



brioHR First Time Login



Complete brioHR login activation and
download the brioHR app

 **4.9** on Google

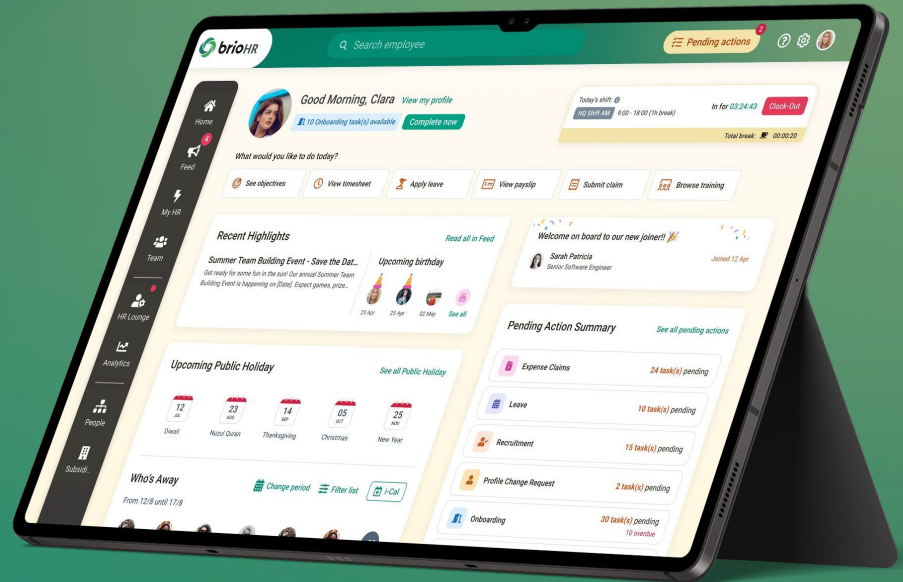
 **4.9** on Capterra

 **4.8** on G2



PART 1

- a) Complete Activation via Activation Email
- b) Change password



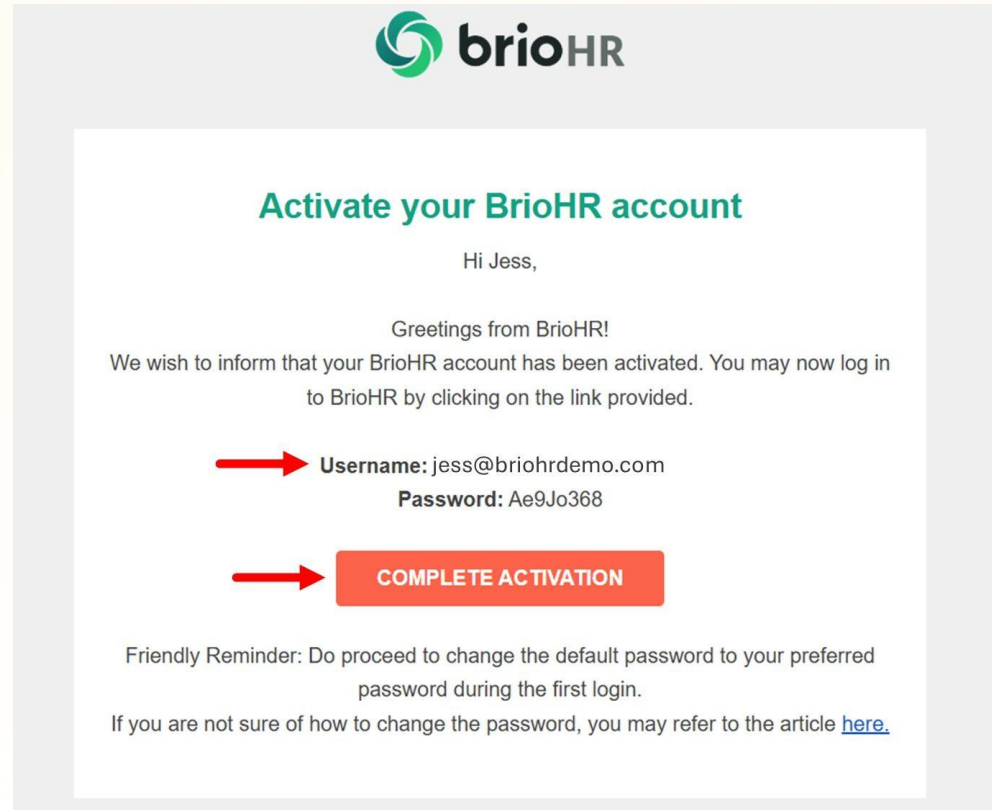
Find your brioHR Activation Email in your registered email inbox.

1. Click "**Complete Activation**" to get started. It will direct you to BrioHR login page.

Enter the login information stated in the email:

- **Username:** the registered email address.
- **Password:** the alpha numeric system generated.

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



Changing Password using Web Browser

1. Click on your profile picture
2. Select **"User Settings"**
3. Click **"Change"** at **Change My Password**

The screenshot displays a web application interface. At the top, there is a teal header bar containing a search bar with the text "Search employee" and a keyboard shortcut "Ctrl + K". To the right of the search bar is a yellow button labeled "Pending Actions" with a red notification badge showing the number "7". Further right is a help icon (question mark) and a profile picture icon. A red box highlights the profile picture icon, with a red arrow pointing to it from the number "1". Below the header bar, a dropdown menu is open, showing options: "View my profile", "User settings", and "Log out". A red box highlights the "User settings" option, with a red arrow pointing to it from the number "2". Below the dropdown menu, there is a section for "Change language" with a dropdown menu currently set to "English". Below that is a section for "Change my password" with a red arrow pointing to a green "Change" button, labeled with the number "3".

- **Current password:** the password written in the Activation Email.
- **New password:** create your own new password.
- **Confirm new password:** re-type your password from 'new password'

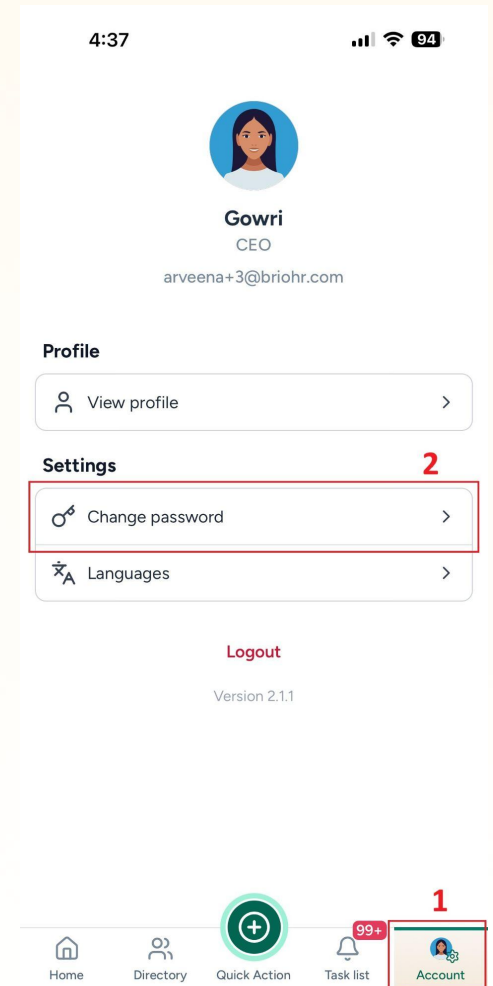
4. Click **"Save"** once done.

Note: You won't be logged out after changing the password. However, you would need to use your new password when logging in next time.

The screenshot shows a 'Change my password' dialog box. It contains three input fields: 'Current password', 'New password', and 'Confirm new password'. The 'New password' field is highlighted with a green border. A red arrow points to the 'Save' button at the bottom right. There is also a 'Close' button at the top right.

Changing Password using Mobile App

1. Click on **Account**
2. At '**Settings**', Select "**Change Password**"



Changing Password using Mobile App



3. Fill in the required information
4. Click '**Change Password**'

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Change password

Current password **3**

New password

Confirm new password

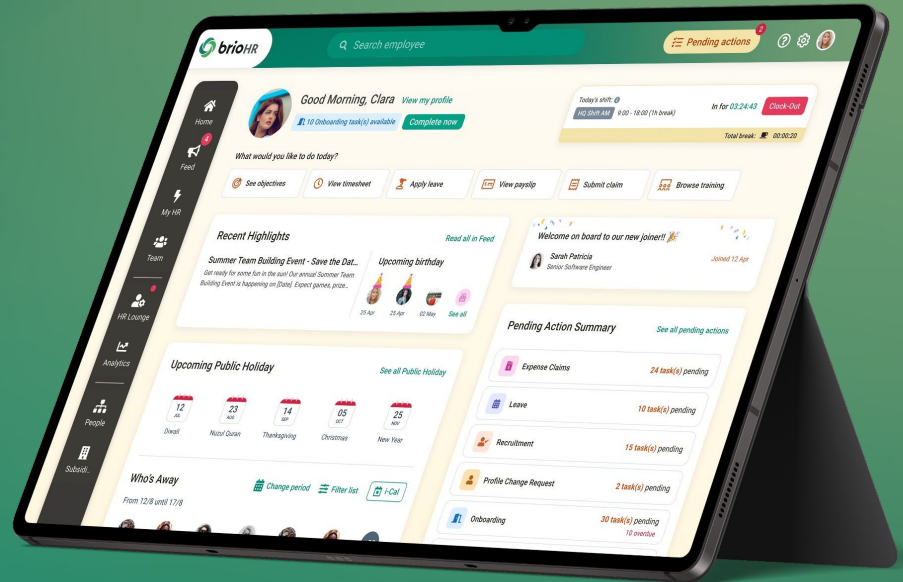
- Contains at least 8 characters
- Combination of lowercase and uppercase
- Contains at least one number
- Passwords do not match

4

Change password

PART 2

Download the brioHR mobile app for iOS,
Android and Huawei phones





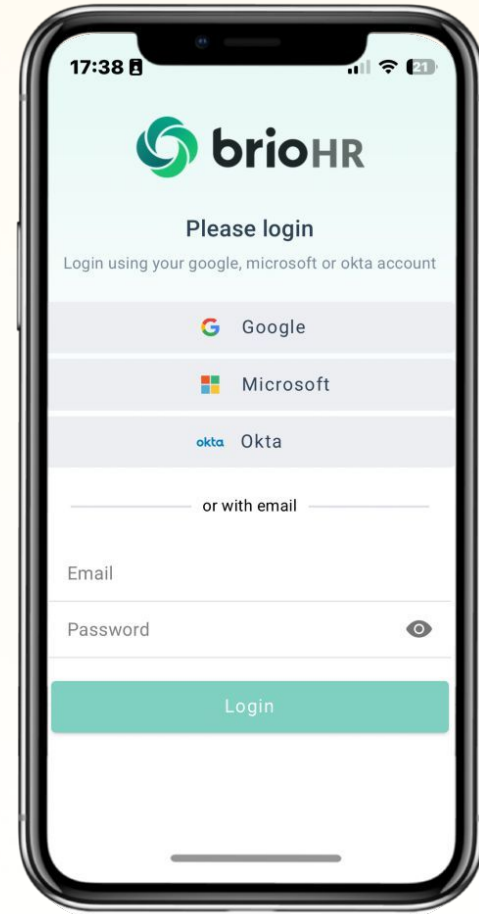
Search for “**BrioHR**” in your Apple App Store,
Google Play Store or Huawei AppGallery



- **Email:** Email address registered in brioHR. This can be found in your Activation Email.
- **Password:** The newly created password, or password in Activation Email.

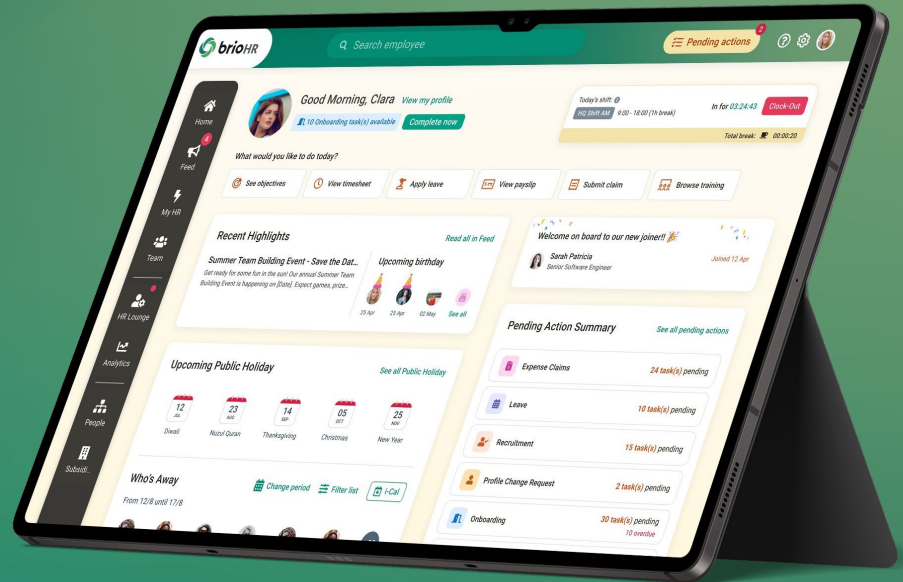
Click “**Login**” to enter the mobile app.

*Both email and password are **case sensitive**



PART 3

Using Single-Sign On (SSO) to login to brioHR account



What is Single-Sign On (SSO) ?



Single-Sign On (SSO) makes logging in to brioHR faster and more secure. With SSO, you don't need to remember a separate password for brioHR. Instead, you log in with the same email and password you already use for your company's Google, Microsoft, or Okta account.

brioHR currently supports SSO through:

- **Google** (Gmail or Google Workspace)
- **Microsoft** (Outlook or Office 365 accounts)
- **Okta** (Enterprise identity provider)

Open the brioHR [login page here](#).

You can use SSO login for brioHR web browser account and brioHR mobile app.



all-in-one
The HRMS to reach your goals
What impact will you make today?

Refer & Earn
\$100

Invite your friends to BrioHR - receive \$100 for each successful signup. They get 20% off. The more you refer, the more you earn
[Click for more details](#)

Welcome back! Select method to log in:



Google



Microsoft

Okta

Okta

Or continue with email

Email

Password

Keep me logged in

[Forgot password](#)

Log in