

Environment Online

# Set up an organisation in Environment Online using a Microsoft Work Account

1 May 2026



## Summary

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The Microsoft Work Account login solution enables users from organisations to log in using their organisation's Azure Active Directory (Entra ID) credentials, with a role assigned by their organisation. It will allow the Department of Water and Environmental Regulation's (DWER) Environment Online to identify the organisation they represent and their role.

This guide is for an organisation's **IT administrator (Global Administrator or Privileged Role Administrator)** to perform the initial setup to grant tenant-wide admin consent to the Environment Online Application.

After setup is complete, users can log in with guidance from the - [Log in - Representing an entity using Microsoft Work Account](#) .

See page 9 for a [Solution overview infographic](#).

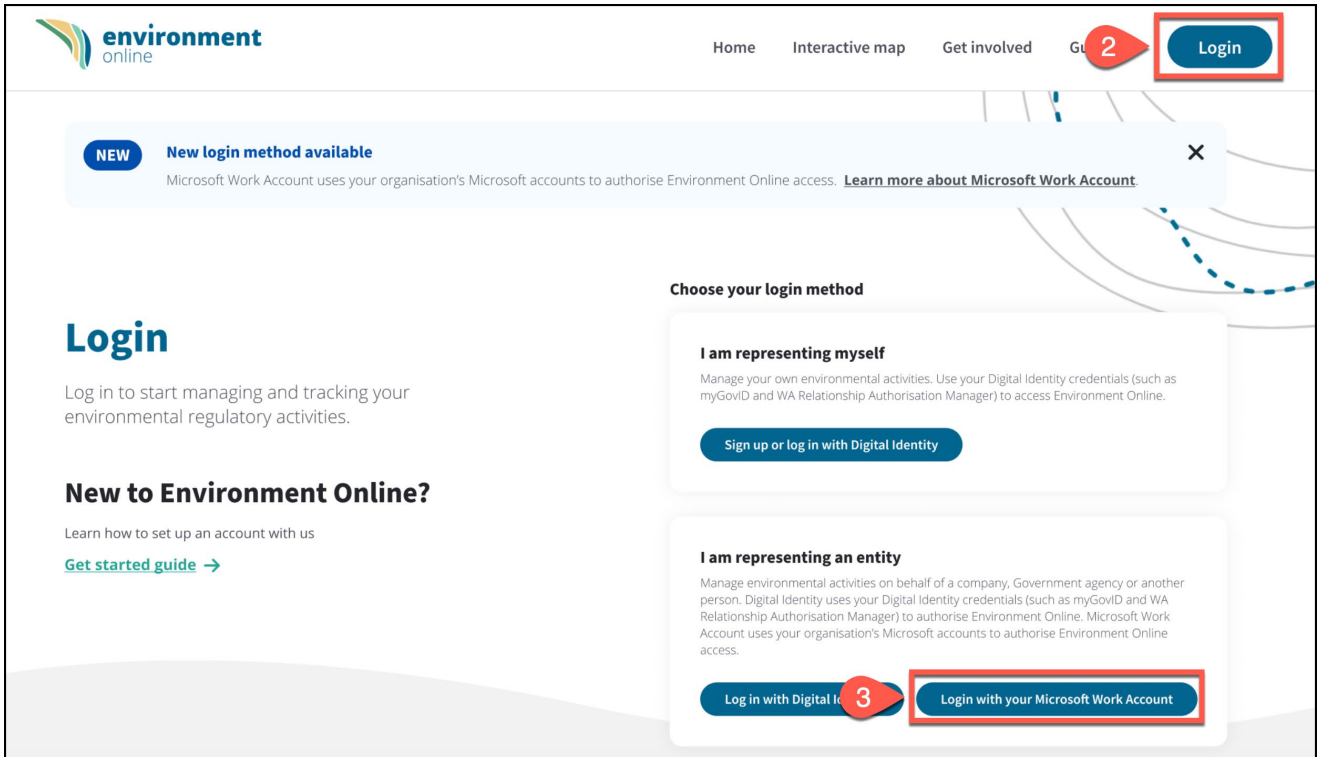
## Prerequisites

- Microsoft Entra ID P1
- Global Admin or Privileged Role Administrator

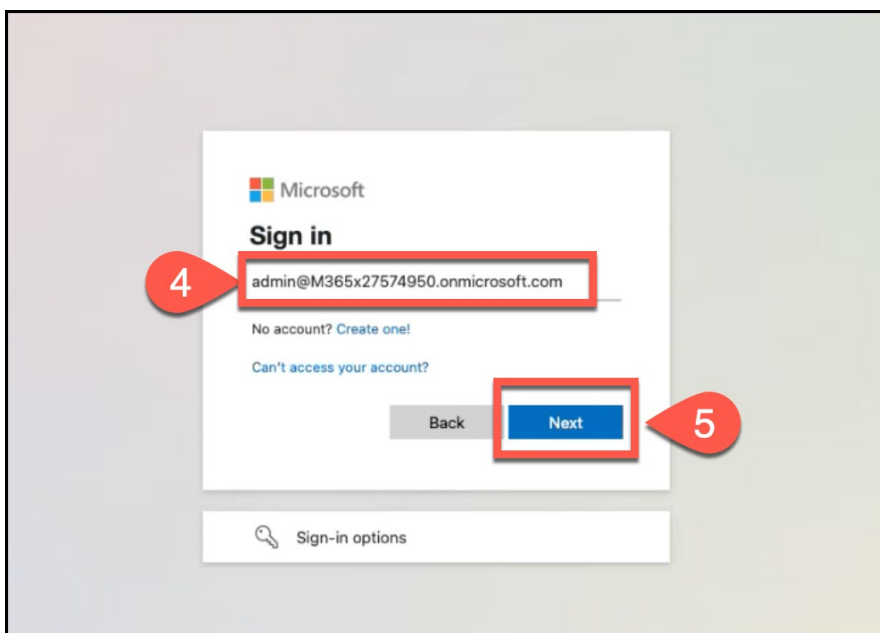
# Steps to set up Entra ID tenant for Environment Online

Complete the following process within your Entra ID tenant to configure Environment Online components.

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

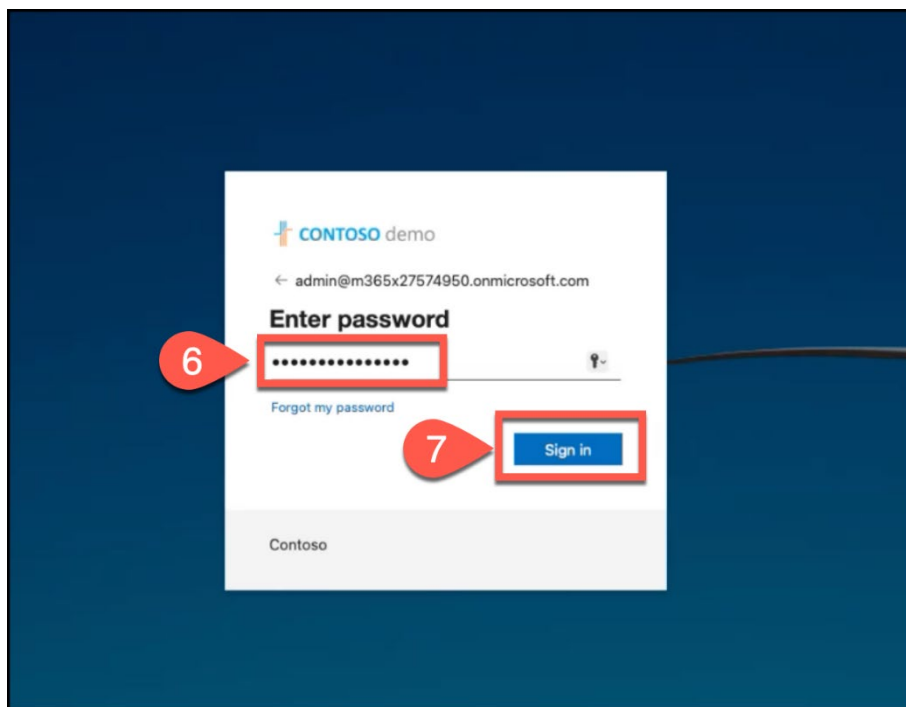


4. Enter your **Microsoft Work Account email**.
5. Select **Next**.



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

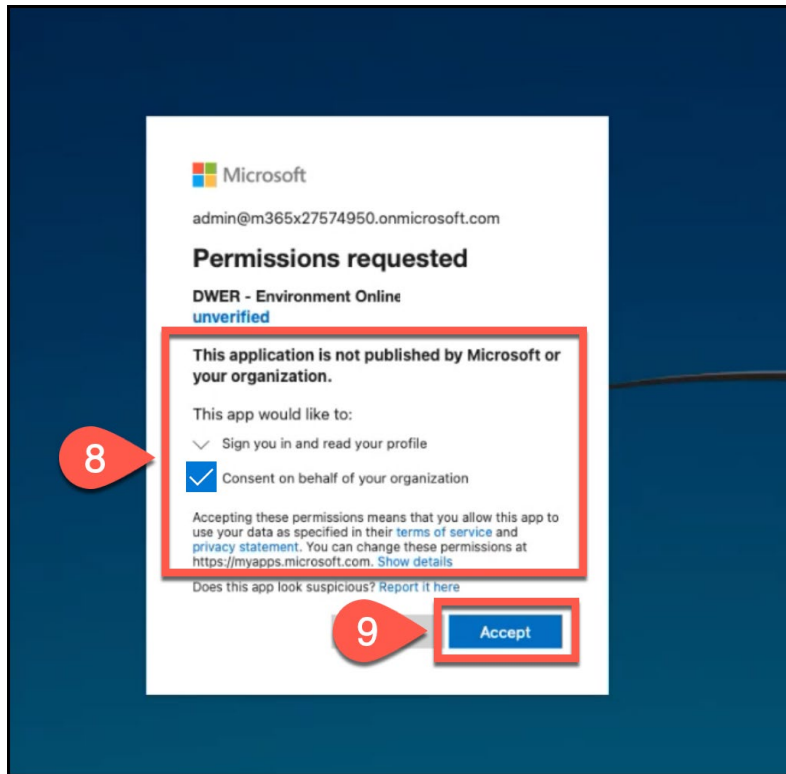
6. Enter your **Microsoft Work Account password**.
7. Select **Sign in**.



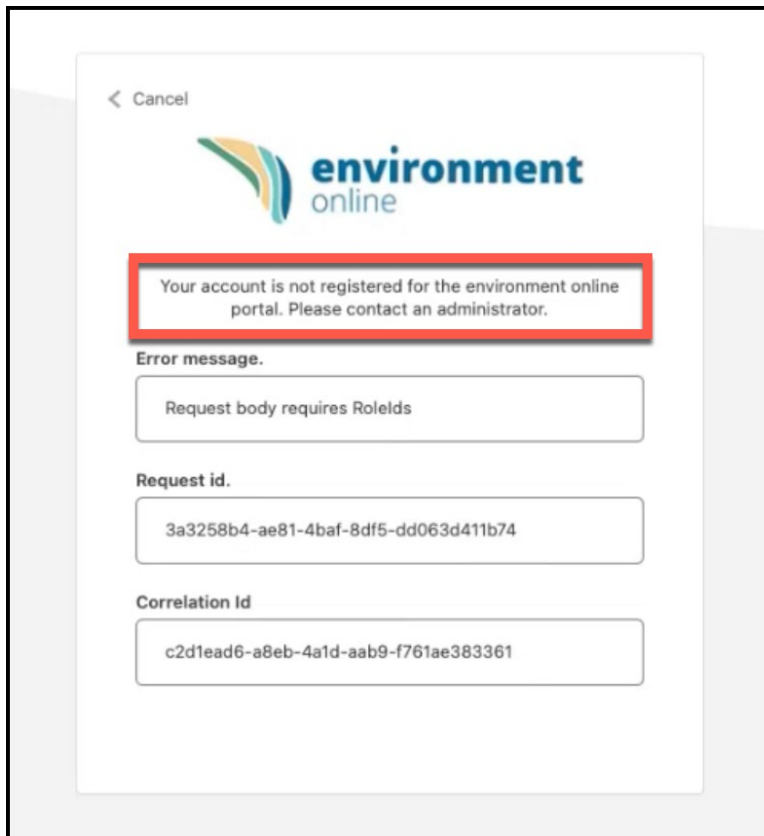
8. On the **Permissions requested** pop-up, take note of the following:
  - a. This application is not published by Microsoft or your organisation.
  - b. The application would like to sign in and read your profile.
  - c. The application provides consent to act on behalf of your organisation; select to add consent.
  - d. The acceptance criteria include the terms of use and privacy statements.

**Note:** Ensure you have read the **terms of use** and the **privacy statement** before selecting **Accept**.

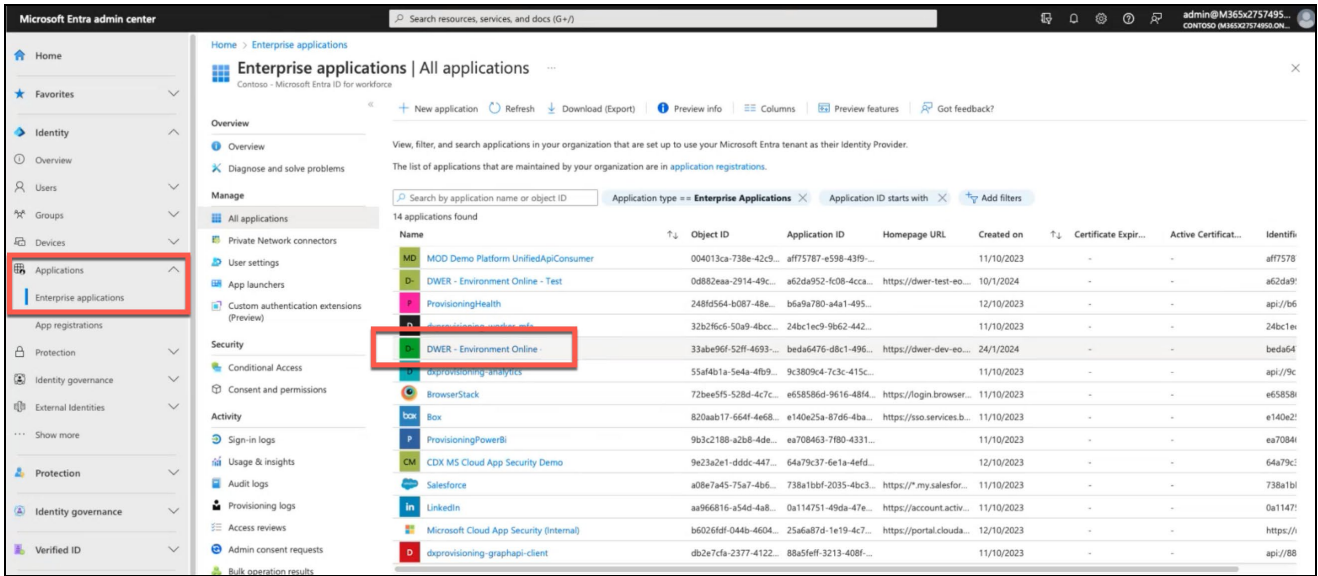
9. Select **Accept**.



10. The following error will appear, indicating that the required groups with assigned users have not been created.



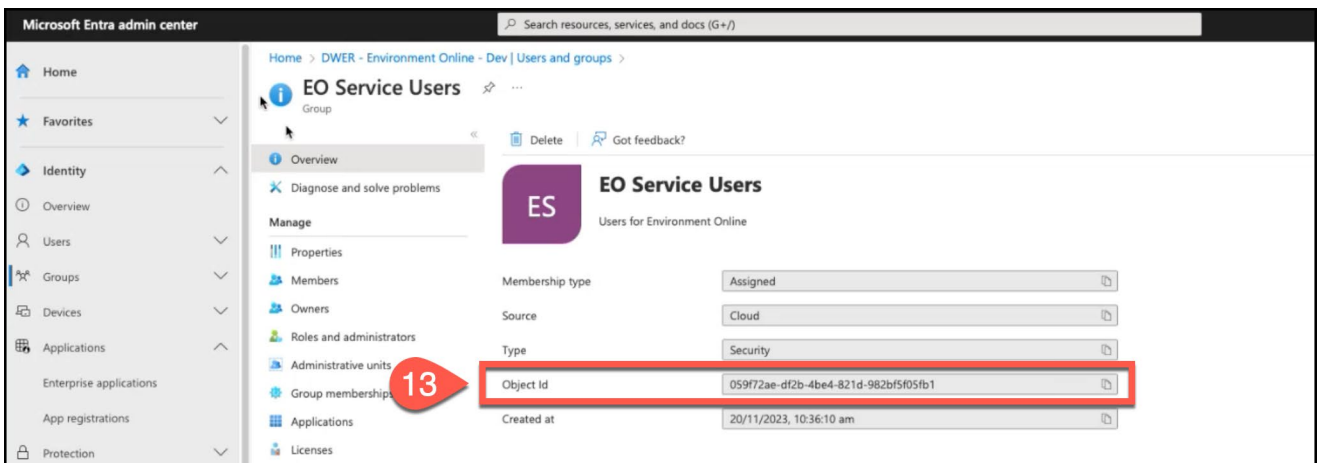
- Close your current browser, log in to your organisation's Microsoft Entra admin centre, select **Applications**, then select **Enterprise applications**. The **DWER – Environment Online** application will appear in the list.



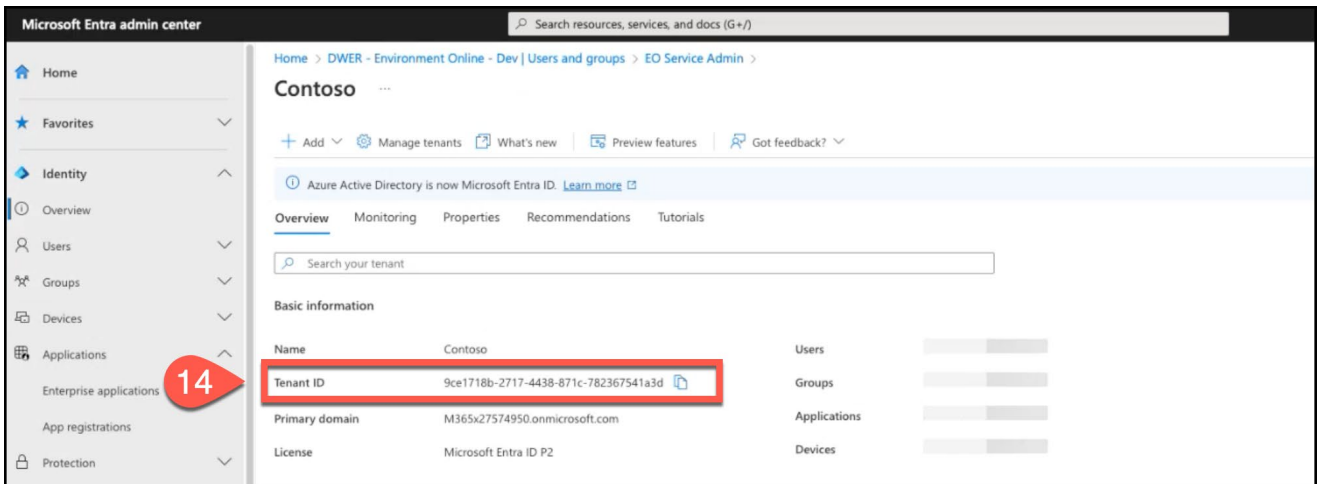
- Set up Entra ID Groups for Environment Online application roles, following your organisation policies and governance.

**Note:** DWER requires there to be two Entra Security Groups. One for **Service Users** and one for **Service Administrators**. Please assign these two groups to the DWER – Environment Online Application in Your Active Directory.

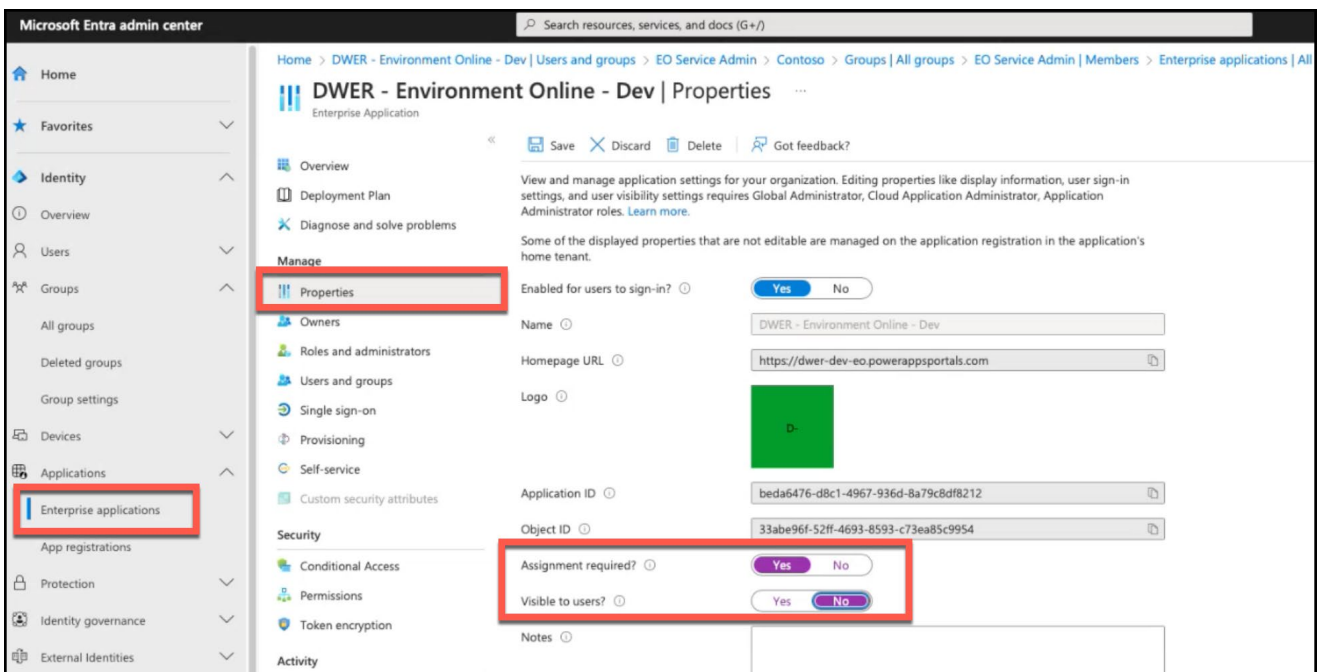
- Once the Service User and Service Admin groups have been created, keep note of the **Object IDs**, as these will need to be provided to DWER.



14. From the **Overview** section of your organisation's **Entra admin centre**, select the **Overview** tab, locate your **Tenant ID**, and note this ID, as it also needs to be provided to DWER.



15. From the **Properties** tab, within **Enterprise applications**, DWER recommends that the **Assignment required?** option is set to **Yes**, with the **Visible to users?** option set to **No**.



16. You may now complete and submit the [Authorisation Form](#). You must provide the Tenant ID and both Group IDs on the form.

## Next steps

When the Authorisation form has been submitted, DWER will create your entity in Environment Online or update your entity profile if it exists.

You will be contacted by DWER once your submission has been completed or if there are any issues with the request.

You can then start adding Service Administrators and Service Users to their respective groups.

For further information, **Submit an online enquiry** via the [Environment Online](#). Use the **Enquire Online** button anytime. 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.

# Solution overview

