

# CIEEM Microsoft 365 Subsite Login Instructions

Each committee has been provided with a Subsite as part of the CIEEM Microsoft 365 account. This is a place where you can store shared documents, find useful templates, links and other tools to help coordinate your committee activities.

## [Logging In for the first time](#)

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If you have any difficulty logging into your subsite please contact the person who shared the site with you or [enquiries@cieem.net](mailto:enquiries@cieem.net) for assistance.

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### Logging In for the first time:

When you are given access to your committee subsite, you will need to authenticate your login details the first time you log in. This is an important step to ensure the security of any sensitive information (such as contact information) that may be stored here.

1. You will get an email like Fig 1. Click on the 'Go to...' link.

**Note 1:** This link expires after one use, so you must follow the log in process through once you have begun. If you are unable to do so, please contact the person who sent it to you, so they can reissue you with a new link.

**Note 2:** The link sent to you will expire after 10 days. If it has been longer than that since you received the invitation email, please contact the person who sent it to you so they can reissue you with a new link.

**Note 3:** If you are already logged into a Microsoft account on this PC and this is not the account you want to use to access your CIEEM subsite, please log out of that account before attempting to authenticate your CIEEM subsite login.

[View this email in your browser](#)

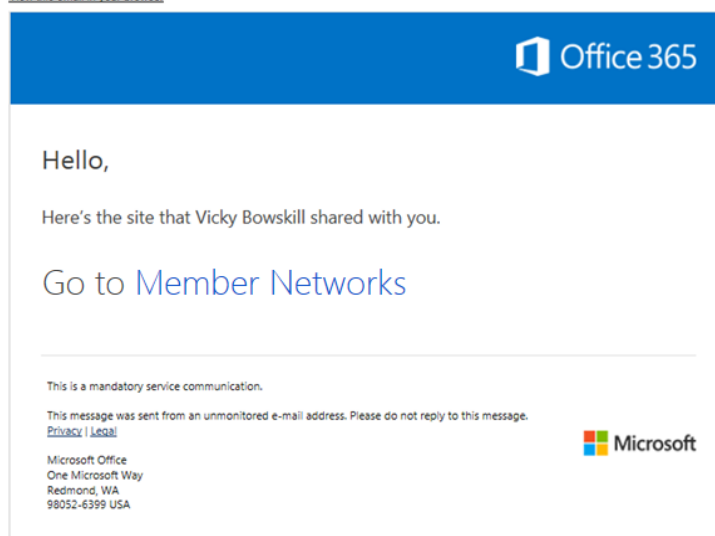


Figure 1

2. If you are not already logged in with a Microsoft account, you will be taken to this screen ([Fig 2](#)). If you are already logged in you will be taken to a login screen ([Fig 4](#)).

If you have an existing account, click on the appropriate link ('Microsoft account' for a personal account, 'Organizational account' for a work account). You will be taken to a login screen (go to step 4).

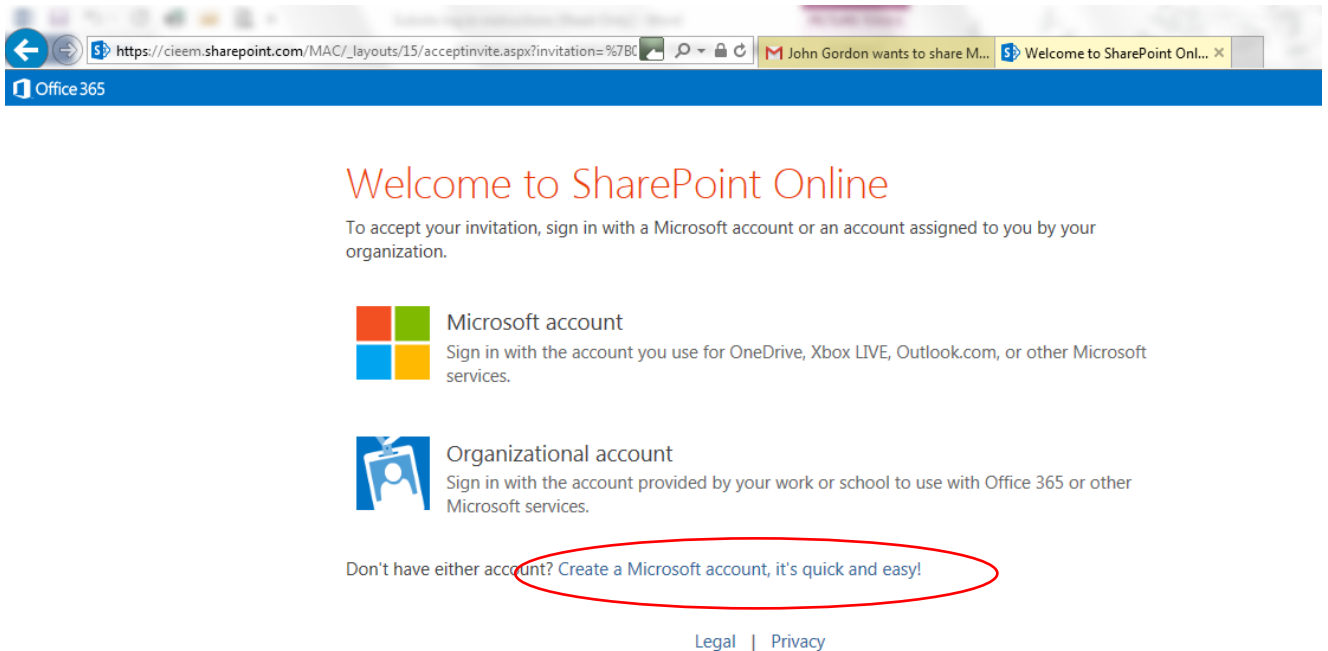


Figure 2

3. If you don't already have a Microsoft account, click on the 'Create a Microsoft account' link below the other options. This will take you to Figures 3 to 5.

**Note 1:** You can use any email address and will not be required to set up a new Microsoft email address (unless you want to).

**Note 2:** Consider using a mobile number in your account details so you can get a handy text should you need to reset your password or request a verification code for any reason.

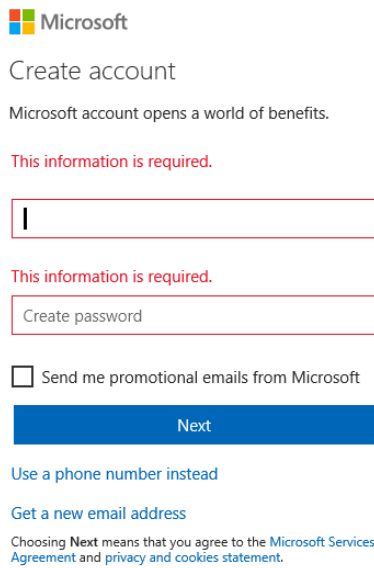


Figure 3

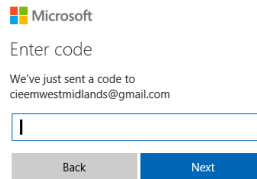


Figure 4

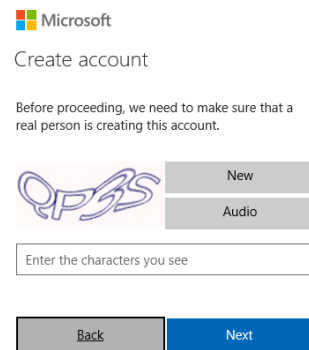


Figure 5

4. If you are not then taken through to your new subsite, use the link in the email you were sent and you should go straight into your site. That's it, you're done!
5. When you sign in next time, select the option for 'Organizational account', see Figure 6.

## Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.

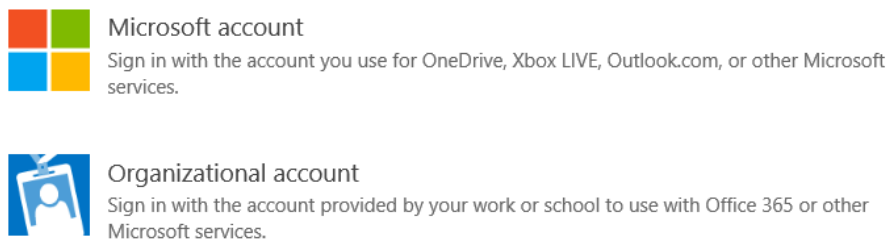


Figure 6

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**Resetting your password:**

6. We all forget passwords from time to time. If that happens, go to the usual log in page and click on 'Can't access your account?' (Fig 9).

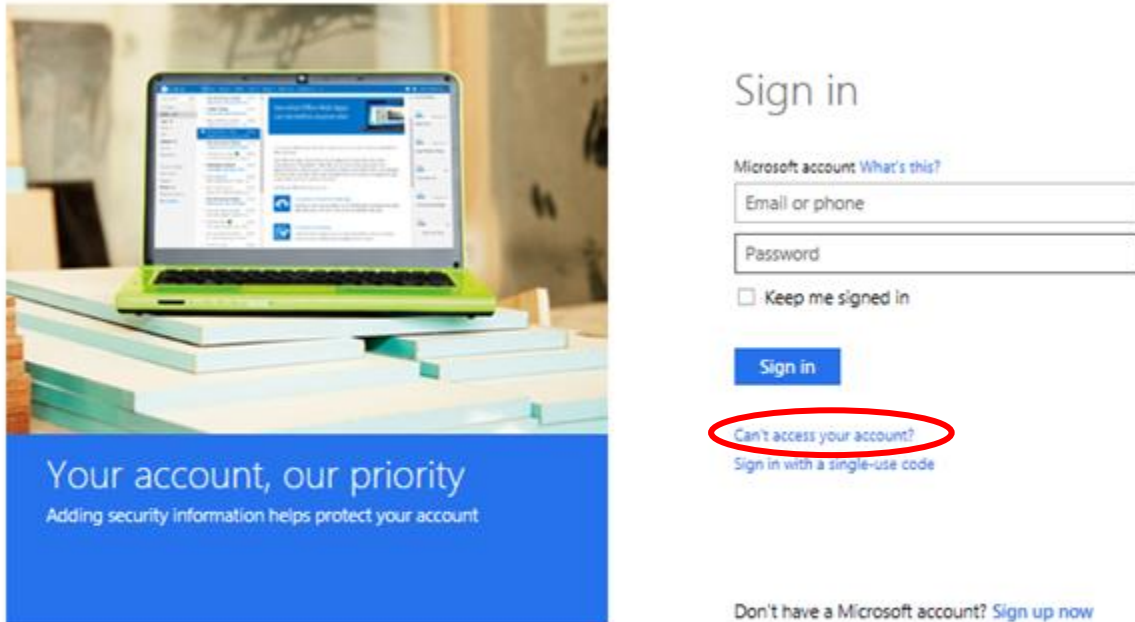


Figure 9

7. Select the appropriate box and click 'Next'.

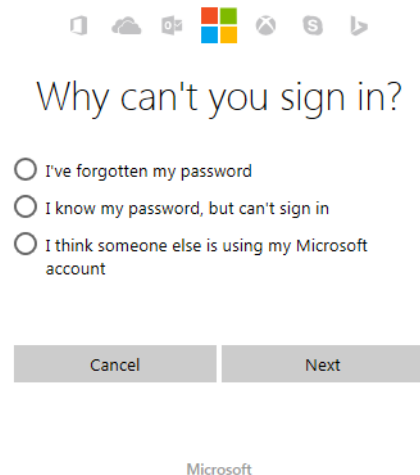
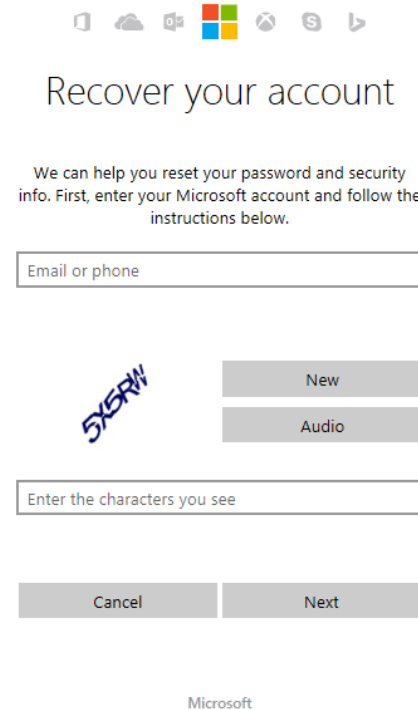


Figure 10

8. Enter the email address or phone number associated with the account you are trying to access.



The screenshot shows the 'Recover your account' page. At the top, there are several small icons representing different Microsoft services. Below the title, a message states: 'We can help you reset your password and security info. First, enter your Microsoft account and follow the instructions below.' There is a text input field labeled 'Email or phone'. Below this field, there is a CAPTCHA image showing the word 'STOP' in a stylized font. To the right of the CAPTCHA are two buttons: 'New' and 'Audio'. Below the CAPTCHA is another text input field labeled 'Enter the characters you see'. At the bottom of the form are two buttons: 'Cancel' and 'Next'. The Microsoft logo is visible at the very bottom of the page.

Figure 11

9. Choose where you would like your security code sent (Fig 12). You will need this code to reset your password. Then click on 'Send code' and you will be taken through to Fig 13.

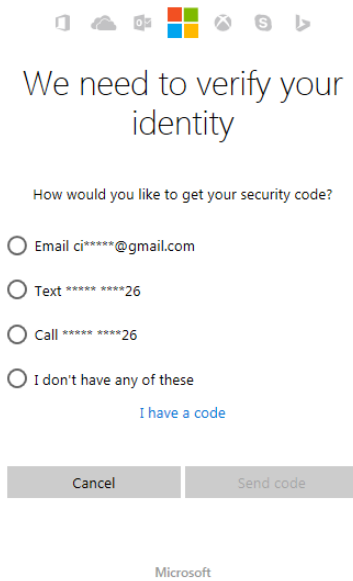


Figure 12

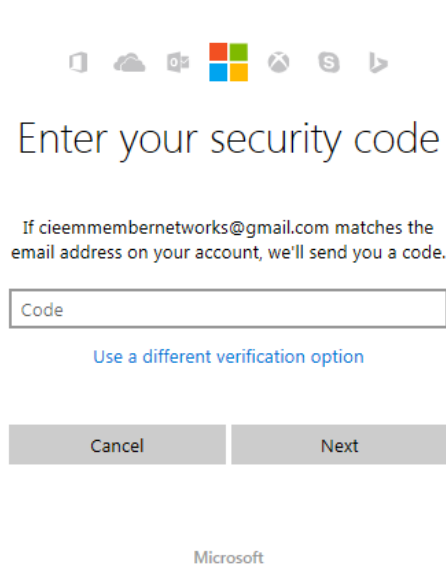


Figure 13

10. Your code should come through within a few minutes (Fig 14). Copy it into the box in Fig 13.

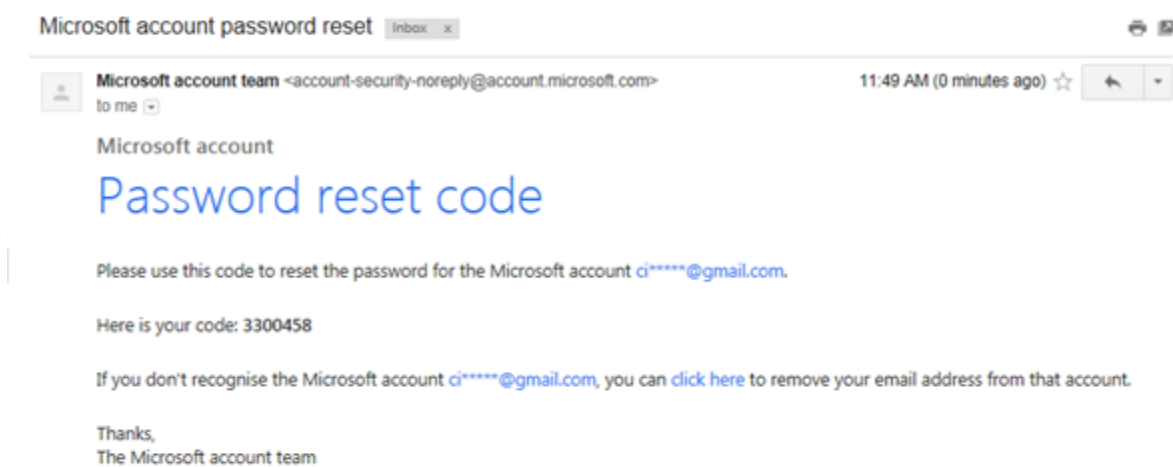


Figure 14

11. Change your password as prompted and you're all done (Fig 15). You will also receive an email to confirm that your password has been reset.

Click on 'Next' to access the subsite.

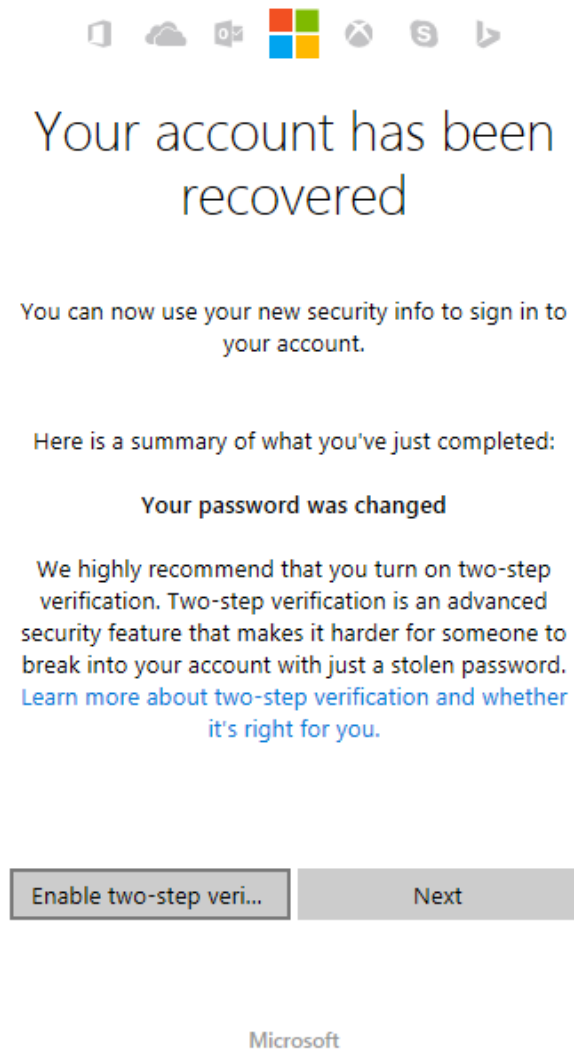


Figure 15

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## Troubleshooting

If you are having trouble logging into your subsite there are a few things you can try:

1. Ensure you are not logged into any other Microsoft accounts on your machine.
2. Ensure you are logging in using the email address that you used when you first verified your account (if you have done so already). If you have/had access to other CIEEM subsites, you will need to use the same email address for all of them.
3. Ensure you are using the correct link and not one that has expired (invitations will expire after one use or 10 days). Contact the person who shared the site with you to check.
4. Clear the cached data in your browser.
5. Try using a Private/InPrivate browsing window.
6. Try using a different browser.
7. Try setting up your login afresh with a different email address that is not linked to any other Microsoft platforms, such as a free gmail or other web-based email provider. You will need the administrator of your subsite to delete your subsite profile and send you a new user link.

The method to clear cached data, browsing history and open a Private/InPrivate browsing window will vary between browsers and can be found in the relevant options/settings menu. If you're unsure how to do this, try an internet search for instructions on your particular browser.

If you are still having difficulty logging into your subsite please contact the person who shared the site with you or [enquiries@cieem.net](mailto:enquiries@cieem.net) for assistance.