

SIGN INTO BROWSER WITH PLENARY COUNCIL LOGIN



PLENARY COUNCIL ASSEMBLY TWO


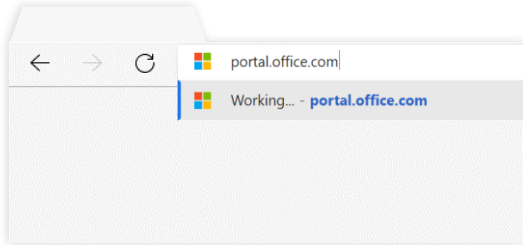
Objective

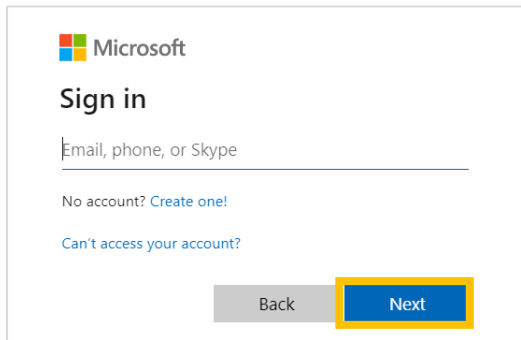
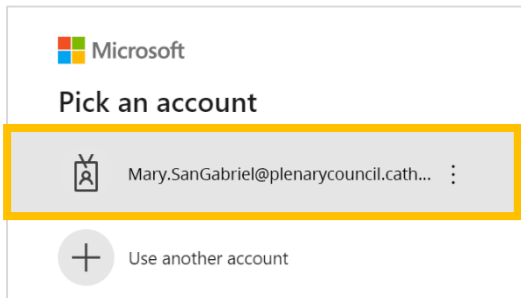
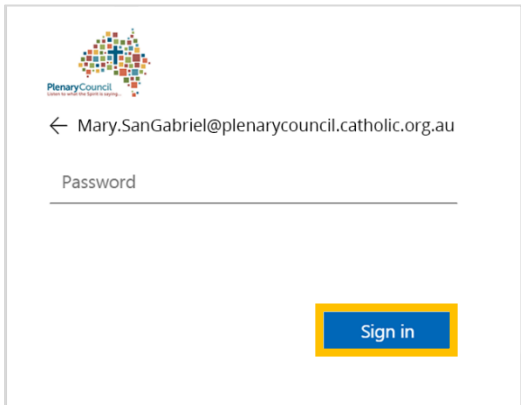
Complete the process to ensure you are signed into your browser with your Plenary Council login. You must be signed in with your Plenary Council login credentials to access the voting website.

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Step 1: Sign into Microsoft 365 in your Browser

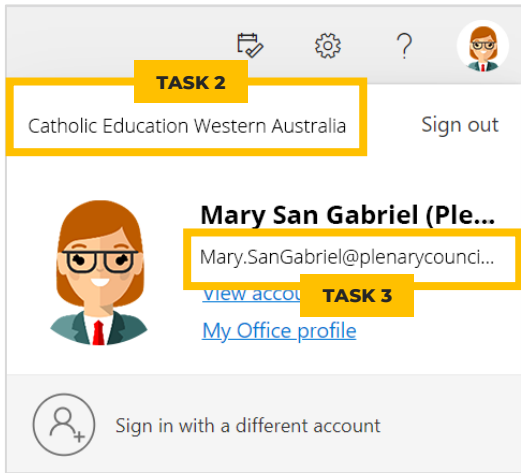
Task	Notes
1. Open your preferred browser (where you access the internet). Microsoft Edge, Google Chrome or Safari are the recommended browsers to use.	
2. Click in the address bar , type portal.office.com and hit enter on your keyboard.	

Task	Notes
3. If the Microsoft Sign in page prompts, enter your Plenary Council credentials (<i>firstname.surname@plenarycouncil.catholic.org.au</i>). Then, click the Next button.	
4. If you are asked to pick an account to sign into, select the correct email address you use for Plenary Council. If you were not asked to sign in or pick an account, proceed to Step 2A .	
5. Enter your password and click the Sign in button. This is a password you created and was NOT provided for you.	
6. Once successfully signed in, you may proceed to voting. You do not need to follow the other steps.	

Step 2A: Confirm your sign in details

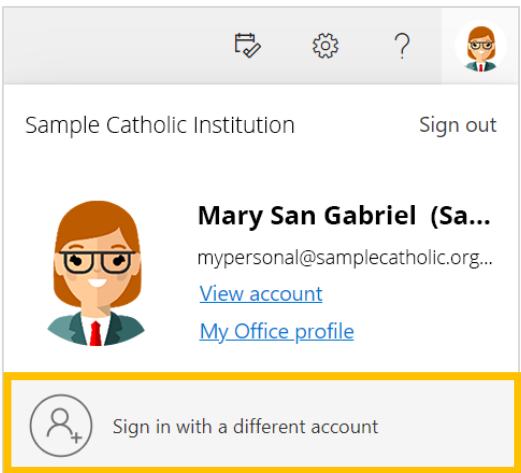
You were not asked any sign in details in Step 1 because you are already signed into Microsoft 365 in your browser. Now you will confirm that you are signed in with your Plenary Council account and not another account.

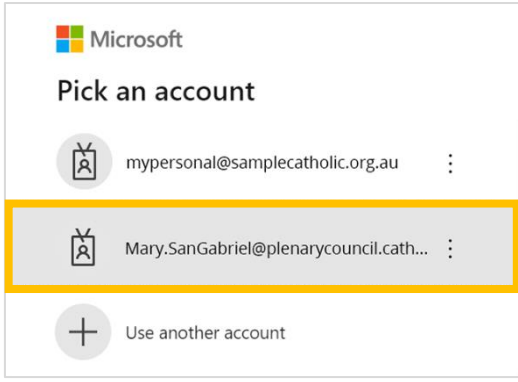
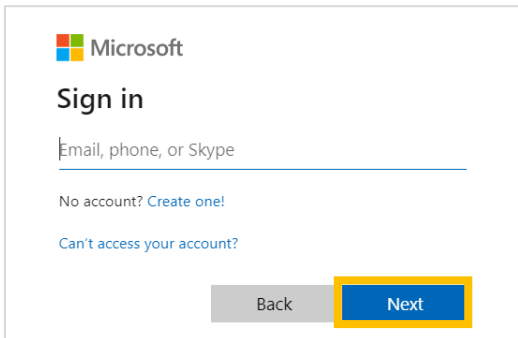
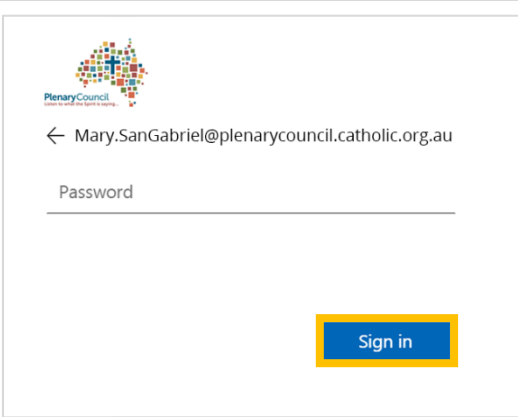
Task	Notes
1. Click your account icon or your initials on the upper right-hand corner of the browser.	 <p><i>Your initials will appear if you did not upload a photo.</i></p>

Task	Notes
2. Confirm that the organisation listed is <i>Catholic Education Western Australia</i> .	
3. Confirm that the email address listed is your <i>firstname.surname@plenarycouncil.catholic.org.au</i> . If so, you may proceed to voting. You do not need to follow the other steps.	
If you are not signed in with your Plenary Council details, proceed to Step 2B .	

Step 2B: Sign in using your Plenary Council credentials

If you are signed in using credentials other than your Plenary Council login, you will not have access to vote. The following steps will assist you to sign out of the previous account and sign in with your Plenary Council login.

Task	Notes
1. If you are not signed in with your Plenary Council details, click Sign in with a different account .	

Task	Notes
2. Select your plenary login if listed or Use another account.	 <p>Microsoft Pick an account</p> <p>mypersonal@samplecatholic.org.au</p> <p>Mary.SanGabriel@plenarycouncil.cath...</p> <p>Use another account</p>
3. If the Microsoft Sign in page prompts, enter your Plenary Council credentials (firstname.surname@plenarycouncil.catholic.org.au). Then, click the Next button.	 <p>Microsoft Sign in</p> <p>Email, phone, or Skype</p> <p>No account? Create one!</p> <p>Can't access your account?</p> <p>Back Next</p>
4. Enter your password and click the Sign in button. This is a password you created and was NOT provided for you.	 <p>Plenary Council</p> <p>← Mary.SanGabriel@plenarycouncil.catholic.org.au</p> <p>Password</p> <p>Sign in</p>
5. Once successfully signed in, you may proceed to voting.	

If you are still having trouble signing in, it may be necessary to clear your browser cache. Refer to the **How to Clear Your Cache document** and follow the steps to clear your cache, depending on which browser you use. You may also contact the **IT Help Desk** phone line at 1300 877 934 for further assistance.