

Accessing your account

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In this article, you'll learn about accessing your OnceHub Account. [Learn more about how your sign-in credentials are stored and protected by OnceHub](#)

Note:

Invited Users need to sign in for the first time by clicking the **Sign in to your account** button in the email invitation from the OnceHub Administrator of the account. [Learn more about joining your organization's OnceHub Account](#)

Sign in for Users with a OnceHub password

1. Open the [OnceHub sign-in page](#).
2. Enter your Email ID and Password and click **Sign in** (Figure 1).

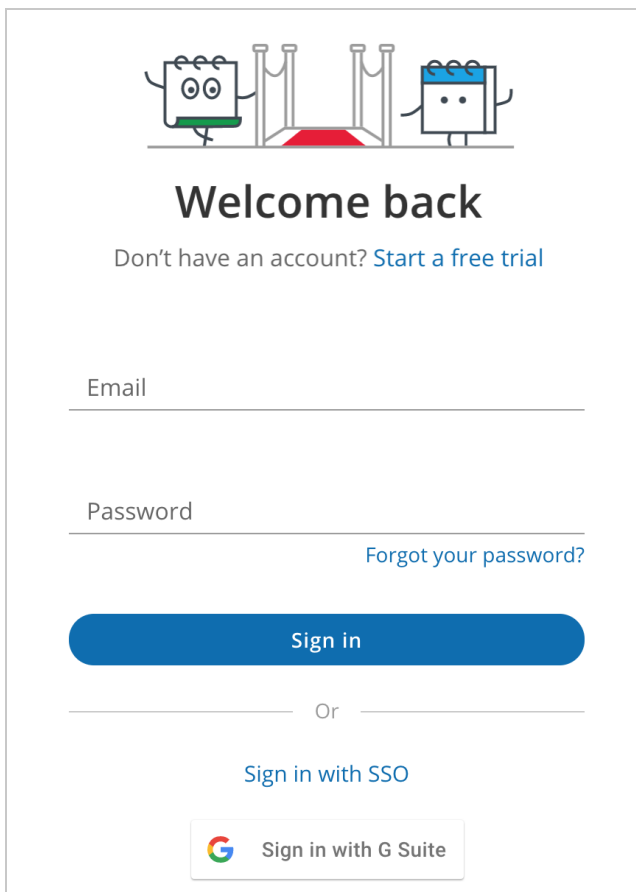


Figure 1: Sign in to OnceHub

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3. You will be authenticated using our secure authentication system, and redirected to the OnceHub Start page.

Note:

If you have enabled [two-factor authentication](#) for your profile, your sign in process will include an additional step. [Learn more about signing in with two-factor authentication](#)

4. From the Activity stream, you can review your activities. You can also navigate to ScheduleOnce, ChatOnce, or your OnceHub Account settings by selecting an option from the top navigation menu.

Sign in for G Suite Users

If you have installed OnceHub using G Suite, you can access your account in two ways:

1. **Signing in from your G Suite account:** you can sign in from within your G Suite account via G Suite Apps using Google's secure single sign-on.
2. **Signing in from the OnceHub sign-in page:** you can also access your OnceHub account by clicking the **Sign in with G Suite** button at the bottom of the OnceHub sign-in page.

If you use G Suite and your OnceHub administrator did not install OnceHub through the G Suite Marketplace, it's possible they either want you to sign in with a OnceHub password (see above) or configured OnceHub so that you sign in through SSO (see below).

Sign in through SSO

If your Administrator has configured SSO for your account, you can sign into OnceHub by clicking the **Sign in with SSO** link at the bottom of the OnceHub sign-in page.

You will be redirected to your Identity Provider and, once authenticated, will be returned to your signed-in OnceHub account.

[Learn more about configuring SSO for your account](#)

If you're having difficulty signing in, please don't hesitate to [contact us](#) for more help.