Environment Online Log in - Representing an entity using Microsoft Work Account

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Government of Western Australia Department of Water and Environmental Regulation

SUMMARY

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.

VII online	
New login method available Microsoft Work Account uses your organisation's Microsoft acco	wunts to authorise Environment Online access. Learn more about Microsoft Work Account
	Choose your login method
Login	I am representing myself
Log in to start managing and tracking your environmental regulatory activities.	Manage your own environmental activities. Use your Digital Identity credentials (such as myGovID and WA Relationship Authorisation Manager) to access Environment Online.
New to Environment Online?	
Learn how to set up an account with us	
Get started guide →	I am representing an entity Manage environmental activities on behalf of a company, Government agency or another person. Digital identity uses your Digital identity credentials (such as myGovID and WA Relationship Authorisation Manager) to authorise Environment Online. Microsoft Work Account uses your organisation's Microsoft accounts to authorise Environment Online access.
	Log in with Digital Identity Login with your Microsoft Work Account

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

	Microsoft
	Sign in
4	Your work email
-	No account? Create one!
	Back Next 5

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

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

6	CONTOSO demo C Enter password Forgot my password T Sign in Sign in	
	Contoso	

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.

environment		Homi	Interactive map Get involved	Guidance My environ	ment 9
Му	environi	ment			
	v	Velcome	لی Make an enquiry	New application	
	CJ R	LE EMAL PHONE RTV AIN ACN W Third Punty 87352635282 NJA mpany	Submit post assessment plan	Start project	
Curre	nt projects	*	Quick links		
No results			Update profile My comments	→ →	

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**.

environment online	Home	Interactive map	Get involved ~ G	Guidance	My environmer t	Profile
My environment						Project Access 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.

	Government of Western Australia Department of Wester and Environmental Regulation
	roval required
This ap	p requires your admin's approval to:
\checkmark Sig	n in and read user profile
Enter ju	istification for requesting this app
Sign in	with another account
Does this	app look suspicious? Report it here
	Cancel Request approval

Figure 2 – Error: Not yet added to a group

	environment online
	Your organization is not registered for the environment online portal. Please contact your administrator.
En	ror message.
	Request body requires RoleIds
Re	quest id.
	c66d8a78-7678-4c42-ad69-871c66b4b50c
Co	prrelation Id
	1270f05e-b7d5-4290-9eef-d1653cf0a8f6

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 <u>Environment Online</u>. 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.

