

MULTIPLE LOGINS ON THE GREEN IMPACT TOOLKIT

green impact /



STUDENTS
ORGANISING FOR
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MULTIPLE LOGINS ON THE TOOLKIT

Accessing multiple teams on the toolkit

The toolkit system requires a unique email for each account on the toolkit. Each account can only join one team. There will be situations where you may benefit from being a member of several teams - for example, if you work in several departments.

The way to get around our system requirements of one unique email per account, is to add a + sign into your email, before the @ symbol, with something identifiable and unique after, each time you need to use your email to make a new account to join another team.

Your email provider only recognises the text that precedes the plus sign, and what comes after the @ sign - so you can add a variety of text between the + sign in your email and the @ symbol, to allow you to join multiple teams using your own email address. When you do this, the system thinks that they are different emails because there is different text, but will still send verification emails to your email address.

Please note that this workaround works with most email providers, but your domain may not support it.

Example method

Nickie Frost works across 2 departments and would find it useful to be on the Green Impact team for each department. Their email address is nickie.frost@your-org.com. They work in a **library**, and as a **gardener**.

It is best to set up each account entirely, one at a time.

1. When setting up the **username** to make a new account, you will need to know which departmental team you are logged in to - so add the department in parentheses, (), after your name for the username for each account.
e.g. **Nickie Frost (Library)**
2. For the **email address**, you will need to add a unique identifier between your email name and the @ symbol.
e.g. **nickie.frost+library@your-org.com**
3. Set a secure password.
4. You will need to verify each account as you create the login. **Important** - when you receive the verification email, right click on the link and select 'copy link.' Then [open an incognito tab](#) on Google and paste the link into the browser there. If you do this without using an incognito tab, it will not work.

Repeat this for each account.

- e.g.
1. Set up Username: **Nickie Frost (Gardens)**
 2. Set up Email address: **nickie.frost+gardens@your-org.com**
 3. Set up password and verify account (remembering to right click and 'copy link').

You can do this to join as many teams as you need to.

When you want to log into each account, we recommend using an [incognito tab](#), otherwise your browser may get confused with the different logins and passwords. You will need to keep a clear record somewhere of each of the email logins and passwords you make so that you don't confuse them! If you have any technical issues, please email toolkit@sos-uk.org.