

Resend invitations to Management Portal Admins

Last Modified on 07/10/2023 12:10 pm EDT

If an administrator loses their invitation to the Management Portal, you can resend the invitation.

Overview

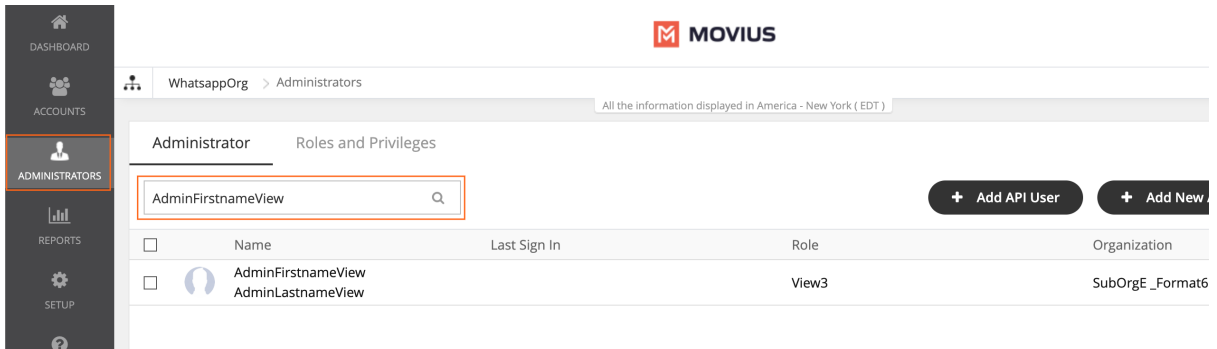
Invitations to administrators contain the information they need to activate their account into the Management Portal for the first time.

Before You Start

- An admin must have "Administrators" Role in the organization to do these instructions. See *What Admin Roles are in the Management Portal* (<https://help.moviuscorp.com/help/what-admin-roles-mmp>).

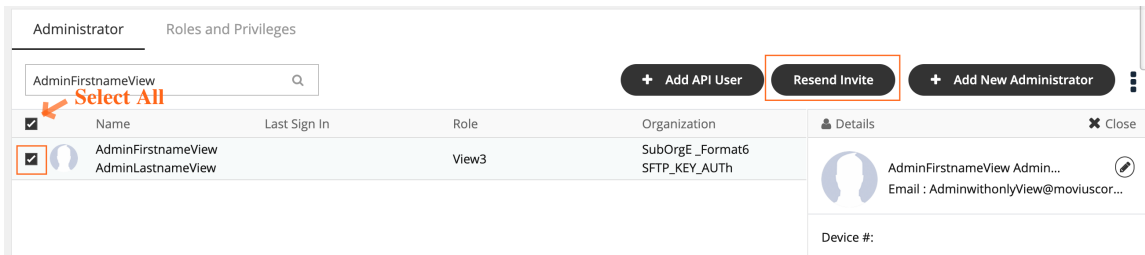
How to resend invite to one or more administrators

1. Go to **Administrators**.
2. If desired, narrow your search by name or email using the search bar.



The screenshot shows the MOVIUS interface for the 'Administrators' section. A search bar at the top contains the text 'AdminFirstnameView'. Below the search bar is a table with columns: Name, Last Sign In, Role, and Organization. The table contains one row for an administrator with the role 'View3'. A checkbox is present in the header row of the table.

3. Select the checkbox for the administrators you want to re-invite.
 - To select all administrators, use the checkbox in the header row.



This screenshot shows the same interface as the previous one, but with the 'Resend Invite' button highlighted in a red box. An orange arrow points to the 'Select All' checkbox in the header row of the table.

4. Click **Re-invite**.

After re-inviting administrators, a download link with successful invitation message will appear. Click on the **Download invitation status** link to view the invitation status.