



# BRIOHR APP

Complete BrioHR login activation and  
download the BrioHR app

# PART 1

- a) Complete Activation via Activation Email
- b) Change password  
(this can only be done from desktop)



Find your BrioHR Activation Email in your registered email inbox.

1. Click in “**Complete Activation**” to get started.

It will direct you to BrioHR login website.

Enter your username and temporary password provided in your activation email

Both username and password are **case sensitive**

## Activate your BrioHR account

Hi Jasmine,

Greetings from BrioHR!

We wish to inform that your BrioHR account has been activated. You may now log in to BrioHR by clicking on the link provided.

**Username:** syakirah+jasmine@briohr.com

**Password:** 13zK91Et

1

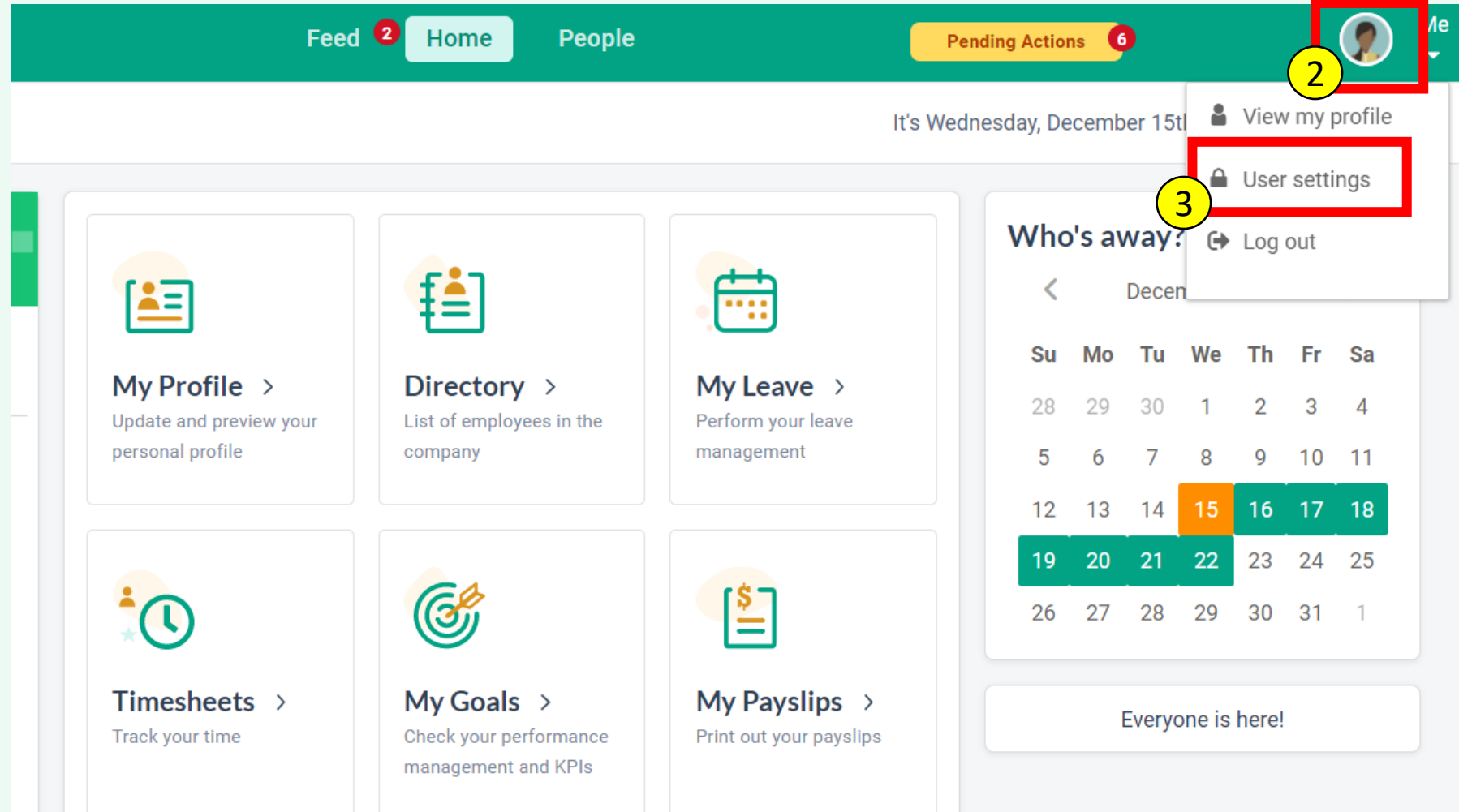


**COMPLETE ACTIVATION**

Friendly Reminder: Do proceed to change the default password to your preferred password during the first login.

If you are not sure of how to change the password, you may refer to the article [here](#).

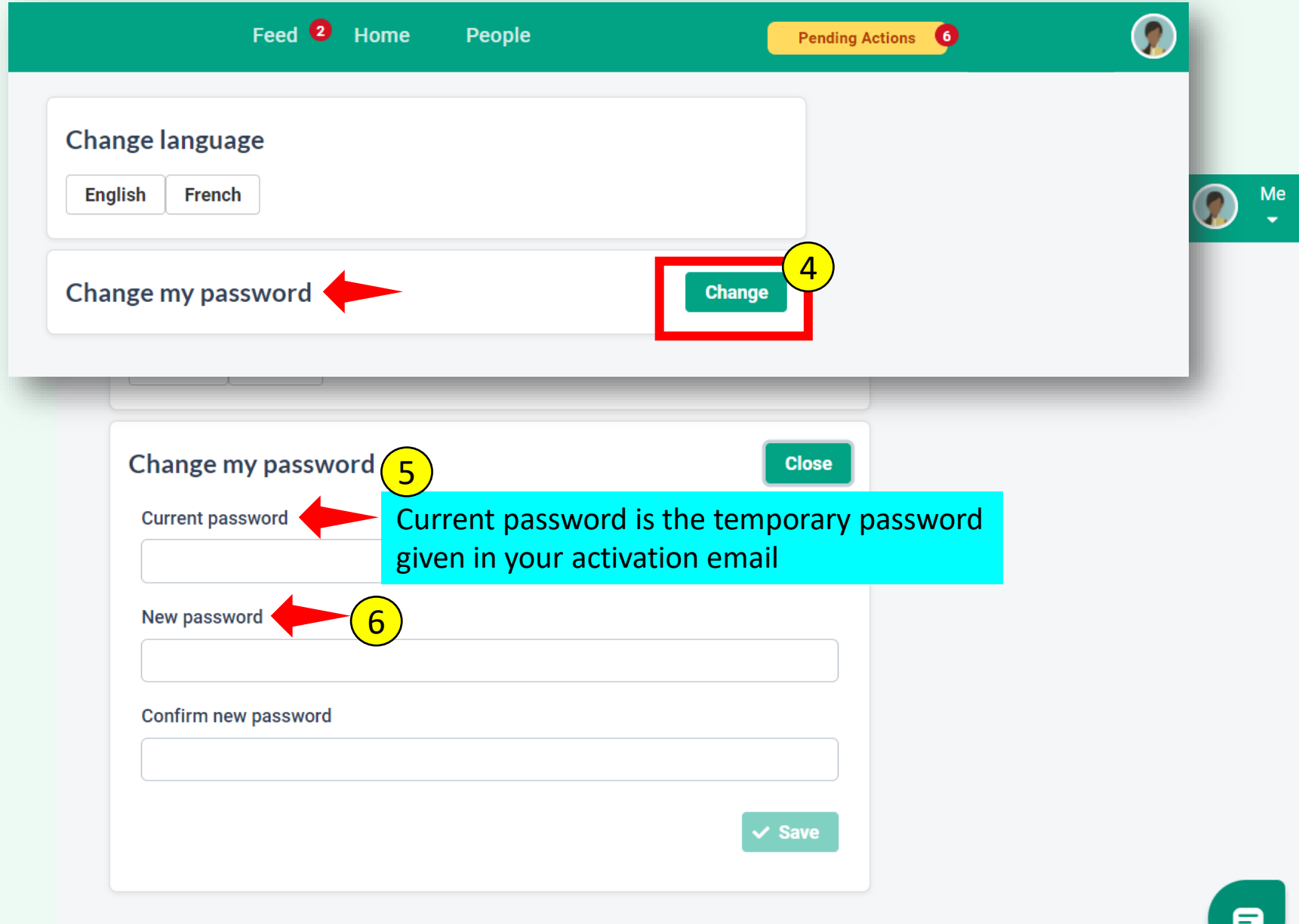
2. Once you've logged in, click on profile icon.
3. Choose **"User Settings"** from the drop-down menu.



The screenshot shows the brioHR dashboard interface. At the top, there is a green navigation bar with tabs for 'Feed', 'Home', and 'People'. A 'Pending Actions' button with a red badge showing '6' is also present. On the right side of the navigation bar, there is a user profile icon (labeled with a yellow circle '2') and a dropdown menu. The dropdown menu contains three options: 'View my profile', 'User settings' (highlighted with a red box and labeled with a yellow circle '3'), and 'Log out'. Below the navigation bar, the main content area displays a grid of six cards: 'My Profile', 'Directory', 'My Leave', 'Timesheets', 'My Goals', and 'My Payslips'. Each card has an icon and a brief description of its function. On the right side of the dashboard, there is a 'Who's away?' section with a calendar for December. The calendar shows dates from 28 to 1, with the 15th highlighted in orange and the 16th, 17th, and 18th highlighted in green. Below the calendar, a button indicates 'Everyone is here!'.

4. Click on “**Change**” at Change my password
5. Enter your current password. For first time login, your current password is the password written in your activation email.
6. Enter **your new password** and re-enter again in **confirm new password** text field. Click **Save** once done.

**Note:** You won't be logged out after changing password. However, please use your newly created password with the same username when you to want login again.



# PART 2

- a) Download the BrioHR app for iOS & Android phones.

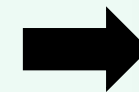
CLICKABLE



CLICKABLE



Alternatively, please look for “**BrioHR**” in the search box of your App Store and/or Google Play Store.





1. **Username** is your registered email in BrioHR. It can be found in your Activation Email.
2. **Password** is the newly created password that you have set in [Part 1](#)
3. Click **“Login”** to enter the app.

\*Both username and password are **case sensitive**

**Note:** This method works for both iOS & Android phones. However, the layout might be slightly different.

A desktop version of the brioHR login page. It features the brioHR logo at the top, followed by the text "Please login" and "Login using your google or microsoft account". Below this are two buttons for "Google" and "Microsoft". A line of text "or with email" is followed by input fields for "Email" and "Password". A "Remember me" checkbox is located below the password field. At the bottom is a large teal "Login" button. Red arrows and yellow circles with numbers 1, 2, and 3 indicate the steps: 1 points to the Email field, 2 points to the Password field, and 3 points to the Login button.A mobile version of the brioHR login page displayed on a smartphone screen. The layout is similar to the desktop version but adapted for a smaller screen. It includes the brioHR logo, the "Please login" heading, and the instruction "Login using your google or microsoft account". There are buttons for "Google" and "Microsoft", followed by the "or with email" text and input fields for "Email" and "Password". A "Remember me" checkbox is present, and a teal "Login" button is at the bottom. The phone's status bar at the top shows the time as 09:39 and various icons.



# PART 3

- a) Login using Single Sign On (without the temporary password from Activation Email)



## What is Single Sign On (SSO)?

Single Sign On or SSO allows you to login one time to BrioHR with your existing email address and existing password used to login to your email.

In BrioHR, we support SSO from Google and Microsoft email providers only.

Open the BrioHR [login page](#)

P/S: You can login via BrioHR web browser and BrioHR mobile app using this Single Sign On



This is how the BrioHR login page looks like.

Go to the “**Please Login**” section at the top right of this page

A screenshot of the BrioHR login page. The left side features a large green banner with the text "GOOD TO SEE YOU BACK" in white, overlaid on an illustration of three people working at a table. The BrioHR logo is in the top left of the banner. The right side is a white login form titled "Please login". It includes options to "Login with Google" and "Login with Microsoft", a link to "or with email", and input fields for "Email" and "Password", both with red error messages "The field is required.". There is a "Remember me" checkbox and a "Login" button. A "Forgot password" link is at the bottom. A yellow box labeled "Single Sign On" with a red arrow points to the social login buttons. The footer includes "© BrioHR 2022" and "Powered by brioHR". A chat icon is in the bottom right corner.

**Single Sign On**

**Please login**  
Login using your google or microsoft account

Login with Google Login with Microsoft

or with email

Email  
*The field is required.*

Password  
*The field is required.*

☐ Remember me

Login

Forgot password

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Choose which one is your email provider.

If your email is from Google, click on the “**Login with Google**”

**Username** = the email address registered in the BrioHR account

**Password** = Password use to login to the email



If your email provider is Google, enter your =

1. Email address
2. Password (the email password)

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Sign in – Google accounts - Google Chrome

accounts.google.com/o/oauth2/v2/auth/identifier?response\_type=c...

Sign in with Google

Sign in  
to continue to [briohr.com](#)

Email or phone

[Forgot email?](#)

To continue, Google will share your name, email address, language preference and profile picture with brioHR.com. Before using this app, you can review brioHR.com's [privacy policy](#) and [Terms of Service](#).

[Create account](#) [Next](#)

English (United Kingdom) ▾ [Help](#) [Privacy](#) [Terms](#)

Please login

Login using your google or microsoft account

[Login with Google](#) [Login with Microsoft](#)

or with email

Email

Password

☐ Remember me

[Login](#)

[Forgot password](#)

Choose which one is your email provider.

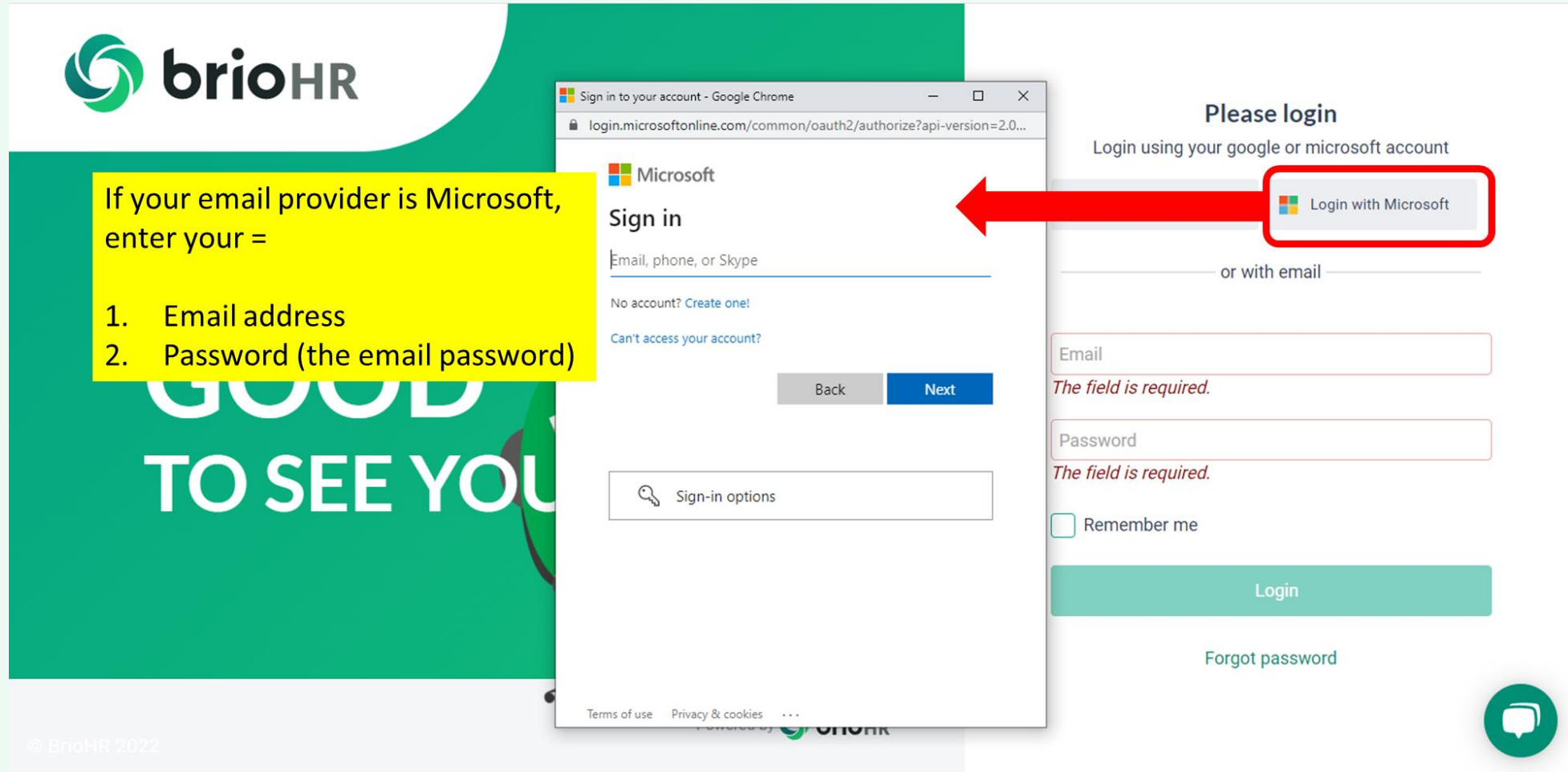
If your email is from Microsoft, click on the “**Login with Microsoft**”

**Username** = the email address registered in the BrioHR account

**Password** = Password use to login to the email

If your email provider is Microsoft, enter your =

1. Email address
2. Password (the email password)



The screenshot shows the BrioHR login interface. On the left, a green banner features the BrioHR logo and the text "GOOD TO SEE YOU". Overlaid on this is a Microsoft "Sign in" window from a Google Chrome browser. The Microsoft window has a text input field for "Email, phone, or Skype" and "Next" and "Back" buttons. A red arrow points from the "Login with Microsoft" button on the BrioHR page to the Microsoft sign-in window. The BrioHR page itself has a "Please login" heading, a subheading "Login using your google or microsoft account", and a "Login with Microsoft" button (highlighted with a red box). Below this are input fields for "Email" and "Password", both with red error messages "The field is required.". There is also a "Remember me" checkbox and a "Login" button. At the bottom, there is a "Forgot password" link and a chat icon.