

Invite Admins to Management Portal

Last Modified on 07/21/2023 10:46 am EDT

Learn how to add, delete or edit an admin profile in the Administrator section of Management Portal.

Overview

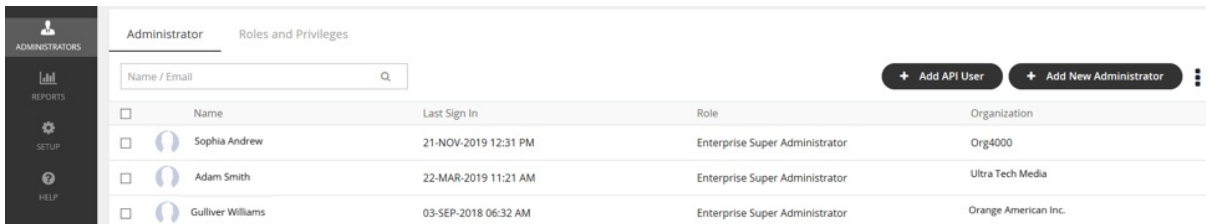
Admin accounts allows people in your organization to access the Management Portal.

Before you Start




- Requires Roles and Privileges Role. See *Admin Roles* (<https://help.moviuscorp.com/help/what-admin-roles-mmp>) for more information.
- Before you invite administrators to the organization, you should have already created Roles for the administrators (<https://help.moviuscorp.com/help/admins-create-admin-roles>).

Invite admins

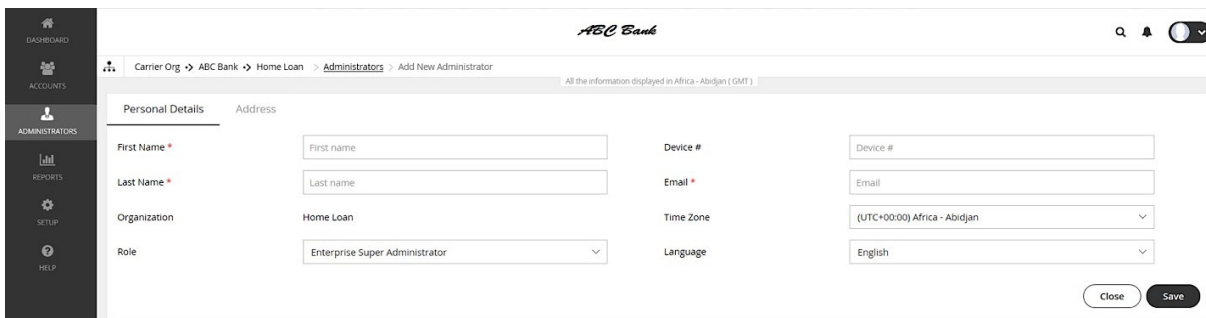
1. Go to the organization (<https://help.moviuscorp.com/help/navigate-organizations>) where you want to perform the action.
2. Click **Administrator**.
3. Click **Add New Administrator**.



The screenshot shows the 'Administrators' management interface. It features a search bar for 'Name / Email' and two buttons: '+ Add API User' and '+ Add New Administrator'. Below these is a table listing existing administrators.

<input type="checkbox"/>	Name	Last Sign In	Role	Organization
<input type="checkbox"/>	 Sophia Andrew	21-NOV-2019 12:31 PM	Enterprise Super Administrator	Org4000
<input type="checkbox"/>	 Adam Smith	22-MAR-2019 11:21 AM	Enterprise Super Administrator	Ultra Tech Media
<input type="checkbox"/>	 Gulliver Williams	03-SEP-2018 06:32 AM	Enterprise Super Administrator	Orange American Inc.

4. Enter the details for a new administrator.
 - Note that the default language is English but can be modified by the administrator when they review their own profile. Movius currently supports English, Spanish, and Portuguese languages.
5. Click **Save**.



The screenshot shows the 'Add New Administrator' form. The breadcrumb trail is 'Carrier Org > ABC Bank > Home Loan > Administrators > Add New Administrator'. The form is divided into 'Personal Details' and 'Address' sections. The 'Personal Details' section includes fields for First Name, Last Name, Device #, Email, Organization, Home Loan, Role, and Language. The 'Address' section includes a Device # field. The form has 'Close' and 'Save' buttons at the bottom right.

You've invited the admins!

An email will be sent to the new admins which will contain their login credentials and a system-generated password. On the first login, the administrator will be prompted to set their own password.

If you want to check whether administrators have onboarded, you can monitor administrator status



in Administrator Reports (see [Managing reports on MultiLine Admins](https://help.moviuscorp.com/help/managing-reports-on-multiline-admins) (<https://help.moviuscorp.com/help/managing-reports-on-multiline-admins>)).
