

# How to login to MyCordstrap

December 2020

Version 1



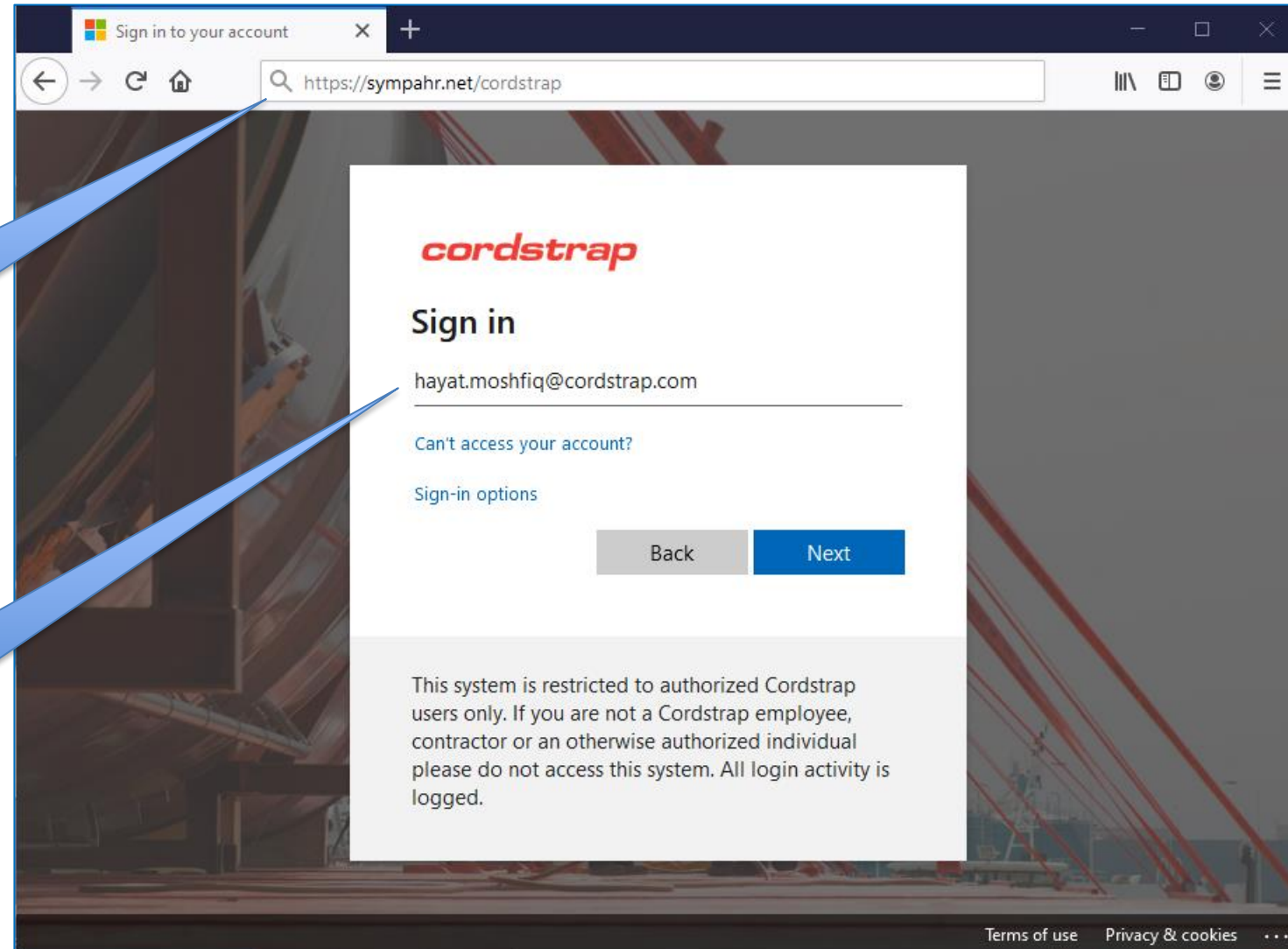
# How to login to MyCordstrap

1

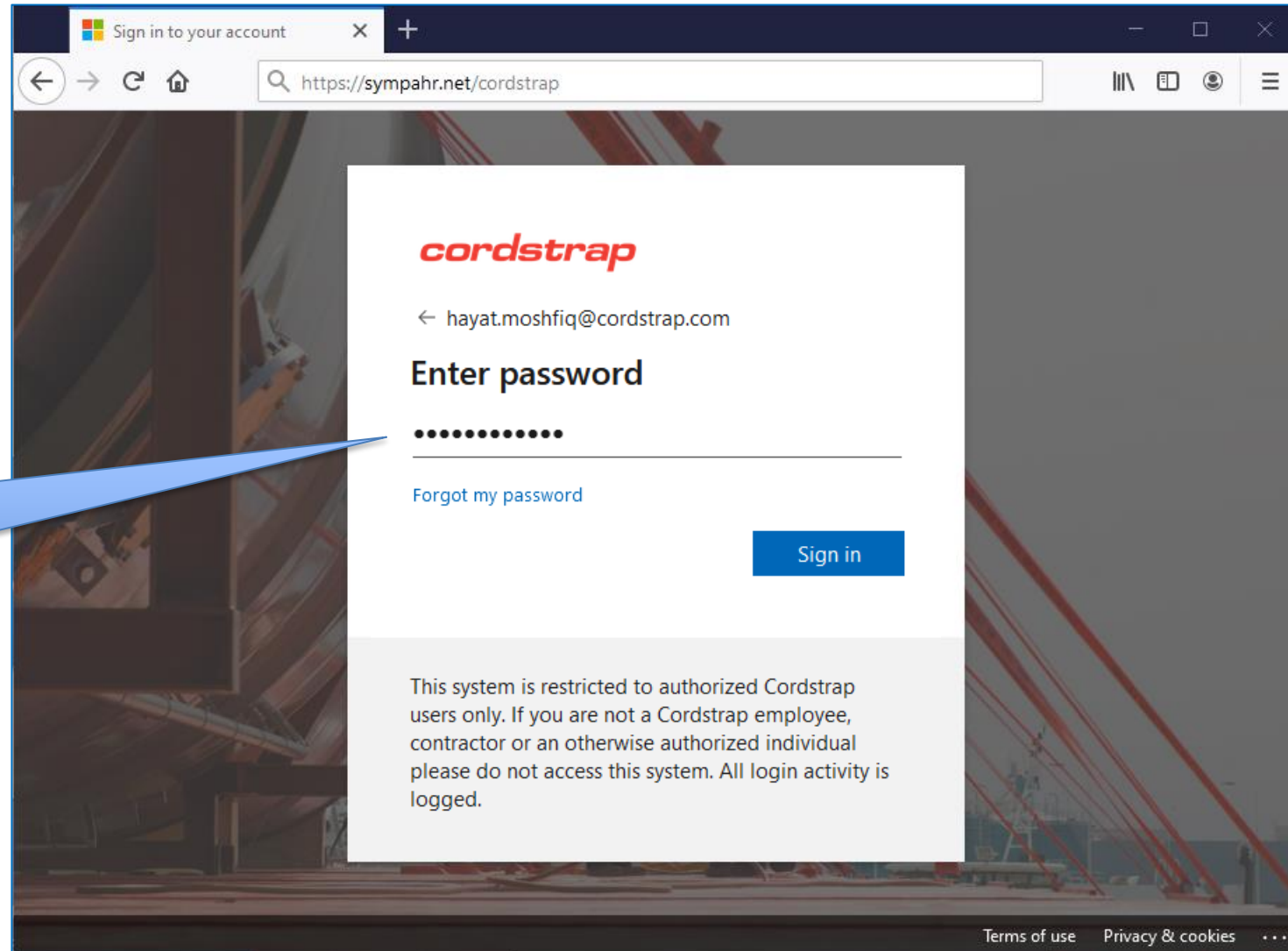
In Internet browser, go to the website:  
<https://sympahr.net/cordstrap>

2

Enter your '@cordstrap.com' username and click on "Next"



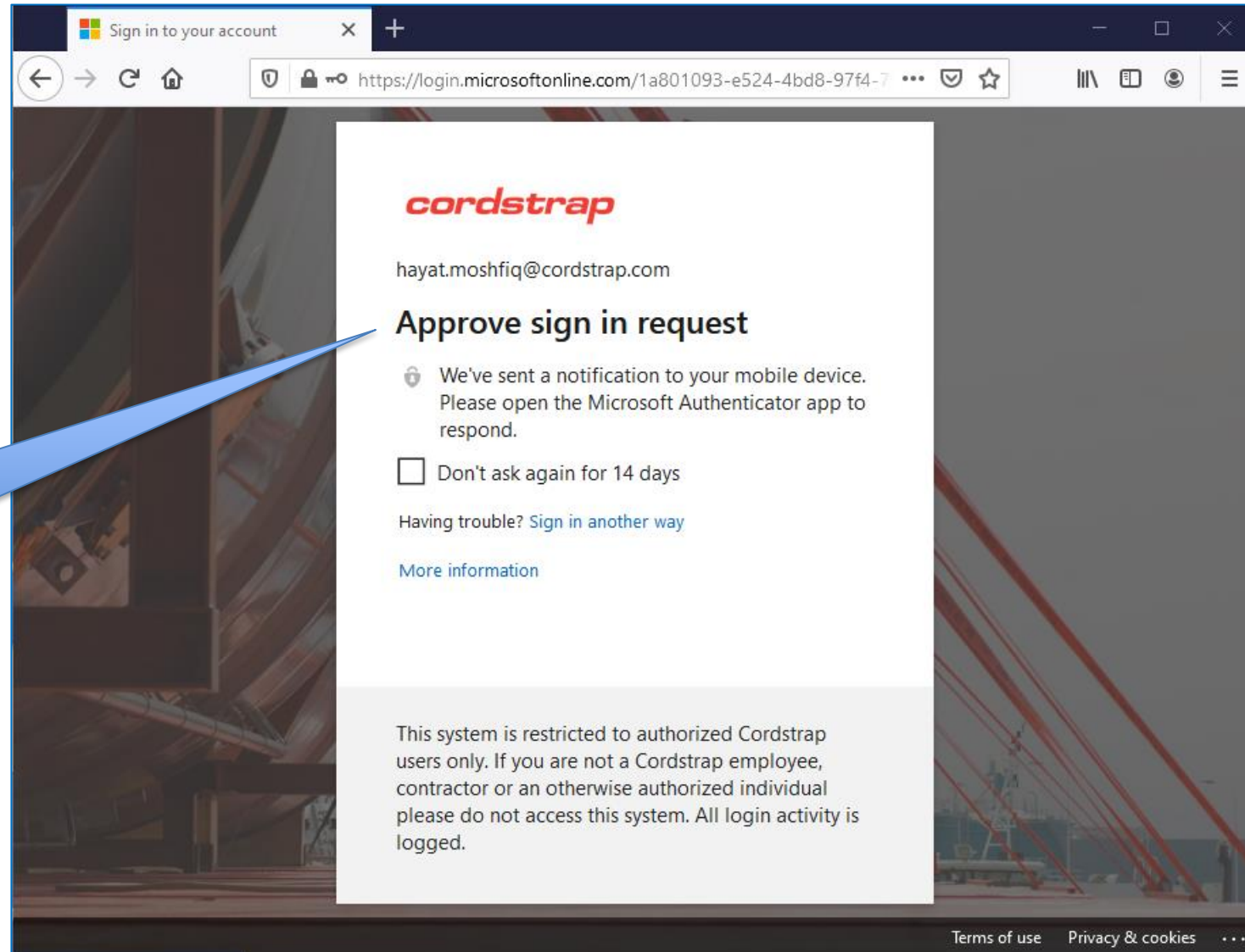
# How to login to MyCordstrap



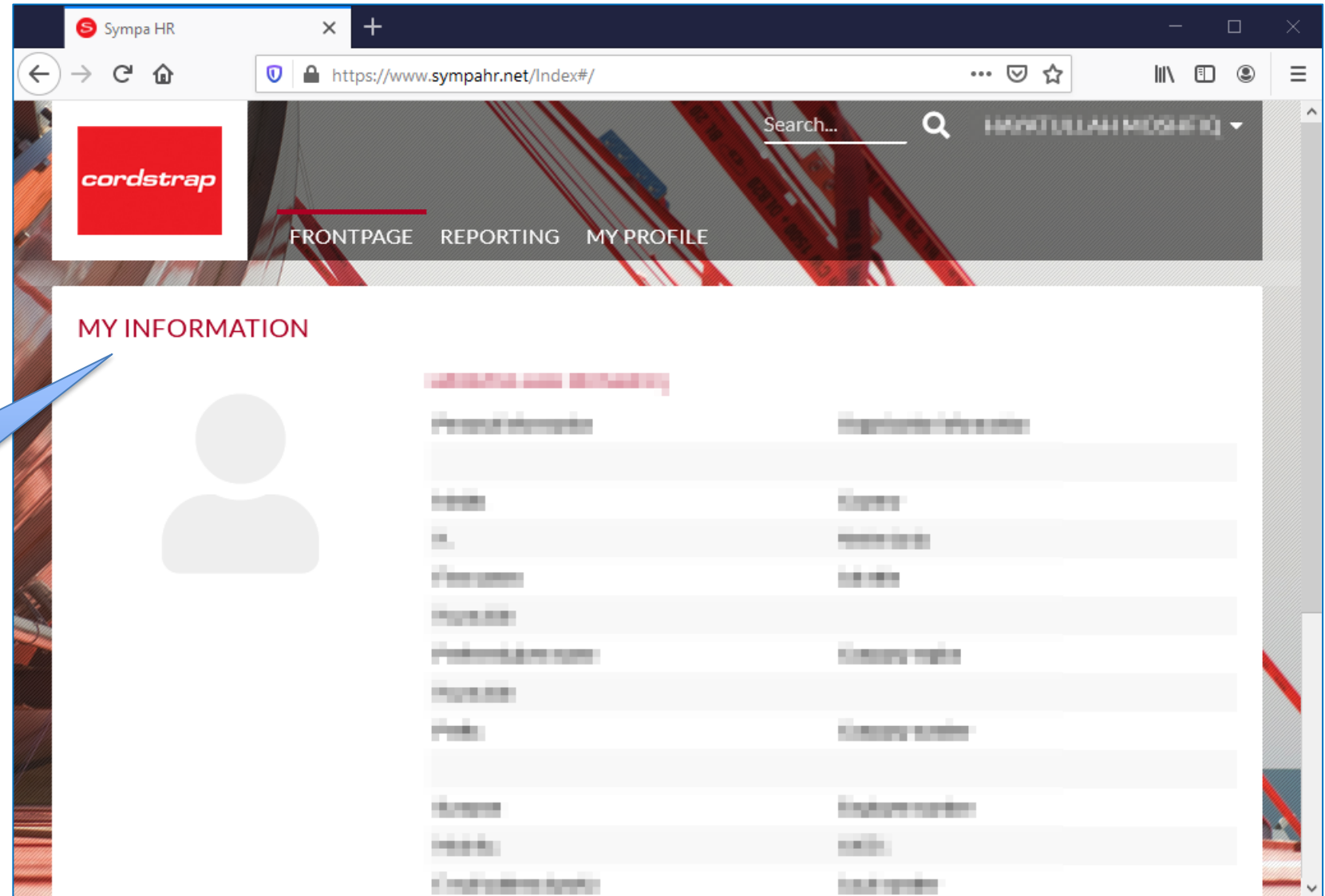
Enter your Office 365 password and click on “Sign in”

# How to login to MyCordstrap

Approve your sign in if you are using Multi Factor Authentication (MFA)



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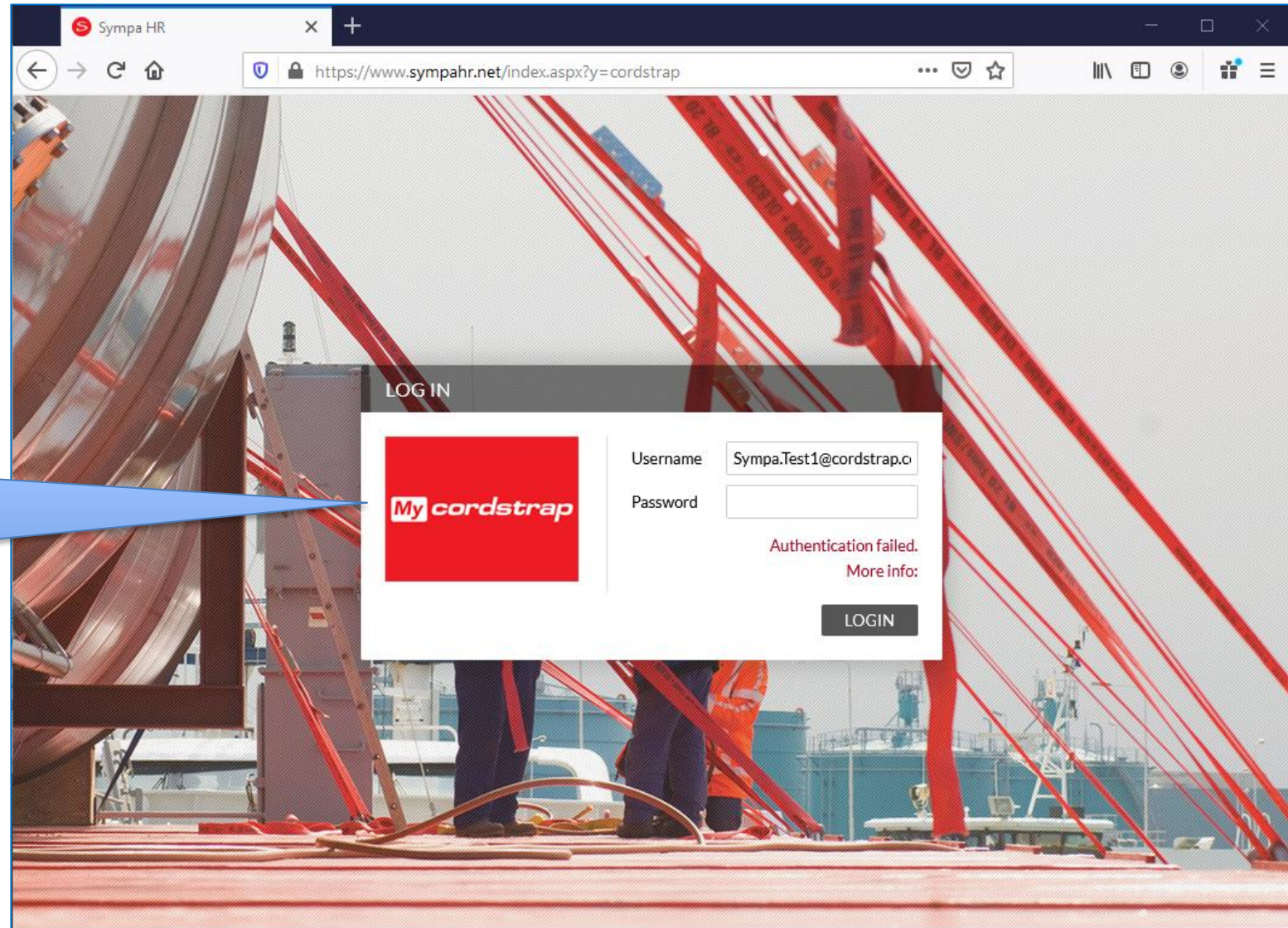
You are now logged on to Sympa HR

# FAQ

Please read the Frequently Asked Questions (FAQ) in the following slides

# FAQ - How to login to MyCordstrap

If you get this screen, it means your account is not properly set up in Sympa HR platform. Please contact your manager to get this resolved with the **HR department**.



# FAQ - How to login to MyCordstrap

If you get this error message, it means your login account is not properly set up. Please contact your manager to get this resolved with the IT department.

Sign in to your account

https://login.microsoftonline.com/1a801093-e524-4bd8-97f4-7b1f2886e15b/login

**cordstrap**

## Sign in

Sorry, but we're having trouble signing you in.

AADSTS50105: The signed in user 'Test.Account@cordstrap.com' is not assigned to a role for the application '52b0547b-5bde-48df-b161-468f890a8745'(SympaHR).

This system is restricted to authorized Cordstrap users only. If you are not a Cordstrap employee, contractor or an otherwise authorized individual please do not access this system. All login activity is logged.

**Troubleshooting details** ✕

If you contact your administrator, send this info to them.  
[Copy info to clipboard](#)

**Request Id:** c76b3c33-ab86-4834-8567-97fec1db1b00  
**Correlation Id:** f049bdd0-6be2-44fd-a2da-b67a00f1cc2f  
**Timestamp:** 2020-12-30T08:29:57Z  
**Message:** AADSTS50105: The signed in user 'Test.Account@cordstrap.com' is not assigned to a role for the application '52b0547b-5bde-48df-b161-468f890a8745'(SympaHR).  
**Advanced diagnostics:** [Enable](#)

If you plan on getting support for an issue, turn this on and try to reproduce the error. This will collect additional information that will help troubleshoot the issue.

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# FAQ - How to login to MyCordstrap

## I have forgotten my password. How can I reset it?

Please raise a request with the IT department ([servicedesk@cordstrap.com](mailto:servicedesk@cordstrap.com)).

## I want to use Multi Factor Authentication (MFA) to login to MyCordstrap. How can I request this?

If you are already using MFA for Office 365, it will automatically be used to login to MyCordstrap.

If you are new to MFA, ask your manager to raise a request with the IT department. Please note that you will have to use your mobile phone for MFA.

## Why should I use MFA to login?

MFA will add more security to your account. In addition to username and password you will also need to confirm your identity on your mobile phone. This will prevent a cybercriminal getting access to your data even if they manage to steal your username and password.