

Secure Your Atloria Account

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This page explains how to use Atloria's sign-in, password reset, invitation, and privacy resources safely. Following these practices helps protect your workspace access and the information available to you in Atloria.

Overview

Your Atloria account is your personal access point to the workspace and its documentation. You use the sign-in experience to access Atloria, the password reset experience if you cannot sign in, and an invitation link when you are joining a workspace for the first time.

Keep your sign-in details private and use a strong, unique password for Atloria. Because workspace content may include internal processes, user guides, security material, and other business information, do not share your account credentials or use another person's account.

Atloria also provides security- and privacy-related documentation. You can review the **Security, Privacy**,  **Infrastructure Security**, and  **Application Security** materials when you need to understand the organization's published security and privacy information.



Screenshot pending: The Atloria sign-in screen, showing the available sign-in fields and actions.

Prerequisites

Before you begin, make sure you have:

- An active Atloria account or a valid workspace invitation.
- Access to the email address associated with your Atloria account.
- A private, trusted device and browser.

- A secure internet connection.
- A password manager, if your organization permits one, to create and store a unique password.
- The correct Atloria workspace invitation link if you are a new user.

Step-by-Step Instructions

Sign in safely

1. Open the Atloria sign-in screen.
2. Confirm that you are using the expected Atloria sign-in page before entering any account information.
3. Enter the email address associated with your Atloria account.
4. Enter your Atloria password.
5. Review the information you entered for typing errors.
6. Complete the sign-in action shown on the screen.
7. Close the browser window or sign out when you finish using Atloria on a shared or public device.
8. Do not save your password in a browser that is shared with other people.

Join a workspace from an invitation

1. Open the invitation link you received from your workspace administrator.
2. Confirm that the invitation is intended for you before continuing.
3. Follow the on-screen invitation steps to create or connect your Atloria account.
4. Use your own work email address when the invitation process asks for an email address.
5. Create a password that you do not use for another service.
6. Complete the account setup steps shown on the screen.
7. Return to the Atloria sign-in screen after setup is complete.
8. Sign in with the account you just created or connected.

 *Screenshot pending: The Atloria workspace invitation screen, showing the invitation acceptance and account setup actions.*

Reset a forgotten password

1. Open the Atloria password reset screen.
2. Enter the email address associated with your Atloria account.
3. Submit the password reset request using the action shown on the screen.
4. Open the inbox for the email address you submitted.
5. Look for the Atloria password reset message.
6. Check your spam, junk, or filtered folders if you do not see the message in your inbox.
7. Open the reset link only after confirming that the message is an expected Atloria password reset email.
8. Create a new password that is unique to Atloria.
9. Store the new password in your approved password manager.
10. Return to the sign-in screen and sign in with your new password.

Review security and privacy information

1. Open **User Docs** from the available documentation area.
2. Select  **User Manuals** to view user-facing guidance.
3. Select **Security** when you need general security information.
4. Select **Privacy** when you need to review privacy-related information.
5. Select  **Infrastructure Security** when you need information about infrastructure security.
6. Select  **Application Security** when you need information about application security.
7. Review the relevant material before sharing workspace information with others.

 *Screenshot pending: The User Docs area with Security, Privacy,*

Tips and Best Practices

- **Use a unique password.** Do not reuse your Atloria password for email, collaboration tools, personal sites, or other business systems. A unique password limits the impact if another service is compromised.
- **Use a password manager.** A password manager can generate and store a long, unique password without requiring you to memorize it. Follow your organization's approved password-manager policy.
- **Protect invitation links.** Treat a workspace invitation link as sensitive. Do not forward it to another person, post it in a public channel, or include it in a support request unless your administrator specifically asks for it through an approved process.
- **Verify password reset requests.** Request a reset only when you need one. If you receive an unexpected password reset message, do not use its link. Instead, open Atloria directly and review your account access through the normal sign-in process.
- **Use your own account.** Each person should use their own Atloria account. Shared accounts make it harder to maintain appropriate workspace access and may expose information to people who should not see it.
- **Be cautious on shared devices.** Avoid signing in on public computers. If you must use a shared device, do not save credentials, do not leave the session open, and close the browser after you finish.
- **Review published guidance.** Use the **Security** and **Privacy** documentation areas when you need to understand Atloria's security and privacy materials. For more specific topics, review  **Infrastructure Security** and  **Application Security**.

Related Pages

- [Security](#)
- [Privacy](#)
-  [Infrastructure Security](#)
-  [Application Security](#)

- [User Guides](#)
- [Workspace](#)

Troubleshooting

I cannot sign in

1. Confirm that you are entering the email address associated with your Atloria account.
2. Re-enter your password carefully.
3. Check whether your browser has filled in an outdated saved password.
4. Use the password reset screen if you do not know your current password.

I did not receive a password reset message

1. Confirm that you submitted the email address used for your Atloria account.
2. Check your spam, junk, and filtered email folders.
3. Wait a short time and check your inbox again.
4. Submit a new reset request if the first request did not arrive.
5. Contact your workspace administrator if you still cannot access the account.

My invitation link does not work

1. Confirm that you opened the complete invitation link you received.
2. Make sure you are using the email address intended for the invitation.
3. Ask the workspace administrator to confirm that the invitation is still valid.
4. Request a new invitation if the original invitation cannot be used.