Inviting and adding new users to Flow

To access Flow users must be invited and accept invitations. Follow the steps below to send, modify, and accept invites to join Flow.

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Who can use this?
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Permissions

You need the Manage users and teams permission to invite other users to Flow.

To learn more about user roles, permissions, and viewing rights, see setting up roles for user permissions.

Joining Flow

After receiving the Flow invite email, click Accept Invitation.
If you already have a Pluralsight account, click **Sign in** then sign in with your existing credentials.

![Sign in to Pluralsight](image)

If your existing Pluralsight account has a different primary email address than the email address your Flow invitation was sent to, still use your existing Pluralsight email address to sign in.

If you've never had a Pluralsight account, enter your information in the text fields under Create your account. Check the box to agree to the **Terms of use** and **Privacy policy**.

Click **Create my account** to finish creating your account.

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### Inviting users

To invite users to Flow:

1. Click **Settings** in the top navigation.

2. In the left navigation under **User Management**, click **Users**.

3. Click **Invite users** in the top right corner of the Users page.

4. Input the email addresses of all users you want to invite.

5. Choose the Roles, Report access, Management access, and API access for the users.

6. If advanced view rights are enabled on your Flow plan, choose the users’ advanced view rights.

7. Click **Send invite**. Once the invitee accepts the invitation, they can log in to your organization’s Flow account.

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**Tip**: If you want to invite multiple people at once, try using the **org_invites** endpoint of the Flow API to do it in bulk.
Resending and deleting invitations

Resend a pending invitation from the Users page or the details page for the affected user.

To resend an invitation from the Users page, either:

- Click the checkbox to the left of any user(s) you want to resend an invite to, then click **Resend pending invitation** from the Actions dropdown menu.
- Click the three dots menu to the right of a user you want to resend an invite to. Click **Resend pending invitation**.
- Click on the user you want to resend an invite to. On the user details page, click **Resend invite**.

**Note**: You can only resend invites to users who have Invited listed in the Has login column on the Users page.

To delete an invitation from the Users page, either:

- Click the checkbox to the left of any user(s) you want to delete invitations for. Click **Remove selected users** from the Actions dropdown menu.
- Click the three dots menu to the right of a user you want to delete and invite for. Click **Remove user**.
- Click on the user you want to delete an invite for. On the user details page, click **Cancel invite**.

**Note**: You can only delete an invitation from the user details page until a user accepts the invite. Once the invite is accepted and the Has login column on the Users page no longer says Invited, you need to **Disable Flow access** for the user.

Disabling a user's account

If you no longer want a user to be able to access Flow, you must disable their Flow access.

If they have any ticket, commit, or PR data associated with them, this does not remove or hide that data from Flow. To remove or hide data associated with a user, learn more about hiding and excluding users.

To disable access to Flow from the Users page:

1. Click on the user you want to disable access for.
2. On the user detail page, click **Disable Flow access**.

If you need help, please contact Pluralsight Support.