Chapter 2: Invite your team

Now that you’ve made a plan for success, it’s time to set up your admin account and business dashboard so you can invite your team.

In this article

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- Inviting users to your team
- Customizing invitations
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Setting up your admin account and business dashboard

When you purchased your licenses, you created your organization. Now you’ll need to create an admin account to add and manage your users.

To create your admin account:

1. Find the email you received asking you to join your organization. We sent this email when you created your organization.
2. Click the link in the invitation and follow the prompts.

**Note:** We send this invitation to the email you specified when you set up your organization. If you don’t see it, check your email spam filters, and confirm the email address you used.

Once you’ve created your account, it’s time to set up your business dashboard. Follow the steps in Setting up your business dashboard to get started.

Inviting users to your team

Add users to your team by sending invitations via email. See Inviting and managing my team’s access for more on how to do this.
Important: Users must create their account using the email address you sent the invite to.

Note: If your organization uses Single Sign-On (SSO), you’ll use that to manage inviting your students. Learn more about managing your team’s access with SSO.

When sending invitations, you can take these actions:

- Assign each user a role: student (AKA learner), team coordinator, or admin. Learn more about roles in Organize your users.
- (Optional) Assign a user to a team.
- (Optional) For student roles: assign study groups or learning paths. You can add or change these assignments after the learner has joined. Learn more about study groups and learning paths in Guide learners.

For a video demonstration, see how to invite users (external site, opens in new tab).

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Customizing invitations

When sending invitations, you have a few messaging options:

- Use the default invitation message every time you invite a user to join your organization.
- Create a custom invitation to use every time you invite a user to join your organization.
- Create a different custom invitation for each invitation you send.

**Tip:** If you’re not sure what to do, we recommend using the default invitation message. You can change this setting at any time.

If you choose to customize your invite, make sure to include the following information:

- The name of your company or organization.
- Which department is inviting the user to join ACG.
- How to contact your organization admin.
- Rules on using the platform. This is a good time to mention any specific expectations you have of users when joining.
- Instructions for getting started. If you want users to start with a specific learning path, specify that here. Learn more about learning paths in Guide students.

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What's next

**Chapter 3: Organize your users.** Learn how to organize your users to suit your organization.

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If you need help, please contact Pluralsight Support.