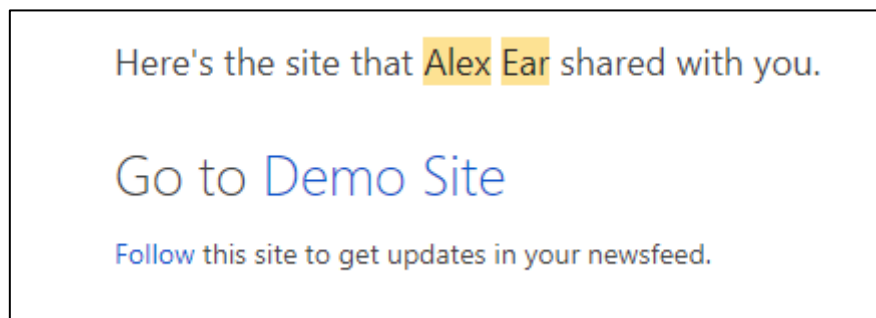




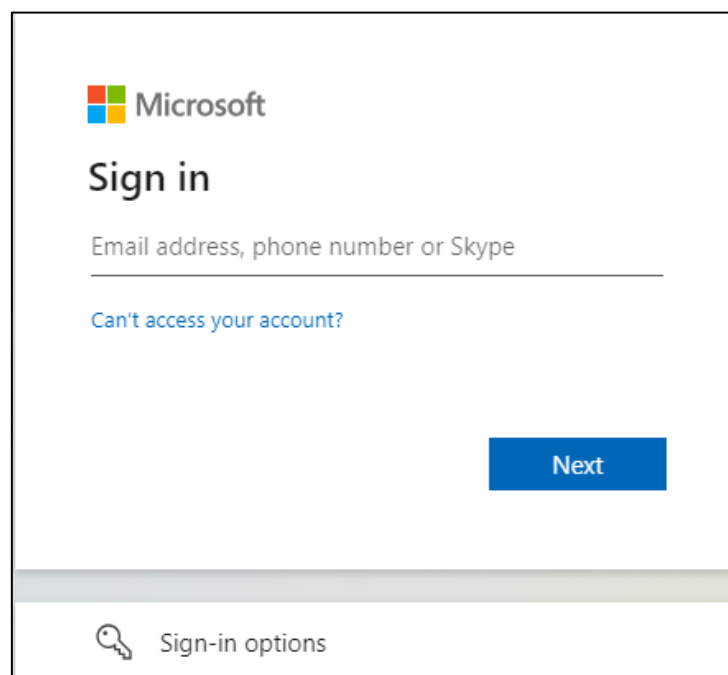
How to Access the SharePoint HR Hub online portal

HR Hub has moved their resources to a secure Sharepoint site. Institute members should follow the below instructions to register for access the new portal for the first time.

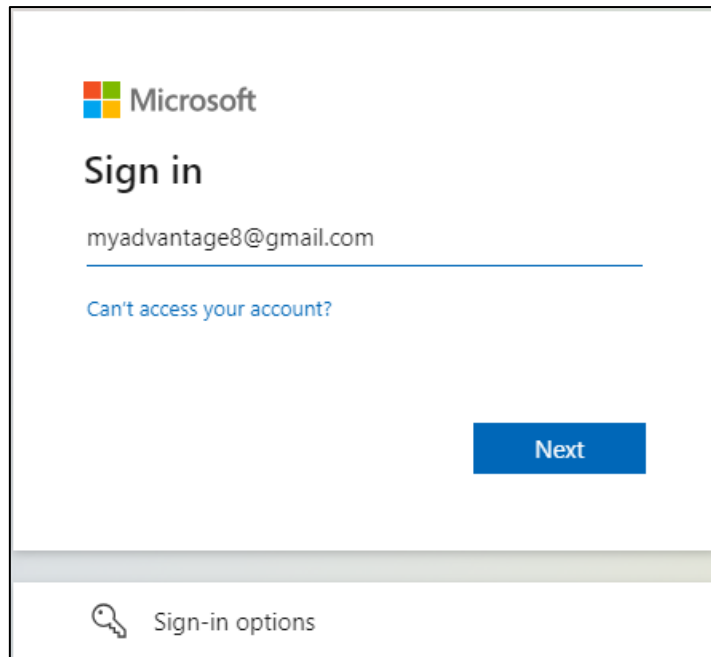
1. **Click here** to request access to the new HR Hub portal
2. Shortly after you make this request, an invitation will be sent to your email.
Note: If you do not see the email, please check your junk/spam folder.
3. Once you have opened the email, click on the link provided.



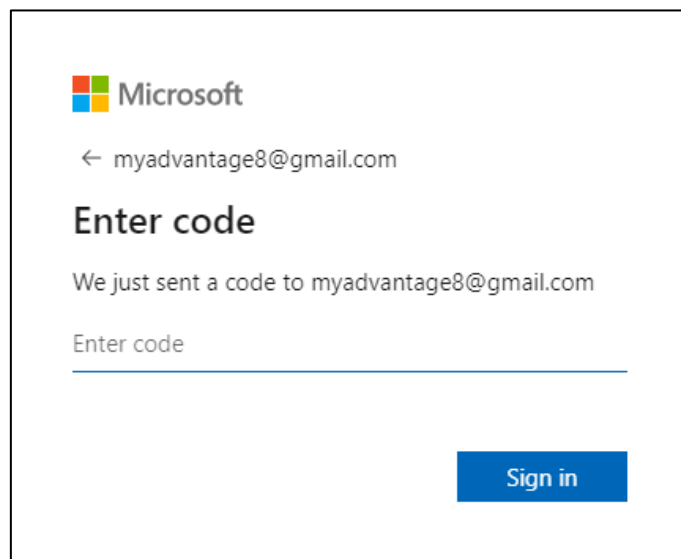
4. Once you have clicked the link, you will be redirected to the Microsoft Login Page.



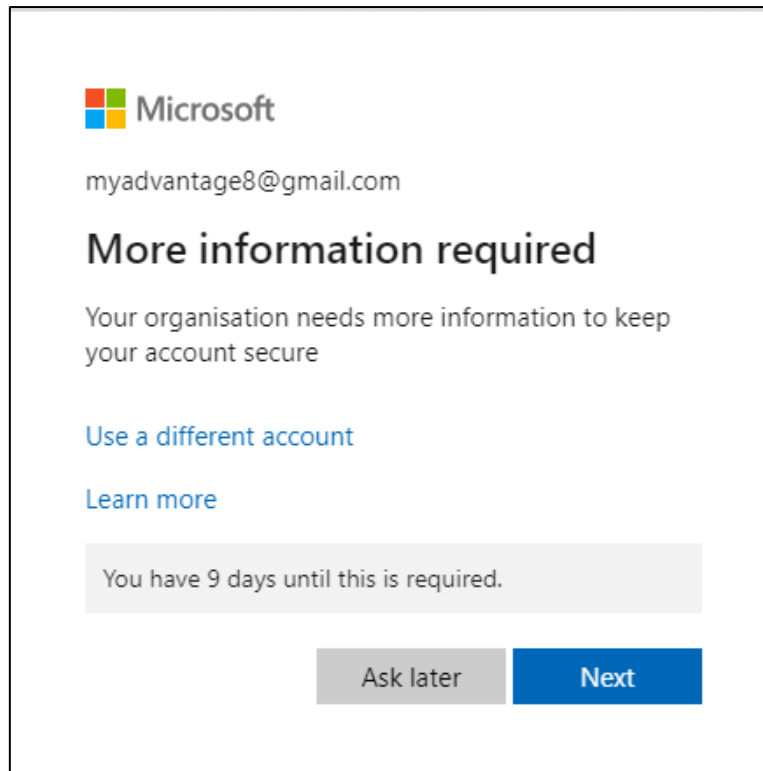
5. Enter the email address that received the invitation to the SharePoint HR Hub online portal. *Please note that you do not specifically need a Microsoft/Outlook account to access the Site.*



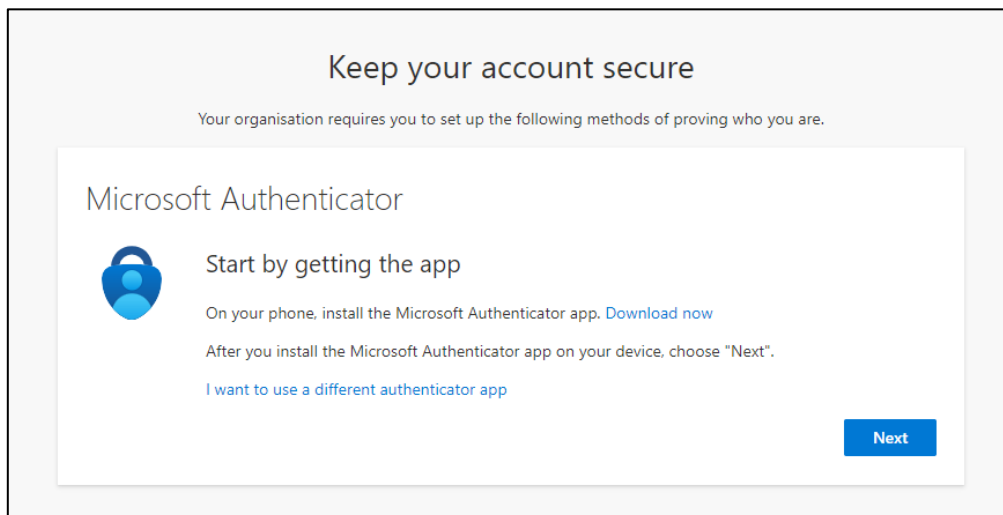
6. Once you select "Next", an account verification code will be sent to your email.



7. Enter the code you received in your email inbox and click "Sign in".
8. Microsoft may request for you to set up two-factor authentication to keep your account secure.



9. You can either skip this altogether by selecting 'Ask later', or select "Next" to complete now (if you skip this, it will still need to be completed within a set time frame). In this example, we will select "Next".
10. You will then be redirected to the Microsoft Authenticator Page to set up two factor authentication.



11. You will need to download the authenticator app on your mobile device and follow the prompts as usual.
12. Once complete, you will be redirected to the HR Hub online portal.

Frequently Asked Questions

1. Can I have multiple email addresses registered to access the HR portal as part of my membership?

By default, your access to the HR portal will be granted based on the main email address that is associated with your membership. If you would like to add additional email addresses, please contact the main office.

2. What do I do if my email address has changed?

Contact membership@architecture.com.au to update your details and ensure that the SharePoint HR Hub online portal has been shared with your current email address, and that access to the obsolete email address is removed.

3. I have been prompted to agree to the Microsoft Services Agreement when accessing the SharePoint HR Portal. What does this mean?

Any use of a Microsoft product or service, including use of a SharePoint site, is on the basis of the user agreeing to the Microsoft Services Agreement. This outlines the terms and conditions for use of the service. Users of the SharePoint HR Portal can read the specific terms and conditions of the Microsoft Services Agreement online.

4. What happens if I don't set up and download the Microsoft Authenticator app?

When the site is first shared with you, you will be given the option to download the Microsoft Authenticator app within a certain number of days. If you select 'Ask later', you can access the SharePoint HR Portal without setting up multi-factor authentication. However, it is recommended to set this up as soon as practicable, to provide an additional layer of security when accessing the HR Portal.

Once the stated time period has lapsed, you will not be able to access the HR Portal until you have set up multi-factor authentication.

5. I have tried to access the HR Portal but am receiving an error message which says “Sorry, but we’re having trouble with signing you in”. What can I do?

This can happen when the webpage is reloaded or if you have pressed the ‘Back’ button on your browser during the sign-in process. To address this issue, close any tabs that you have previously opened to access the HR Hub online portal. Return to your email inbox and click the link shared with you to open the HR Hub. This should open in a new tab and the process to access the HR Hub should continue as per the steps above.

If this does not address the issue, try clearing the cookies in your internet browser and repeating these steps in the paragraph above.

Need help?

Email membership@architecture.com.au or call 1800 770 617 to speak to one of the membership team.