

# How-to: Sign in with email & password

**This is a how-to guide on signing into the AUT Events Induction Portal using an email address and password.**

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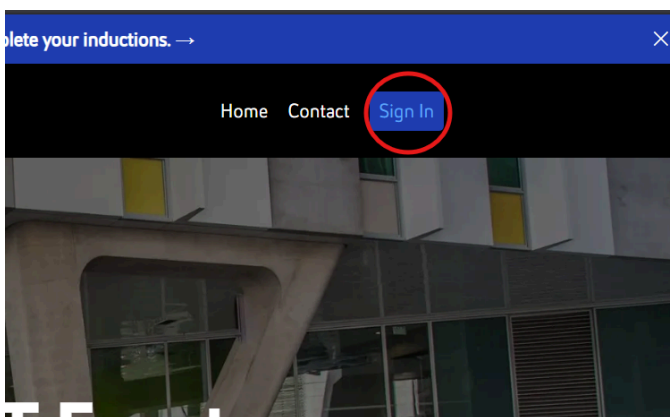
Last updated by Thomas on 22/04/25. V1.0

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## 1. Navigate to the sign in page

Click a sign-in button, This will take you to the sign-in page.

(There are several across the home page; if you cannot see any, you must already be signed in)



## 2. Enter email address

Click on the email field and enter your email address

The screenshot shows a 'Sign-In' form. At the top, the title 'Sign-In' is centered. Below it, a message states: 'Only approved staff can access the AUT Event induction platform. If you do not have an account and you should, please [contact us](#).' The form contains two main input fields. The first is labeled '\* Email Address' and contains the text 'email@email.com'. This field is highlighted with a red rectangular border. Below it is a 'Password' field labeled '\* Password' with a placeholder 'Enter your password' and a toggle icon. To the right of the password field is a link that says 'Forgot Password?'. Below the password field is a blue button labeled 'Sign in with Password'. Underneath this button is a horizontal line with the word 'or' in the center. At the bottom is a button with an envelope icon and the text 'Send Sign-in Link to Email'.

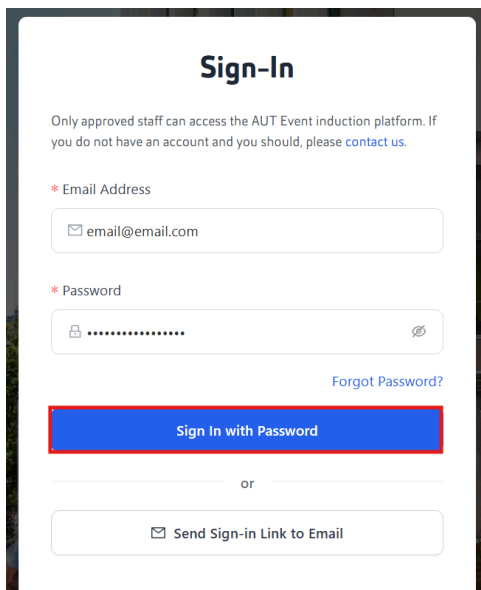
### 3. Enter password

Click on the password field and enter your password

If you have not set a password, you must set one using the "forgot password?" link or use the "send sign-in link to email" option

This screenshot is identical to the one above, showing the 'Sign-In' form. However, in this version, the 'Email Address' field is no longer highlighted. Instead, the 'Password' field, which contains masked characters (dots) and has the placeholder 'Enter your password', is highlighted with a red rectangular border. The rest of the form, including the 'Sign in with Password' button and the 'Send Sign-in Link to Email' button, remains the same.

### 4. Click the sign in with password button to sign in



**Sign-In**

Only approved staff can access the AUT Event induction platform. If you do not have an account and you should, please [contact us](#).

\* Email Address

email@email.com

\* Password

.....

[Forgot Password?](#)

**Sign In with Password**

or

Send Sign-in Link to Email

**You should now see a loading screen and be logged into the induction portal**

