

## LPC Sparcs N4 Access Request Process

Requests for access to LPC’s Sparcs N4 application should be directed to:

- Customer Services +64 3 328 7987 or [customerservices@lpc.co.nz](mailto:customerservices@lpc.co.nz)

You will need to provide the following details:

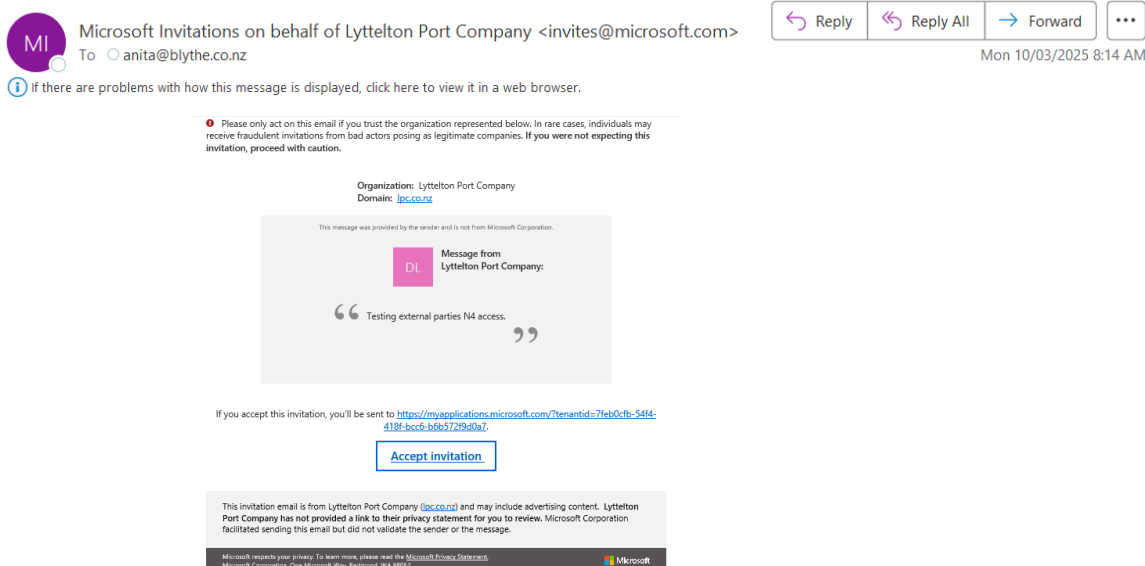
- First Name, Last Name
- Company Name
- Contact telephone number
- Email address
  - o All user accounts require a unique email address
  - o The email account will need to be associated with a Microsoft account; if you use your email address for accessing products like Outlook, Word, Excel, PowerPoint you will already have a Microsoft account and password. If you do not have a Microsoft account, you can create one here: [Microsoft Account Sign In or Create](#)

## You Will Receive Invitation to Access to Sparcs N4

Once your access to LPC’s Sparcs N4 application is in place, you will receive an email inviting you to access LPC systems. The invite will be issued by Microsoft Invitations on behalf of LPC.

The invite includes an “Accept Invitation” button. Clicking this button allows Sparcs N4 to authenticate your email address against your Microsoft account.

Lyttelton Port Company invited you to access applications within their organization

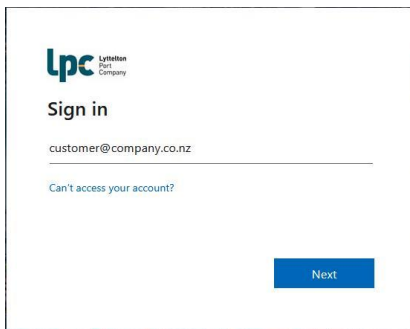


## Logging In to Sparcs N4

1. Open SPARCS N4 in an Edge or Chrome browser: <https://n4ext.lpc.co.nz/apex/n4.zul>

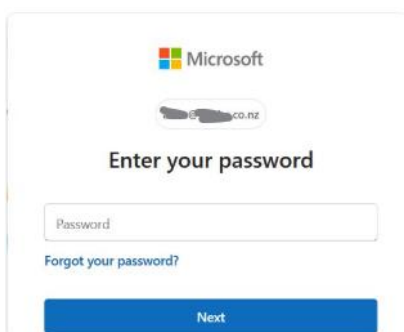
*We recommend you bookmark this page.*

2. Enter your Email Address:



3. Enter your password in the Microsoft screen which is presented:

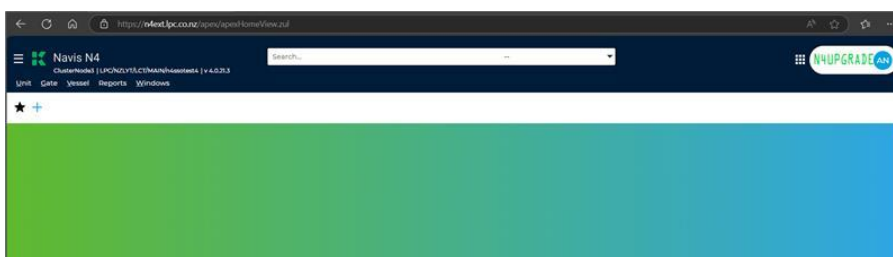
**Note: this is your Microsoft password, not a password managed in Sparcs N4. If you have forgotten your password, please click on the “Forgot your password” link to re-set it. Any future changes to your password should also be managed in your Microsoft account, not in Sparcs N4.**



4. For improved security, a further security challenge will be presented. Follow the prompts provided. You will need to retrieve a code from your email inbox, or the Microsoft Authenticator mobile app, depending on how you have setup authentication in your Microsoft account.
5. Once you have been authenticated, the normal SPARCS N4 login page will appear. **There is no need to re-enter your email address and password, please leave these fields blank.** Just click on: [Login with Entra ID SSO](#)



6. You will then land on the N4 home page:



Note: depending on the frequency with which you login to N4, you may find that you don't get asked to provide your email address and password – you're taken directly to the N4 login screen. If this happens, it means your credentials are still authenticated. Just click on the “Login with Entra SSO” button.

**If you have any problems with your access, please contact LPC Customer Services +64 3 328 7987 or [customerservices@lpc.co.nz](mailto:customerservices@lpc.co.nz)**