

First Steps

What BlueOneHR is, how to sign in, and how to get it on your phone.

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What is BlueOneHR

BlueOneHR is your organisation's HR system, and this is its documentation. It is where your employment record lives, where you record your working time, where you ask for leave, and where you find your payslips and letters.

Your organisation runs its own BlueOneHR, at its own web address. Everything in it belongs to your organisation alone.

What you will use it for

What you see depends on your role and on the modules your organisation has enabled, so not everything below will appear for everyone.

Everyone

- **Attendance** — record when you start and finish work, and check what has been recorded for you.
- **Leave** — request time off and see how much you have left.
- **Your profile** — your personal and employment details.
- **Documents** — payslips, letters and company policies.

Managers additionally see the requests waiting for their approval, and their team's records.

HR and administrators additionally manage employees, run payroll, configure the system, and review everything the rest of the organisation submits.

Where to use it

BlueOneHR works in a web browser and as a mobile app for day-to-day tasks such as clocking in and requesting leave. The two share the same data: something recorded on your phone appears on the web immediately, and the other way round.

What to read next

- [Signing in](#) — getting into BlueOneHR for the first time.

- [Using the mobile app](#) — connecting the app to your organisation.

Signing in

<https://www.youtube-nocookie.com/embed/WF60MnX1oKs>

[Sign in and find your way around BlueOneHR](#)

Before you start

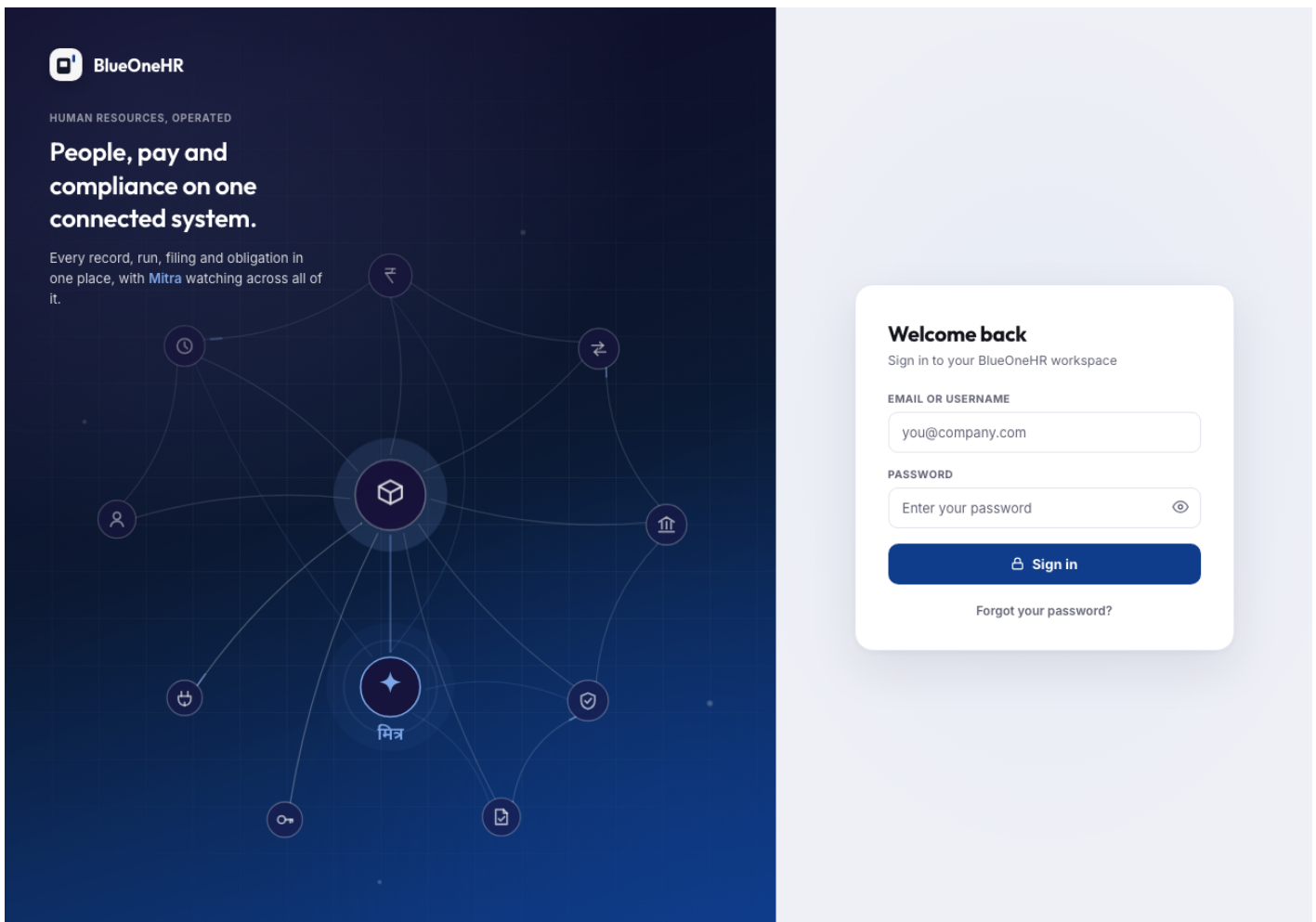
You need two things:

1. **Your organisation's BlueOneHR address.** It looks like `https://yourcompany.blueonehr.com`. Your HR team will have sent it to you. If you do not have it, ask them: there is no single central address that works for every organisation.
2. **Your account.** For an existing organisation, HR creates it for you. The sign-in screen has no sign-up option, so you cannot create your own account from it. What you can do is ask to join: the Control Panel has a public **Join a workspace** page where you enter your work e-mail address and whoever administers your organisation's workspace is told you asked. What happens next is up to them; see [First login and getting access](#) for the page and what is and is not confirmed about it. (If you are setting up a *new* organisation's workspace for the first time, that is a different starting point; see [Trial, pricing and billing](#).)

Signing in

Open your organisation's address in a browser. On the right you will see a **Welcome back** card under the heading "Sign in to your BlueOneHR workspace", asking for your **Email or username** and your **Password**. The eye icon in the password field shows or hides what you type. The left side of the screen is a decorative panel headed "People, pay and compliance on one connected system" and carries nothing you need to fill in.

Enter both and select **Sign in**.



If your organisation uses Google sign-in

Some organisations enable **Sign in with Google** so you can use your work Google account instead of a separate password. If yours has, the option appears on the sign-in screen. If it does not appear, your organisation has not enabled it, and you should sign in with your email and password. (It does not appear on the BlueOneHR demo workspace.)

If you have forgotten your password

Use the **Forgot your password?** link under the **Sign in** button. You will be sent a link to set a new one.

If the reset email does not arrive, check your spam folder first, then ask your HR team. They can confirm which email address your account uses, which is the usual cause.

If you cannot get in

Ask your HR team to check that:

- your account is active;
- the email address on your account is the one you are typing;
- you are using the right address for your organisation.

HR cannot see your password. If yours is lost, it is reset, not recovered.

First login and getting access

How you reach BlueOneHR for the first time depends on who you are. There are four different starting points, and they do not overlap. Find yours in the table, then read only that section below.

You are...	Go to
The person who started the trial for your organisation	Setting your first password (workspace owner)
An employee whose organisation already uses BlueOneHR	If HR has added you as an employee
A candidate HR has hired and asked for your details	The onboarding link, for hired candidates
Someone whose organisation already uses BlueOneHR, with no account yet	Asking to join a workspace

There is no Employee → Invitations screen. If you were told to look for one, it is not in the product today: the tabs under **Employee** are Employees, Document Requests, Shift Requests, Work Type Requests, Rotating Shift Assign, Rotating Work Type Assign, Disciplinary Actions, Policies, Organization Chart and Bulk Import. Nothing on this page depends on an invitations screen.

Setting your first password (workspace owner)

When a trial workspace is set up, the person who started it does not choose a password during signup. Their account is created with no usable password, and they set one from a **single-use activation link** sent to the e-mail address they signed up with.

1. Open the activation link from that e-mail.
2. On the **Set your password** page, enter a **New password** and repeat it in **Confirm password**. The password rules for your workspace are shown under the first field. The eye button next to the first field shows or hides what you type.
3. Select **Save and sign in**.

What you should see. The page names your account (your e-mail address) and your workspace, and asks for nothing else: it does not ask for a username or for your e-mail address again. After

you save, you are signed in and taken to the workspace's home page, so you do not need to sign in separately.

If it does not work. A password link works once and expires on its own after a while. If you open it again, or after it has expired, the page says **This link has already been used** and offers **Send me a new link** (a new link goes to the same address) and **Go to sign in**. If you have already set a password, sign in with it: see [Signing in](#).

Not confirmed. This section describes how the flow is designed to work. The activation e-mail was not received, and the flow was not run end to end, because completing a signup creates a real workspace. How long the link stays valid was not confirmed.

If HR has added you as an employee

If your organisation already uses BlueOneHR, an administrator adds you as an employee (see [Adding an employee](#)). Adding an employee also creates their BlueOneHR sign-in, with the work e-mail address on the employee record as the sign-in name (this was not observed live).

1. Ask your HR team for your organisation's BlueOneHR address and for how your first password is set.
2. Sign in as described in [Signing in](#).

Not confirmed. A newly added employee is meant to be sent to a **change password** screen before anything else on their first sign-in. That was not observed live, and the rule for the first password itself is deliberately not stated here. Your HR team can tell you what applies in your organisation.

The onboarding link, for hired candidates

This is a different thing from a sign-in. HR can send a hired candidate a personal link where they fill in their own details before joining. It does **not** create a BlueOneHR account and does not set a password.

What HR does

1. Go to **Onboarding → Hired Candidates**. Each hired candidate has a card with their e-mail address, job position, joining date, probation end and **Offer letter** status.
2. At the bottom of the card, a badge shows where the invitation stands: **Not invited**, **Invited**, **awaiting reply**, or **Details received**.
3. Select **Send onboarding link**. After a link has been sent the same button reads **Resend link**.

The screenshot displays the BlueOneHR web application. At the top, a blue header bar contains the text "Free trial. Your workspace is fully available." and a "Talk to sales" button. Below the header, the interface is divided into a sidebar and a main content area. The sidebar on the left lists various modules: Dashboard, Recruitment, Onboarding (highlighted), Employee KYC, Employee, Attendance, Leave, Assets, Performance, Offboarding, Geo-Fence, Field Ops, Payroll, HR Letters, Project, Help Desk, Integrations, and Settings. The main content area has tabs for "Admin view" and "Employee view". It shows the breadcrumb "Dashboard / Onboarding / Hired Candidates" and a search bar. The "Hired Candidates" section is active, displaying a card for a candidate named Kabir Singh. The card includes fields for "JOINING DATE" (22/07/2026), "PROBATION ENDS" (dd/mm/yyyy), and "OFFER LETTER" (Accepted). At the bottom of the card, there is a "Not invited" badge, a "Send onboarding link" button, and a "Remove" button.

Things to know before you select it:

- **It sends a real e-mail** to the candidate, with the subject "Complete your onboarding details". Do not use it to test with an address that is not the candidate's.
- After you select it, a short notice appears and fades away; nothing stays on the page, and the link itself is not shown. Check the badge on the card to see that the invitation went out. What happens when an e-mail cannot be sent was not tried, so it is not described here.
- If the candidate has no e-mail address on record, the button is greyed out with the hint "No email address on record".
- **Resend link** issues a new link. The earlier link stops working.
- You need permission to manage onboarding to see these controls.

What the candidate does

1. Open the link from the e-mail. No sign-in is needed: the link itself is the credential, so it is personal and should not be forwarded.
2. On the **Complete your details** page, check the details shown and fill in anything missing: full name and mobile number are always required. The form also asks for date of birth, gender, address, city, state, country, PIN or ZIP code, a photograph and a resume; the photograph and resume are marked optional, and any other required field is marked with an asterisk.
3. Select **Submit my details**. A **Thank you** page confirms the details have reached HR.

The link works once. After the details are submitted it is spent, and the candidate needs HR to select **Resend link** to get a fresh one. The link has no expiry date of its own.

Not confirmed. This section describes how the flow is designed to work. It was not run end to end, because sending a link e-mails a real person; the candidate's pages were not opened.

Asking to join a workspace

If your employer already uses BlueOneHR you do not need a new trial. The Control Panel has a public **Join a workspace** page, which the BlueOneHR website links to as **Join your workspace**.

1. Open the [Join a workspace](#) page.
2. Enter your **Work email**. The page says to use the address your organisation gave you, because a personal address cannot be matched to a workspace.
3. Select **Ask to join**.

Your colleagues may already be *here*.

If your organisation has a workspace on this platform, you do not need a new one. Tell us your work address and we will let whoever runs it know you are asking.

What happens then is up to them. Some workspaces admit colleagues straight away, some ask an administrator first, and some only admit people who were sent an invitation.

Join a workspace

Use the email address your organisation gave you. A personal address cannot be matched to a workspace.

Work email

Ask to join

No workspace yet? [Start a trial](#) or [sign in](#).

[Terms](#) [Privacy](#) [WhatsApp support](#)

According to the page's own text, if the address belongs to a workspace on the platform, whoever administers that workspace is told you asked to join, and what happens next is up to them: some workspaces admit colleagues straight away, some ask an administrator first, and some only admit people who were sent an invitation. The page adds that if you hear nothing after a day, you should ask a colleague to invite you directly.

Not confirmed. The form was not submitted, so the confirmation text above is read from the page itself. What the administrator sees, and what they can do about your request, was not observed.

Related

- [Signing in](#)
- [Adding an employee](#)
- [How onboarding works](#) (the HR side of the onboarding link)
- [Your own dashboard](#)
- [Trial, pricing and billing](#)

Using the mobile app

The BlueOneHR mobile app covers the things you do often: clocking in and out, requesting leave, looking up a colleague, and checking your own records.

Connecting the app to your organisation

The app is not tied to one company, so the first thing it asks for is **your organisation's address** — the same address you use in a browser.



Your organization's HR, on mobile.

Enter your organization address

Ask your HR admin for your organization's BlueOneHR URL.

[https:// demo.blueonehr.com](https://demo.blueonehr.com)

BlueOneHR

<https://demo.blueonehr.com>



Continue to Login

Type it in and the app checks that it can reach your organisation before going any further. When it confirms the organisation, choose **Continue to Login** and sign in with the same email address and password you use on the web.

If you enter the wrong address, or you move to a different organisation, choose **Use a different address** to start again.

Signing in

Your credentials are the same on mobile and on the web. If you cannot sign in on your phone but you can in a browser, the address is the most likely cause; check it before assuming your password is wrong.

Finding your way around

The app has a row of tabs along the bottom. Which ones appear depends on your role and on the modules your organisation has enabled, but they generally cover your home screen, attendance, leave, your team, and your profile.

Staying signed in

The app keeps you signed in between sessions so you are not typing a password every morning before clocking in. Sign out from your profile if you hand the device to someone else.