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ELIM HUB

A guide to accessing Elim's intranet

THIS GUIDE IS FOR USERS WITH AN ELIM.ORG.UK EMAIL



[HUB.ELIM.ORG.UK](https://hub.elim.org.uk)



WELCOME TO ELIM HUB

Elim Hub is our movement's intranet and communications hub designed to meet the modern needs of our ministers, leaders and volunteers.

This platform transforms how Elim communicates across the movement, engaging you with timely and essential news, our vision and priorities, important procedures, and charity governance requirements.

By centralising communications, **Elim Hub** is the go-to place for national, department, and regional news, briefings, and compliance information. It enhances accessibility and awareness of Elim's objectives and our priorities.

Discover some key features

Elim Hub provides a more efficient and engaging way to:

- **Find information quickly and easily** using the intelligent search function, accessible online or via our mobile app.
- **Stay informed** by subscribing to specific site areas or topics you are responsible for.
- **Connect with ministers and Elim staff** through the interactive People Directory, available on the smartphone app or web browser.
- **Receive targeted communications** from central, ministry and regional teams, displayed on the site for easy reference.
- **Share best practices and celebrate church news** using forums at national, regional, and department levels.

Elim Hub is our central hub for communication, collaboration, and information within Elim, issuing communications from our national, central, and regional teams.

We have collaborated closely with our national, ministry, and regional teams to prepare this new platform. We will continue to develop and refine Elim Hub with input from our teams and feedback from Elim Hub users.

As a user with an Elim email address, this guide shows you how to sign in to Elim Hub using your Elim email address as your Elim User ID. You will also discover how to download the smartphone app to access Elim Hub directly from your phone.

HOW TO LOGIN TO ELIM HUB

IMPORTANT NOTE FOR ALL MICROSOFT ACCOUNT USERS (including Live, Outlook, Hotmail, MSN)

This process connects you directly with the Microsoft platform. If you use any existing Microsoft-related account, use [incognito or private mode](#) in your browser before proceeding.

1. **Access Elim Hub:** Open your internet browser and go to hub.elim.org.uk
2. **Sign in:** Click the blue **Elim User ID** button to log in.

If you use any other Microsoft-related account, email or login, besides your @elim.org.uk account, you won't want to confuse the Microsoft platform. Therefore, we recommend changing your browser to incognito or private mode before proceeding to sign in.

3. **Username:** Enter your Elim email address which is also your **Elim User ID** and your **password**.

If you are already logged into your Elim email account, you may not see this sign in page. Instead, you may be taken straight into the site.

If you **can't access your account**, please click the link below the Sign in box.

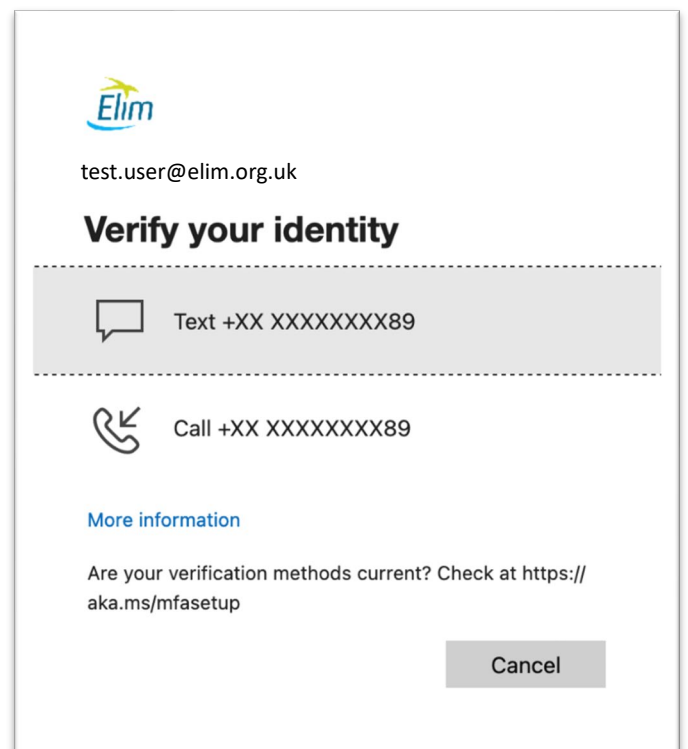
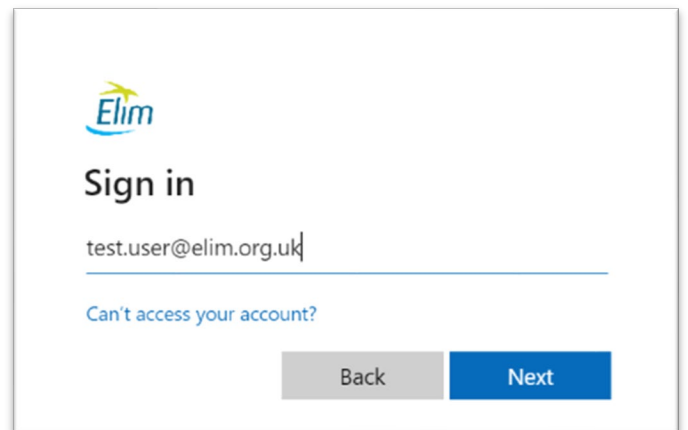
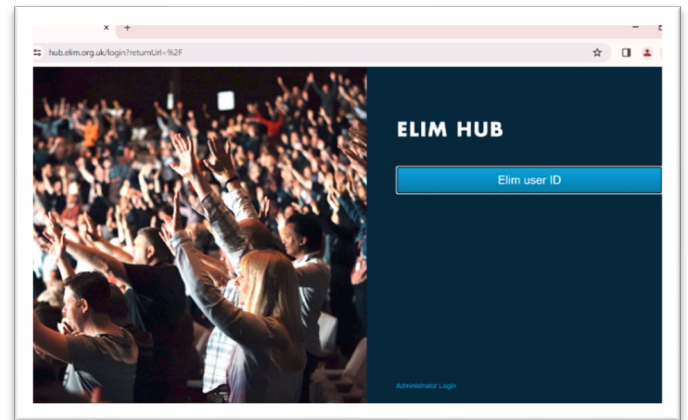
4. **Verify Identity:** When signing in on a new device or in the app, you may need to verify your identity using one of the methods which you have set up.

Enter the received code in the provided field.

You have already set these up when your Elim email was created, so you can select one of these options to verify who you are.

This can include the **Microsoft Authenticator App** as another verification option. If you have not yet set this up, please follow the steps outlined on the Microsoft site, including the section for [Work or schools accounts](#).

5. Once you have received your **code**, please enter it in the provided field.
6. In this box, Microsoft also provides you with a prompt and link to check that these details are still current, making it easy to check them whenever you need to.



You are now successfully logged into **Elim Hub**.

If your pc or digital device is only used by yourself, or if you have your own personal device login, you can click the option to stay signed in.

This will reduce the number of times you are asked to sign in to Elim Hub.

To ensure the protection of the data and important information held on Elim Hub, please do not share your login details or remain signed into the intranet if others use your device.

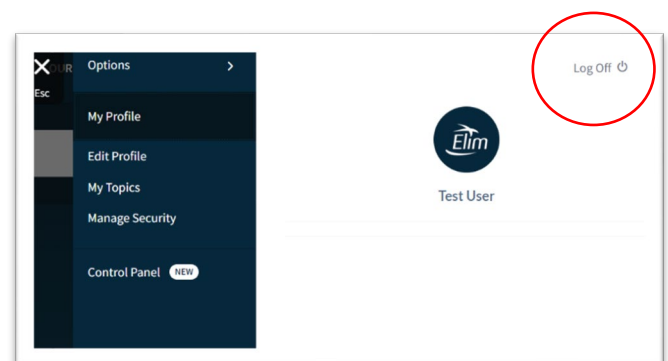


HOW TO LOG OFF

If you share your pc with other users, especially with the same device login, please log off Elim Hub at the end of your visit by **clicking the top right profile icon**.

Select **Log Off** from the top of the panel.

This is important as Elim Hub includes information and data that only authorised users should have access to. As an Elim Hub user, you are the guardian of your login details, access to your account and the information held on the site.



How to update contact and church details or add new role holders

To inform our **Data Team** of a change of contact details or other information, please follow the links below.

Once you are signed into Elim Hub, use these shortcuts to make requests to our Data Administration Team. These links can also be found in the **Knowledge** section of the site, under **Data Management**.

Add a new role-home/Elim Hub user: hub.elim.org.uk/page/adduser

Update your contact details: hub.elim.org.uk/page/updateuser

Update your church details: hub.elim.org.uk/page/updatechurch

How to change your password

Update your password: Login at elim.org.uk/elimidpassword to set a new password for your Elim User ID.

Forgotten your password?: Visit elim.org.uk/elimidreset to reset your account after completing the simple verification steps.

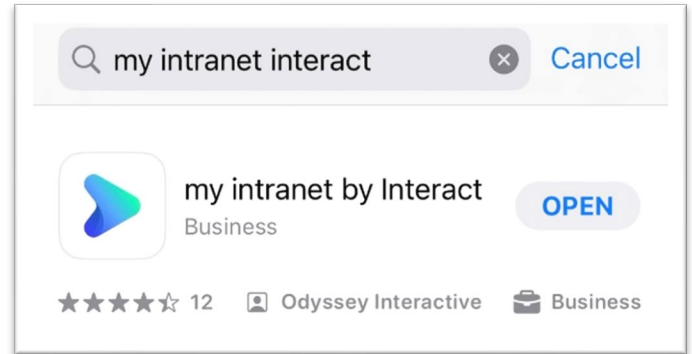
How to update your Microsoft security verification

Want to review or update your security verification options, including **changing the email or mobile number** used for your verification code? Visit elim.org.uk/elimidsecurity

Please note that this is in addition to informing our Data Administration Team of these changes.

ACCESS ELIM HUB VIA AN APP

1. Visit the [Apple App](#) or [Google Play Store](#) on your mobile device or follow the instructions at the bottom of the Elim Hub home page.
2. Use the search to find '**my intranet Interact**'.
3. The app name is **my intranet** and **Interact** is the software company's name.
4. Download the app.



HOW TO SIGN IN TO THE INTRANET APP FOR THE FIRST TIME

After setting up your **Elim User ID** by following the above instructions, please open the app.

At the prompt, either enter our intranet URL or code.

- The URL is **hub.elim.org.uk**
- OR use the **4-digit code 1776**

Click the blue and green **Next** button.

Click the blue and green **Sign in via Elim user ID** button.

Type in your **Elim User ID** and **password**.

You will be prompted to follow a similar authentication step to the web login.

Once verified, you can access Elim Hub on our intranet app with your phone's Touch or FaceID.

You now have instant access to all of the benefits of **Elim Hub** on your phone, including our people directory, news, knowledge and information.

With the app on your smartphone, you will have the added benefit of using the People Directory to search for a person and dial directly from your phone.

You will have up to 60 days before you are requested to sign in again, helping to keep our platform secure. NB When you download an updated version of the app or your phone's operating system, you may be asked to sign in again.

