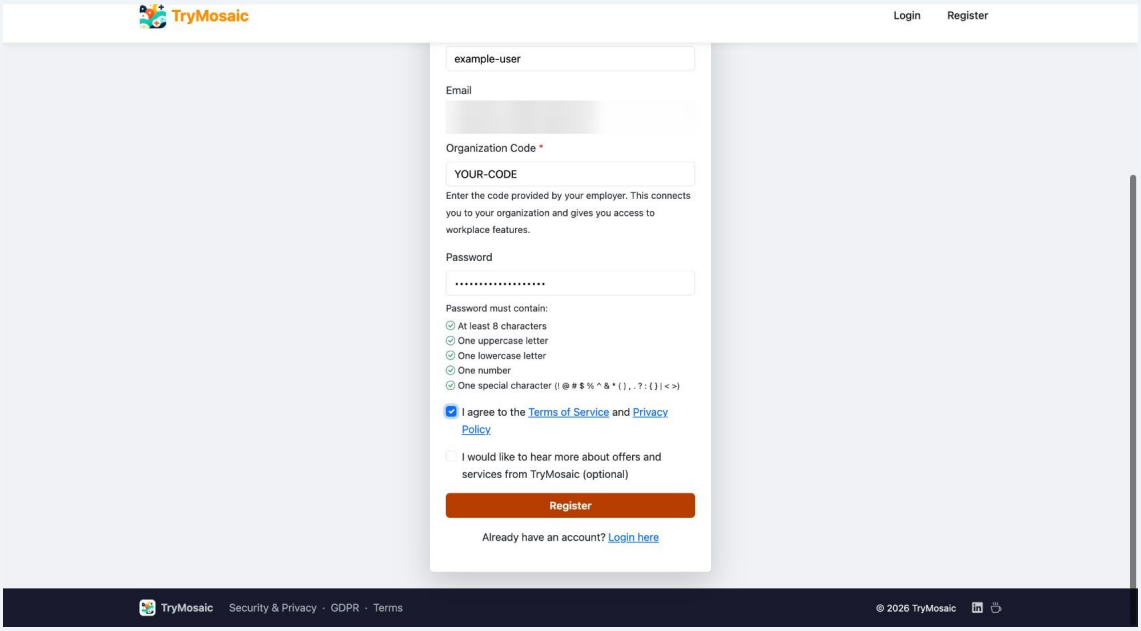
How to Register for a TryMosaic Account

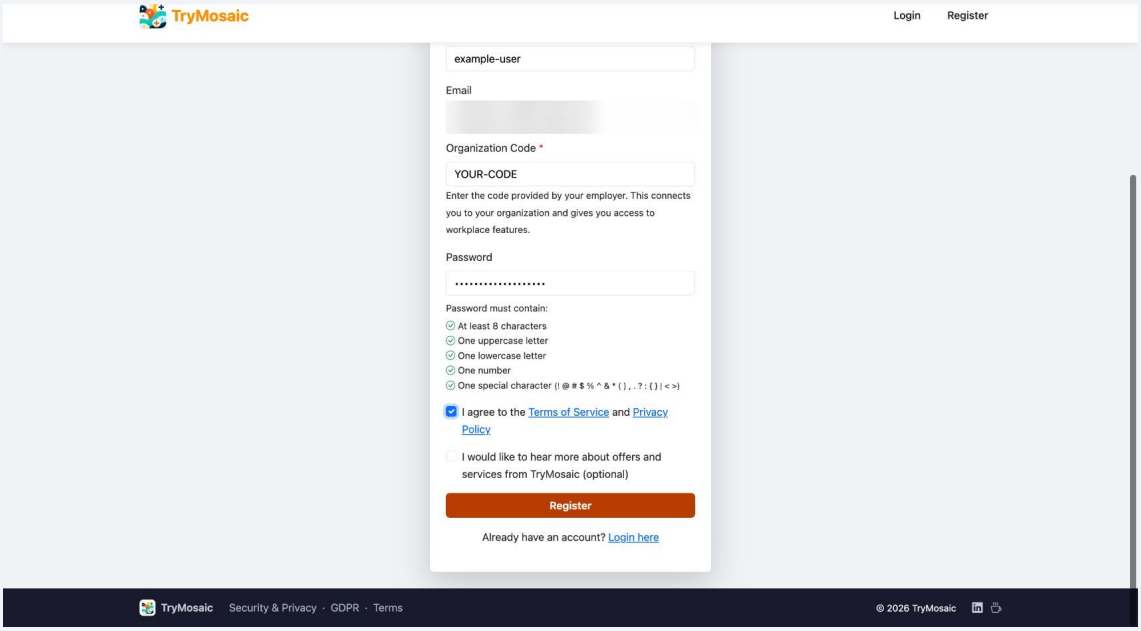
This guide walks you through creating your TryMosaic account for the first time. Nothing is shared with your manager or HR simply because you register.

You will need an organisation code from your employer and access to your work email inbox.

1 Open your organisation’s TryMosaic deployment using the link provided by your employer, then select ‘Register’.



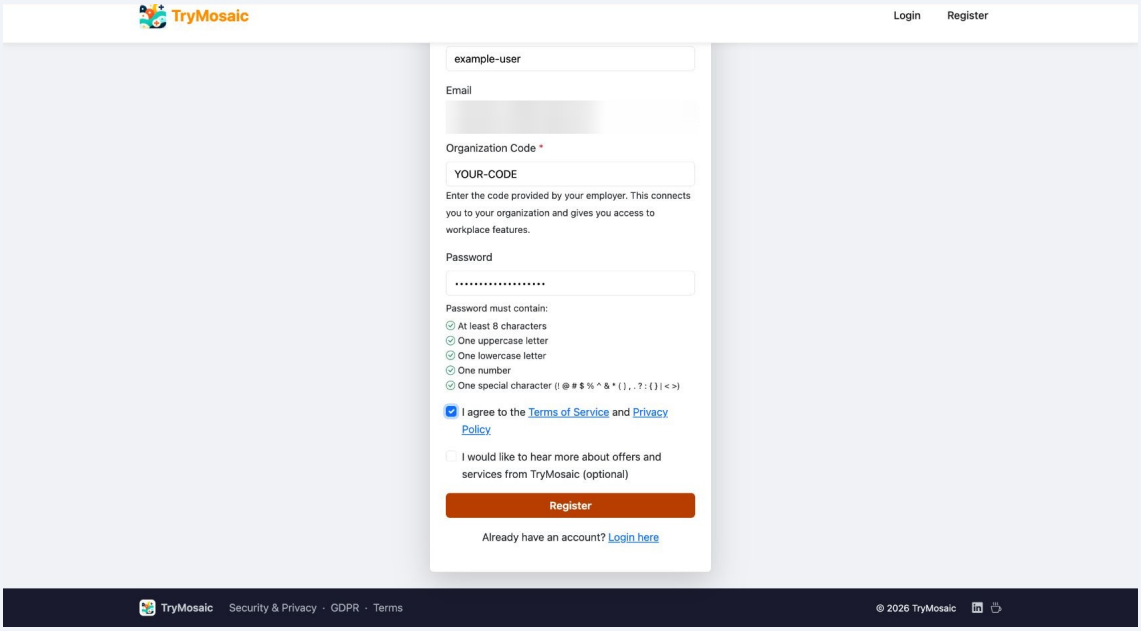
2 Enter a username, your work email address and the organisation code supplied by your employer.



Your organisation code matters

The code connects your account to the correct organisation. If the code is missing or rejected, ask your employer or TryMosaic administrator for the correct code rather than guessing.

3 Create a strong password. The checklist beneath the field turns green as each requirement is met.



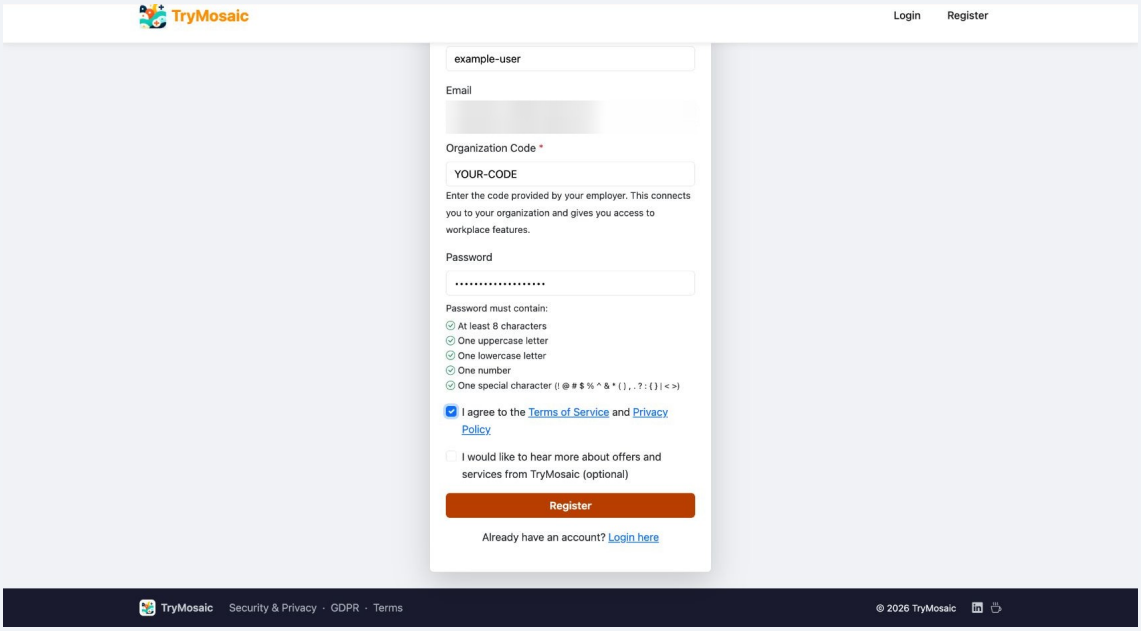
Your password must include:

- At least eight characters
- At least one uppercase and one lowercase letter
- At least one number
- At least one special character

! **Keep it private**

Use a unique password and do not include it in an email, support message or Workplace Passport.

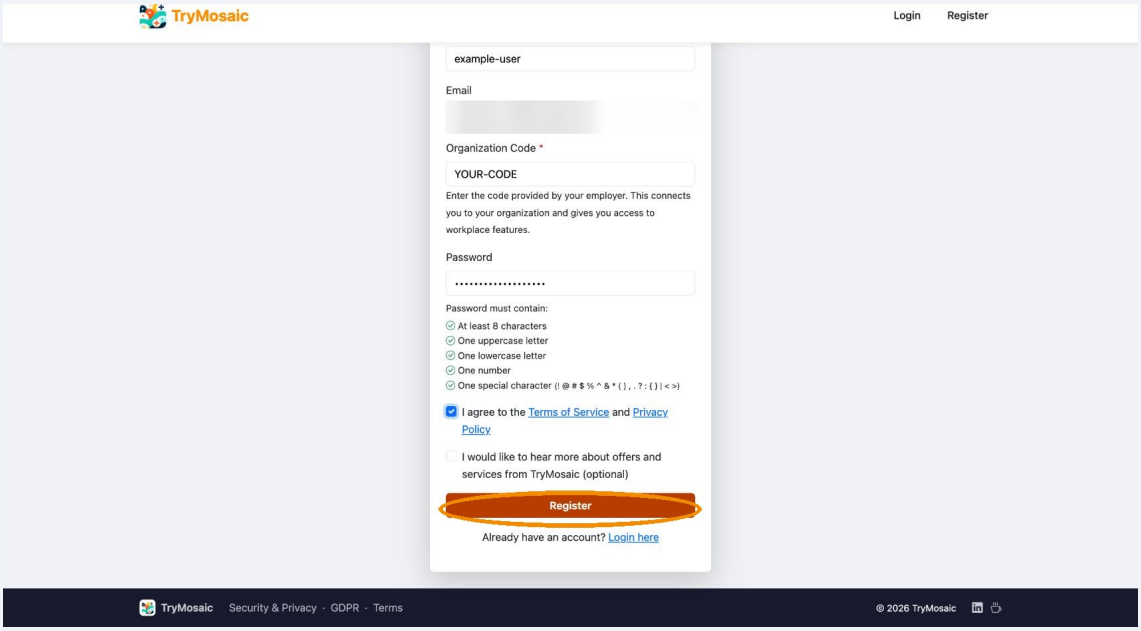
4 Read the Terms of Service and Privacy Policy, then tick the required agreement box. Marketing emails are optional and use a separate box.



Required and optional choices

You must accept the Terms of Service and Privacy Policy to register. You do not have to opt in to offers and services.

5 Select ‘Register’. If the information is valid, TryMosaic will tell you to verify your email address.



! If registration is not accepted

Check the organisation code, confirm the email address is correct and make sure every password requirement is green. Existing usernames or email addresses may need a different username or the password-reset journey.

6 Open the latest TryMosaic verification email in your inbox and select the verification link. Do not share or forward the link.

7 After verification, return to your organisation’s TryMosaic deployment and log in with the account you created.

ℹ **Can’t find the email?**

Check junk or spam, confirm you are viewing the inbox for the address used at registration and wait a minute before requesting another message.

What happens next

- You may be asked to complete your profile before opening the dashboard.
- Your manager and HR are not notified merely because you created an account.
- Nothing is shared until you actively choose to share a Workplace Passport.

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