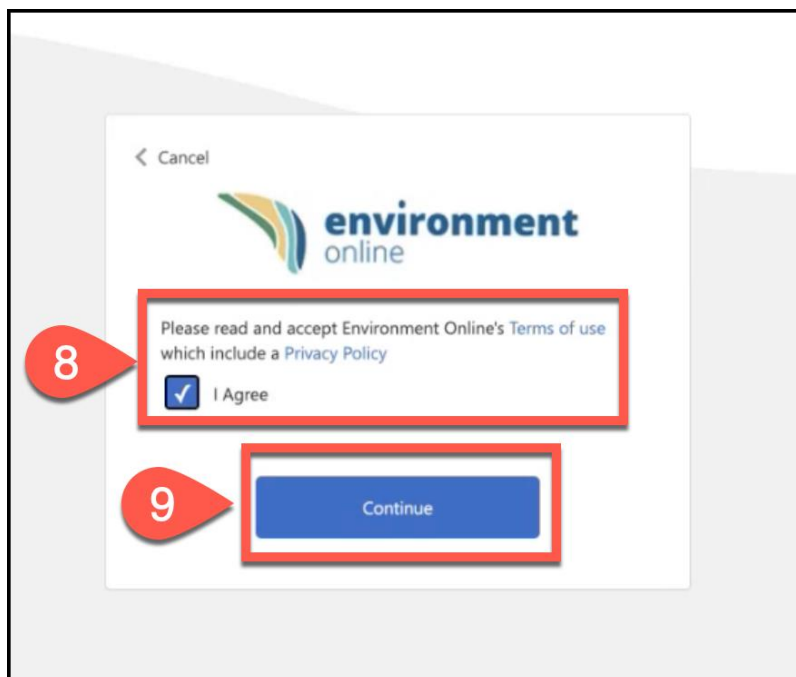
**Note:** You will be forwarded to your company login page.

6. Enter your **Microsoft Work Account password**.
7. Select **Sign in**.

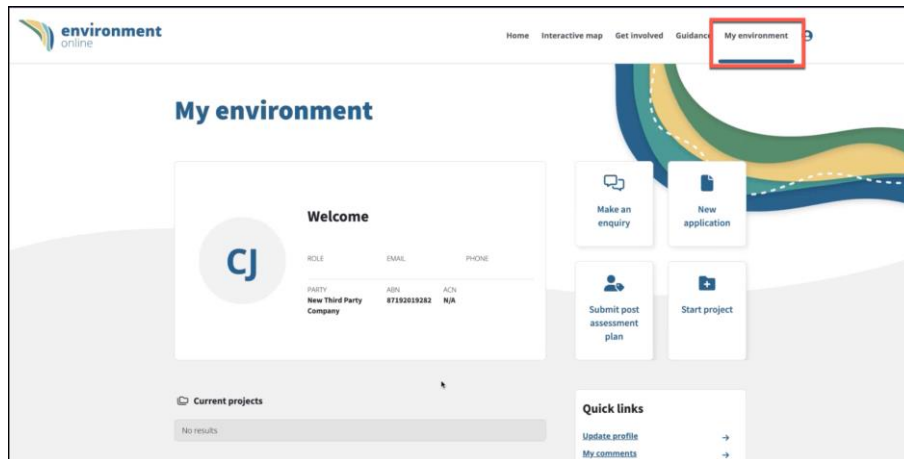


**Note:** You will be prompted to use your usual work account Multi-Factor Authentication (MFA) service.

8. You must read and accept Environment Online's **Terms of Use** and **Privacy Policy**, then select **I Agree**.
9. Select **Continue**.

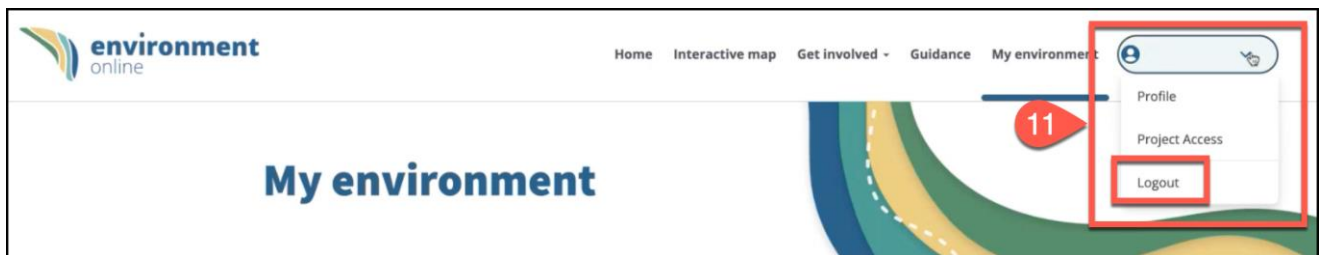


10. When successfully logged in, the Environment Online Portal will display the **My environment** dashboard.

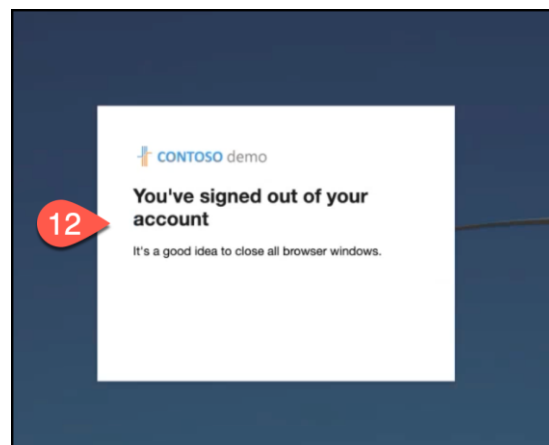


**Note:** Contact your organisation's Service Administrator to assign your projects if required.

11. Once you have completed your tasks, select the drop-down menu of the **profile panel**, then select **Logout**.



12. When successfully logged out, the following message will display.



## Common error messages

The following error messages will display if your IT administrator has not yet added your profile to the appropriate group or has not yet onboarded to establish the connection between your organisation and Environment Online. Identifying which error you receive will assist your IT administrator in providing a resolution.

Figure 1- Error: Onboarding is required by IT Administrator

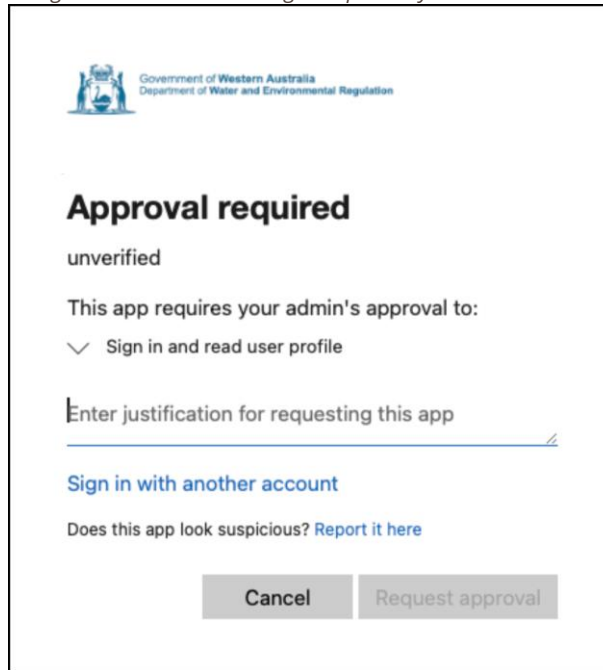
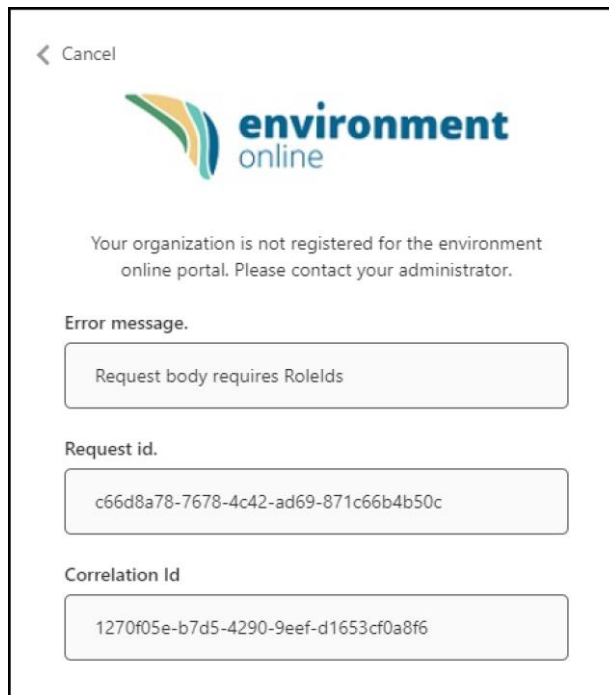


Figure 2 – Error: Not yet added to a group



Please contact your IT administrator if you encounter either of these error messages.

If problems persist, or you require further support in accessing Environment Online, please:

- **submit an online enquiry** via [Environment Online](#). Online enquiries can be submitted at anytime and we will respond during office hours; or
- **call us on 1800 161 176**, between 8.30am – 5pm Monday to Friday, or leave a message after hours.

