

First Time Login

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First Time Login

If this is your first time using Atloria, this guide will help you sign in and understand what happens next.

Before You Begin

Make sure you have:

- The Atloria sign-in web address shared by your team
- Your email address or username
- Your temporary or permanent password
- Access to your email if your team asks you to confirm your sign-in

If you do not have your sign-in details yet, contact your Atloria administrator.

For a full overview of account access options, see [Accessing and Registering Your Atloria Account](#).

Open the Atloria Sign-In Page

1. Open your web browser.
2. Enter the Atloria web address provided by your team.
3. Wait for the Atloria sign-in page to load.

You will usually see:

- A sign-in form
- A way to enter your email address or username
- A password field
- A sign-in button
- In some cases, a link to create an account or reset your password

If you want to understand the different entry pages you may see, read [Understanding Account Entry Points and Session Navigation](#).

Enter Your Login Details

1. Type your email address or username.
2. Type your password.
3. Select **Sign In**.

If your organization uses an extra sign-in step, follow the on-screen instructions to complete it.

If you cannot sign in, forgot your password, or see an access message, go to [Signing In to Atloria and Solving Access Problems](#).

What You See After Login

After your first successful login, Atloria usually takes you to one of these places:

Project List

Many users first see a list of projects they can open.

From here, you can:

- View available projects
- Open a project workspace
- Start a new project if you have permission

To learn more, see [Working with Project Lists and Dashboards](#).

Admin Area

If you are an administrator, Atloria may open in the admin area instead.

From there, you may have access to:

- Team activity
- User access
- Security review tools
- Usage and performance information

For an overview, see [Using the Admin Workspace](#).

First-Time Setup You May Be Asked to Complete

On your first login, Atloria may guide you through a short setup flow. What you see depends on your role and whether your team already set things up for you.

Join or Open an Existing Project

If your team already created projects, you may only need to:

1. Select a project from the list.
2. Open the project home.
3. Review the project sections available to you.

To understand the project home area, see [Managing Project Administration from the Project Home](#).

Create Your First Project

If no project has been created yet and you have permission, Atloria may prompt you to create one.

This usually includes:

- Naming the project
- Choosing how you want to set it up
- Confirming basic project details

For the full setup process, see [Creating Projects and Completing Onboarding](#).

If you need help deciding how to begin, read [Choosing Between Manual and Connected Project Setup](#).

What to Do Next

After your first login, your next step depends on what you need to do in Atloria.

If You Need to Set Up a Project

Start with:

- [Creating Projects and Completing Onboarding](#)
- [Working with Project Lists and Dashboards](#)

If You Need to Manage a Project

Start with:

- [Managing Project Administration from the Project Home](#)
- [Managing Project Settings and Website Options](#)

If You Need to Start Writing Documentation

Start with:

- [Creating and Editing Documentation Pages](#)

If You Are an Administrator

Start with:

- [Using the Admin Workspace](#)
- [Managing User Access and Administrative Permissions](#)
- [Reviewing Security and Audit Controls](#)

Tips for a Smooth First Login

- Use the exact Atloria web address shared by your team
- Enter your login details carefully
- Keep your password in a secure place
- Follow any extra sign-in steps shown on screen
- If something does not look right, ask your Atloria administrator before continuing

Need Help?

If your first login does not work:

- Check that your email address or username is correct
- Re-enter your password carefully
- Try the password reset option if it is available
- Contact your Atloria administrator if you still cannot access your account

For sign-in help, see [Signing In to Atloria and Solving Access Problems](#).