

Accept an Organization Invitation

September 10, 2026

Accept an Organization Invitation

An organization invitation lets you join an Atloria workspace that another user has invited you to access. Accepting the invitation gives you access to the organization and the projects that your assigned permissions allow.

Overview

When an administrator or teammate invites you to an Atloria organization, they send you a unique invitation link. Open this link to review and accept the invitation.

After you accept, Atloria adds your account to the organization. You can then use the **Workspace** area to view available projects and open a project dashboard when you have access.

Your invitation link is specific to you and the organization that sent it. Use the link from the invitation message rather than attempting to locate the organization through **Projects** or workspace search.



Screenshot pending: Organization invitation page opened from an invitation link.

Prerequisites

Before you begin, make sure you have the following:

- An invitation link sent by an Atloria organization administrator or teammate.
- Access to the email inbox or messaging channel where you received the invitation.
- An Atloria account, or the ability to create one if the invitation flow asks you to sign in or register.
- The correct account credentials if you already use Atloria.
- A supported web browser with access to the internet.

Step-by-Step Instructions

1. Open the invitation message that you received from the organization.
2. Select the invitation link in the message.
3. Review the organization invitation page that opens in your browser.
4. Confirm that you are using the Atloria account you want to join to the organization.
5. Sign in if the invitation page asks you to authenticate.
6. Complete account registration if you do not yet have an Atloria account and the invitation flow presents a registration option.
7. Review the invitation details shown on the page before confirming your membership.
8. Select the on-screen control that confirms or accepts the invitation.
9. Wait for Atloria to finish adding your account to the organization.
10. Open **Workspace** after the invitation is accepted.
11. Select **Projects** to view the projects available to you in the organization.
12. Select **Open Project Dashboard** for a project you need to work in.



Screenshot pending: Workspace and Projects view after an organization invitation has been accepted.

Tips and Best Practices

- Use the invitation link promptly. If the link no longer works, ask the person who invited you to send a new invitation.
- Sign in with the account that should permanently belong to the organization. If you have separate personal and work accounts, verify which account is active before you accept.
- Do not rely on **Search across all projects...** or **Search projects...** to find an organization before you have accepted its invitation. These search options help you find projects that are already available to your account.
- After joining, use **Workspace** as your starting point for organization-level access and **Projects** to move into a specific project.

- Your available projects may be limited by the access assigned to you. If you join successfully but cannot find an expected project, contact an organization administrator.
- Keep the invitation message until you have confirmed that you can access the required workspace and projects.

Related Pages

- [Sign In to Atloria](#)
- [Create an Atloria Account](#)
- [Navigate the Workspace](#)
- [View and Open Projects](#)
- [Request Access to a Project](#)
- [Manage Organization Members](#)

Troubleshooting

The invitation link does not open

Copy the complete link from the invitation message and paste it into your browser's address bar. If it still does not open, ask the sender to verify the invitation and send a replacement link.

You are signed in to the wrong account

Sign out of the current Atloria account, then reopen the invitation link and sign in with the account you intend to use for the organization. Accepting with the wrong account can prevent your expected work account from receiving access.

You accepted the invitation but cannot see a project

Open **Workspace**, then select **Projects**. If the project is not listed, your organization membership may be active but your project access may not yet be assigned. Contact the organization administrator and ask them to confirm your access to the specific project.