

Register an Atloria Account

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Registering an Atloria account gives you access to the workspace where you can create projects, documents, and other content. This page explains how to start registration and complete the initial setup choices you may see after signing in.

Overview

You need an Atloria account before you can begin using the application's workspace features. Registration establishes your access to Atloria and takes you to the next available setup or onboarding screen.

After you register and sign in, Atloria may present setup options to help you configure your workspace. You can either select **Setup** to continue with configuration immediately or select **Skip setup** to continue without completing those options at that time.

The exact registration fields and final submission button can vary depending on how your organization provides access to Atloria. For example, your organization may direct you to a registration page, invite you by email, or require you to sign in through an approved identity provider.



Screenshot pending: Atloria registration screen showing the account details fields and the control used to submit registration.

Prerequisites

Before you begin, make sure you have:

- An email address you can access.
- Permission to use Atloria in your organization.
- An invitation or registration link, if your organization requires one.

- The information required by your organization's registration form.
- Access to your organization's approved sign-in method, if single sign-on is required.

Step-by-Step Instructions

1. Open the Atloria registration page provided by your organization.
2. Review the registration screen for the account information Atloria requests.
3. Enter your email address in the email field shown on the registration screen.
4. Enter the remaining required account details in the fields displayed.
5. Create a password if the registration screen asks you to create one.
6. Review any terms, privacy notice, or consent options displayed on the screen.
7. Select the registration or account-creation control shown on the page to submit your details.
8. Open your email inbox if Atloria asks you to verify your email address.
9. Select the verification link or button in the Atloria email message, if one is sent.
10. Return to Atloria after your email address has been verified.
11. Sign in using the credentials or organization-approved sign-in method available to you.
12. Select **Setup** if you want to configure your workspace immediately.
13. Select **Skip setup** if you want to enter Atloria without completing setup now.



Screenshot pending: Post-registration screen showing the Setup and Skip setup actions.

14. Select **Create project** when you are ready to begin organizing work in Atloria.
15. Select **Create Document** when you are ready to create a new document without first completing other setup tasks.

Tips and Best Practices

- Use an email address that you monitor regularly. Atloria may send account verification or invitation messages to that address.

- Complete email verification as soon as possible. Until verification is complete, you may not be able to finish registration or access all available workspace features.
- Choose **Setup** when you are creating an account for a new team or workspace and want guidance through the initial configuration.
- Choose **Skip setup** when you need to enter Atloria quickly. You can continue with workspace activities such as **Create project** or **Create Document** when you are ready.
- If you do not see a standard registration form, check whether your organization requires an invitation or an approved organization sign-in method.
- Do not share your account credentials. Each person who uses Atloria should register or sign in with their own authorized account.

Related Pages

- [Sign In to Atloria](#)
- [Reset Your Atloria Password](#)
- [Accept an Atloria Invitation](#)
- [Create a Project](#)
- [Create a Document](#)
- [Complete Workspace Setup](#)

Troubleshooting

You cannot find the registration page

Use the registration link provided by your organization, administrator, or Atloria invitation email. If you were not given a link, contact your organization's Atloria administrator to confirm how new users receive access.

You did not receive a verification email

Check your spam, junk, and filtered-email folders. Confirm that you entered the correct email address during registration. If the message is still missing, ask your Atloria administrator whether email verification is required and whether they can resend an invitation.

You cannot complete registration with your work email

Your organization may use an approved sign-in method instead of direct registration, or it may restrict access to invited users. Return to the sign-in options available on the access screen, or contact your Atloria administrator for the correct access method.