

# New Atlas Login: Step-by-Step Guidance

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📅 4mo ago • 👁 364 Views • ★★★★★

**Abstract:** The following step-by-step guide outlines the Atlas registration process.

On 04 October 2020, the Atlas login page was modernized to improve the overall user experience while allowing modern security functionality in the future.

To enable this, you will be prompted to register in Atlas through the new login page using your existing login (UserID)/password credentials to sign-in to Atlas. This is a one-off exercise.

**NOTE:** To go Atlas portal by TYPING (not pasting) the URL: <https://finance.partneragencies.org> in your browser. Do not use your saved bookmarks or suggestions of the browser to go to the page.

## Before you go to Atlas

- **Clear** your browser cache (see the KB article on How to clear your cache)
- **TYPE** the full URL <https://finance.partneragencies.org> - do not use the suggestions from your browser
- **Enter** your UserID and Password again - Do not use your pre-saved UserID and Password

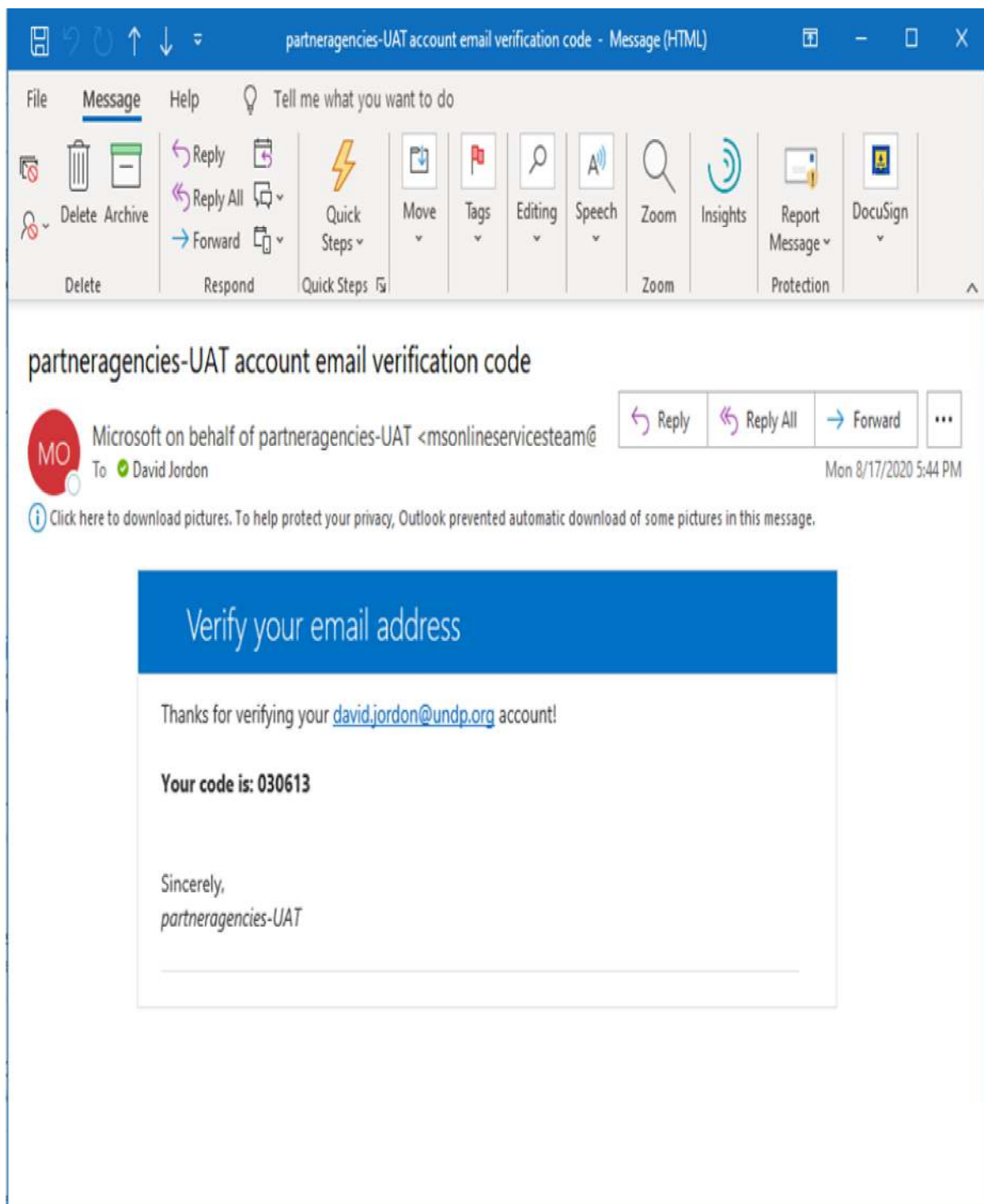
## Step 1

The Atlas login page will be changed to look similar to the below image. Please use your existing UserID and Password to sign-in to Atlas.

Follow the prompts on the screen to register on the new authentication system. Enter your corporate email address and then click the **Send Verification Code** button.



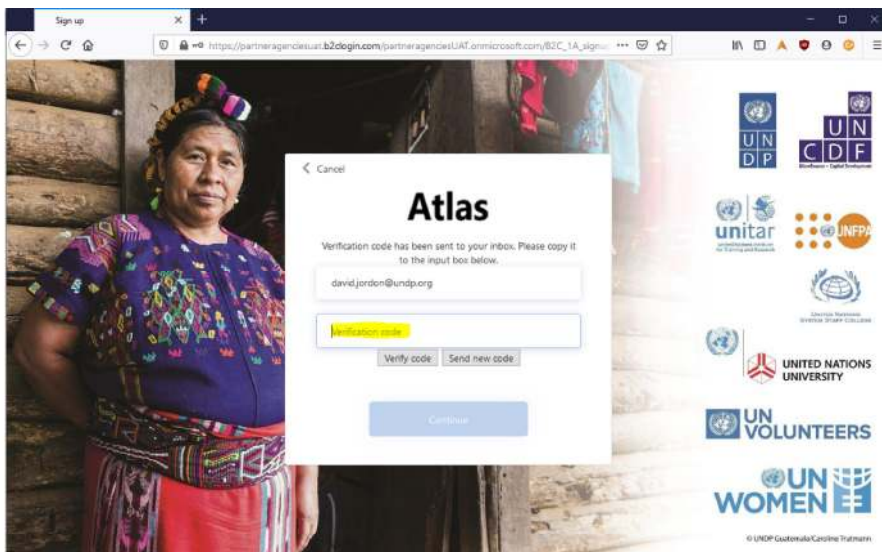
You will then receive a message similar to the one below:



## Step 3

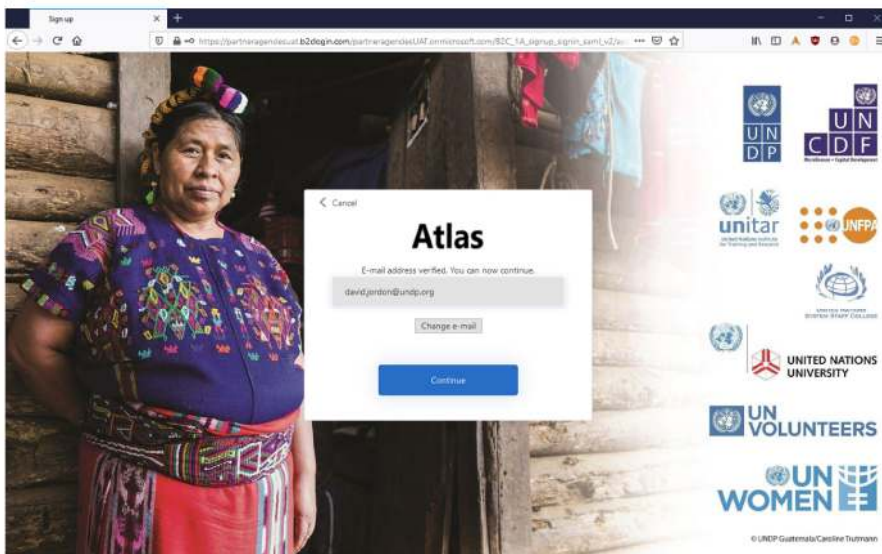
Enter the code from the email message to the **Verification Code** box. Then click the **Verify Code** button.





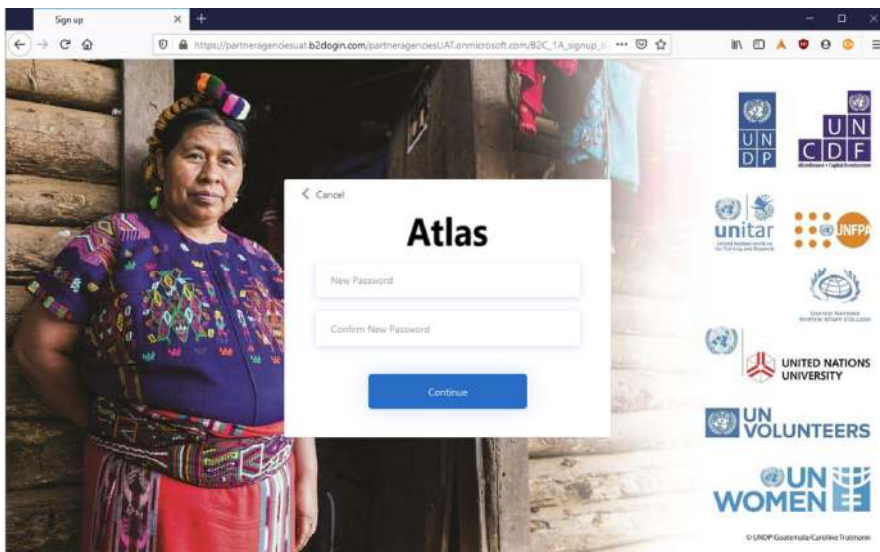
## Step 4

Click **Continue**

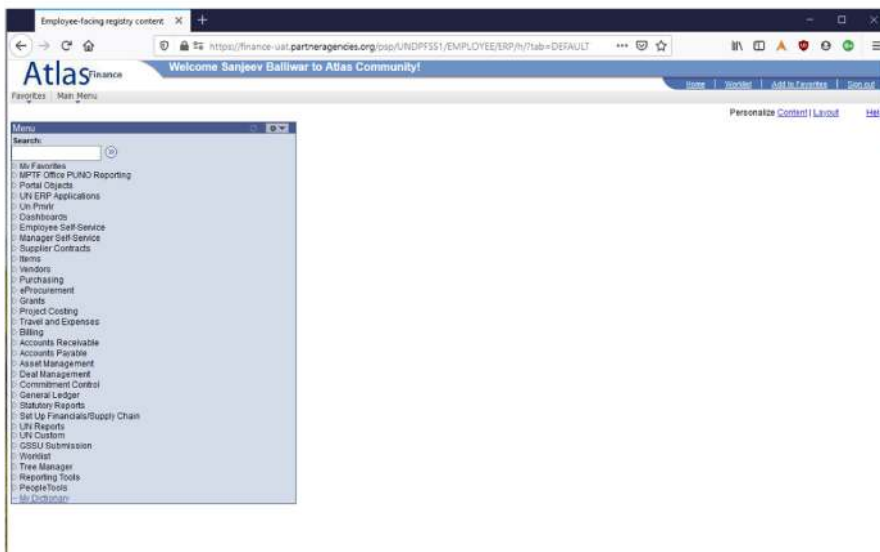


## Step 5

Enter a NEW password and select **Continue**



Proceed to use Atlas as normal



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