

Atlassian Jira/Confluence Quick Reference Guide – Part 1: Login

Introduction

This first part of a series of specific, function-centric Quick Reference Guides (QRGs) for the *Atlassian Jira Software* and *Confluence* applications focuses on how to log into *Atlassian*.

- *Jira Software* – application for project and issue tracking
- *Confluence* – application for document collaboration

The other QRGs of this series cover the following topics:

- Part 2: Standard Navigation *Jira Software*
- Part 3: Standard Navigation *Confluence*
- Part 4: Advanced Search
- Part 5: Dashboard Setup
- Part 6: Linking *Confluence* Spaces and *Jira* Stories

NOTE:
Confluence is not intended to replace SharePoint as *Discount Tire's* enterprise file repository.

Where to Log In

In order to log in to *Atlassian*, navigate to the *Discount Tire Okta Dashboard*. This can be accomplished by either clicking the web address provided below or by typing (or copying and pasting) it into an internet browser (for example, Chrome or Internet Explorer).

discounttire.okta.com

This leads to one of three scenarios:

- A. For *return users* that bookmarked the *Discount Tire Okta Dashboard* page (and saved the password for it in the browser), this loads the Dashboard directly without the need to sign in.
 - In this case, continue with the section “How to Log In to Atlassian.”
- B. For *return users* that checked the “Remember me” box during a previous sign in, this loads the Sign In screen with pre-populated login information.
 - In this case, continue with Step 4 in the “How to Log In to Okta” section.
- C. For *first time users* of Okta – or for those users that did not previously sign in with checking the “Remember me” box – this loads the *Discount Tire Okta Sign In* screen with empty login fields.
 - In this case, continue with the next section “How to Log In to Okta.”

How to Log In to Okta

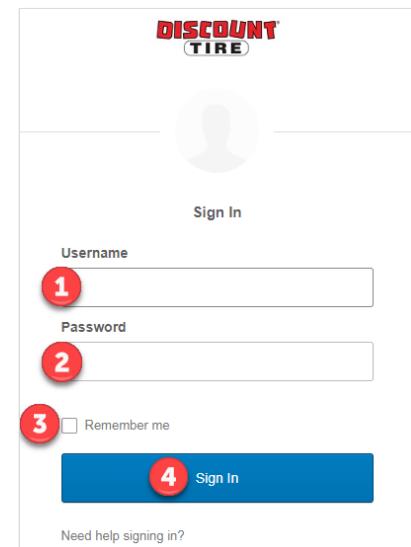
On the *Discount Tire Okta Sign In* screen, follow these steps:

1. Enter the **Username** (1)
2. Enter the **Password** (2)

NOTE:
 This is recommended if *Atlassian* or other Okta-based applications are accessed frequently, as it pre-populates the login field the next time discounttire.okta.com is loaded.

3. Check off “Remember me” box (3) (optional).
4. Click the **Sign In** button (4) to load the *Discount Tire Okta Dashboard*.

NOTE:
 Clicking the help link below the **Sign In** button reveals additional links to assist with the login. Alternatively, contact the Information Center at Ext 66008.



How to Log In to Atlassian

Once logged in to the Dashboard, click the “Atlassian” tile to log in to *Atlassian*.

- This loads the user’s *Jira Software* homepage, which is defaulted to listing *Viewed* pages and sections in the “Your work” view.



NOTE:
Prior to loading the homepage, the application might display the option to personalize the experience. This step can be skipped.

For those instances where a user needs to log out of *Atlassian*, a re-login is required.

After a user logs out, the browser will reload and display the *Atlassian* login screen.

At this time, the re-login can be accomplished two ways:

- In the *Atlassian* login screen:
 - Enter your Discount Tire email address (1)
 - Click the **Continue** button (2)
- Return to the Okta Dashboard and click the *Atlassian* tile again.

This completes Part 1: Login. Part 2 of this series (currently in development) will provide guidance on how to navigate *Jira Software* starting from the homepage view.

Additional Information

Related help links / contact information:

DT Okta Sign In	https://discounttire.okta.com/help/login
Atlassian Login	https://confluence.atlassian.com/kb/atlassian-login-issues-833991866.html
Information Center	Email: Support@discounttire.com Phone: x66008

The remaining QRGs in this series are forthcoming and cover the following topics:

- Part 2: Standard Navigation (*Jira Software*)
- Part 3: Standard Navigation (*Confluence*)
- Part 4: Advanced Search
- Part 5: Dashboard Setup
- Part 6: Linking *Confluence* Spaces and *Jira* Stories