

Logging into EnviroTribe

This document contains guides for:

- Australian staff using Single Sign-On (SSO),
- New Zealand staff using the EnviroTribe Portal, and
- Onboarding staff using the Onboarding Portal.

If you have followed one of these guides and are having issues logging in, don't hesitate to contact the EnviroTribe admin team at envirotribe@envirolab.com.au.

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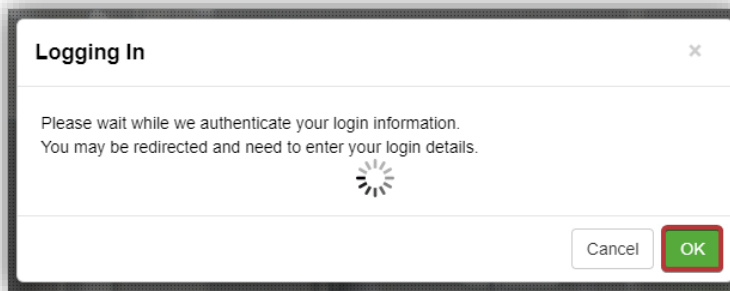
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Logging in using SSO – AU Staff

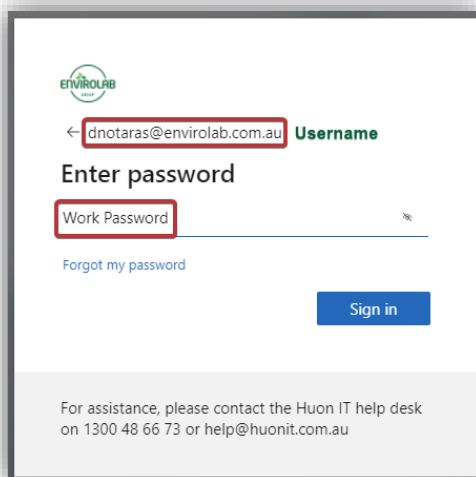
Australian staff have access to logging into EnviroTribe using SSO. This is the recommended way to log in.

Follow these steps to log in with SSO:

1. Access the EnviroTribe login page [here](#).
2. Allow the pop-up that appears to load or click **OK**.



3. Enter your work Microsoft account login details. These are the login credentials you use when logging into your email, Teams, and other services.



4. If you are signing into a shared PC, select **No** to staying signed in. Otherwise, for convenience, you can choose **Yes**.
5. You're now in EnviroTribe!

Reminder:

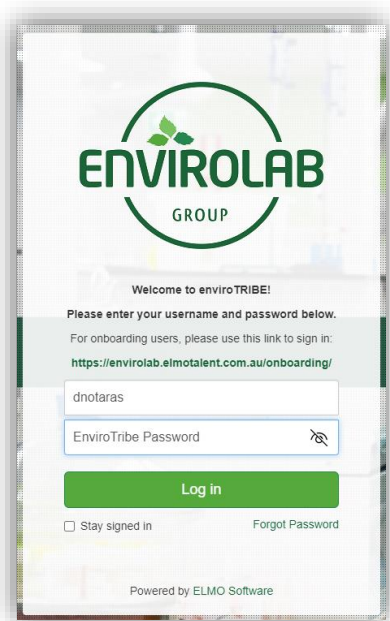
If you ever forget your password, you can always click **Forgot my password**. This will take you through some verification steps to allow you to reset your password. If this feature isn't available for you, please contact the EnviroTribe admin team via email envirotrope@envirolab.com.au.

Logging in using the EnviroTribe Portal – NZ Staff

Currently, NZ staff don't have access to SSO and are required to log in using the EnviroTribe portal.

Follow these steps to log in using the EnviroTribe Portal:

1. Access the EnviroTribe login page [here](#).
2. Cancel the pop-up that appears.
3. Log in using your EnviroTribe credentials:
 - a. Your **username** follows the following structure first name initial followed by your full last name. *e.g.*, Daniel Notaras becomes “dnotaras”.
 - b. Your **password** will be the password you created for EnviroTribe during onboarding or after the last time you selected **Forgot Password**.



4. If you are signing into a shared PC, don't select the **Stay signed in** checkbox. Otherwise, for convenience, you can check the box.
5. Click the **Log in** button. Now you're in EnviroTribe!

Reminder:

If you ever forget your password, you can always click **Forgot Password**, which will allow you to send an email to yourself to reset your password.

Logging in using the Onboarding Portal

The Onboarding Portal looks very similar to the general EnviroTribe Portal, so be cautious when logging in!

Follow these steps to log in using the Onboarding Portal:

1. Access the Onboarding login page [here](#).
2. Log in using your Onboarding credentials:
 - a. Your **username** during onboarding is your personal email address.
 - b. Your **password** will be the password you created at the start of the onboarding process or during recruitment.



3. Click the **Log in** button. Now you're ready to complete your Onboarding activities!

Reminder:

If you ever forget your password, you can always click **Forgot Password**, which will allow you to send an email to yourself to reset your password.