



Inviting learners and managing access

Tags: **ACG**

Inviting learners (users) to your plan is the first step to their learning journey. ACG user management lets you invite new users and manage access for existing users.

See [Setting up your admin portal](#) to ensure you're sending customized invitations before inviting users.

Note: If you are using SSO to authenticate users into A Cloud Guru platform, inviting user functionality is disabled.

In this article

[Inviting learners](#)

[Managing invitations](#)

[Exporting invitation status](#)

[Revoking an invitation or deactivating a user](#)

Inviting learners

In order for your organization to start using ACG, you'll need to invite them to join your plan.

Note: The role will default to Student. If you want to invite a user as an admin or coordinator you'll have to manually assign them the role before clicking Preview and send.

1. Click **Users** on the navigation bar on the admin dashboard.
2. Click **+ Invite Users**.

Invite Users

Add email addresses

Enter comma separated emails or copy and paste in a list

Role and learning access

Select role

Student

Learning assignment

Team (select or add new team)

Start typing to add team

Study Group (select) ?

Start typing to select a study group

Learning Path (select) ?

Select a Learning Path

Cancel Preview and send

3. Type or copy-paste in the email addresses of users.
4. Optional: select a Team, Study Group, and/or Learning Path for the users you are adding.
5. Click **Preview and send**.

Important: Invitations expire after 14 days! You can resend invitations after they've elapsed by repeating the above steps with users who didn't accept in time.

Managing invitations

The [Manage Users page \(opens in a new tab\)](#) lets admins see the status of each invitation they've sent out and the date of last activity for the invitation.

Manage Users
Monitor activity and manage seats

LICENSE EXPIRES IN 644 Days

Reset Table Search users Export CSV + Invite Users

User	Roles	Status	Last Activity	Actions
<input type="checkbox"/> K	Student	Pending (8d left)	Invited: 31 Oct 2019	...
<input type="checkbox"/> A	Student	Pending (8d left)	Invited: 31 Oct 2019	...
<input type="checkbox"/> T	Student	Pending (8d left)	Invited: 31 Oct 2019	...
<input type="checkbox"/> E	Student	Pending (8d left)	Invited: 31 Oct 2019	...
<input type="checkbox"/> A	Student	Pending (8d left)	Invited: 31 Oct 2019	...
<input type="checkbox"/> B	Student	Pending (7d left)	Invited: 30 Oct 2019	...
<input type="checkbox"/> J	Student	Pending (7d left)	Invited: 30 Oct 2019	...
<input type="checkbox"/> V	Student	Pending (7d left)	Invited: 30 Oct 2019	...
<input type="checkbox"/> G	Student	Pending (7d left)	Invited: 30 Oct 2019	...
<input type="checkbox"/> D	Student	Pending (7d left)	Invited: 30 Oct 2019	...
<input type="checkbox"/> N	Student	Pending (5d left)	Invited: 29 Oct 2019	...

The invitations statuses are as follows:

- **Pending:** invitation has been sent but user hasn't accepted. This is the default status of invitations.
- **Active:** user accepted the invitation and created an account.
- **Expired:** invitation wasn't accepted within 14 days.
- **Deactivated:** user's account has been deactivated and no longer has access to the team membership.

Exporting invitation status

Use filters to find users with expired or pending invitations. You can then export this list to a CSV and use the resulting list to reinvite or email users.

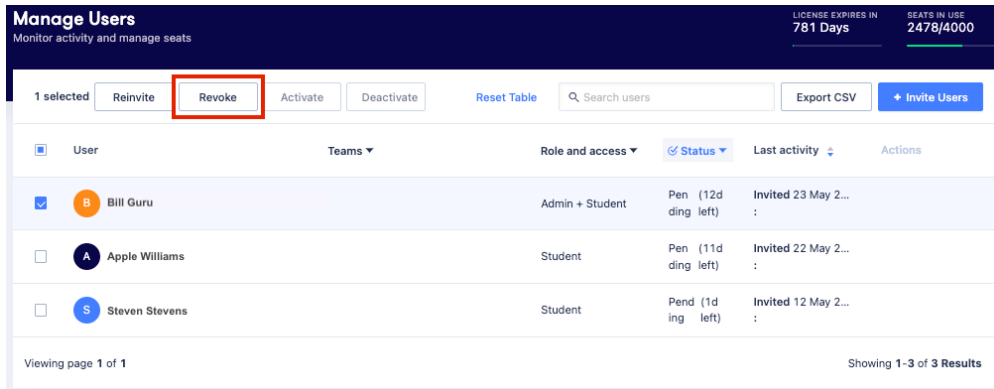
1. Click the **Status** column header.
2. Check the box next to the status you want to filter for, then click **Apply**.
3. Click **Export CSV**.

Revoking an invitation or deactivating a user

Removing a user from your organization's account can be done on the Manage Users page. The steps taken to remove them will depend on if the user accepted their invitation. If they haven't accepted the invitation, you can revoke and invalidate the invitation. If they have accepted the invitation and have an ACG account, you'll need to deactivate their account.

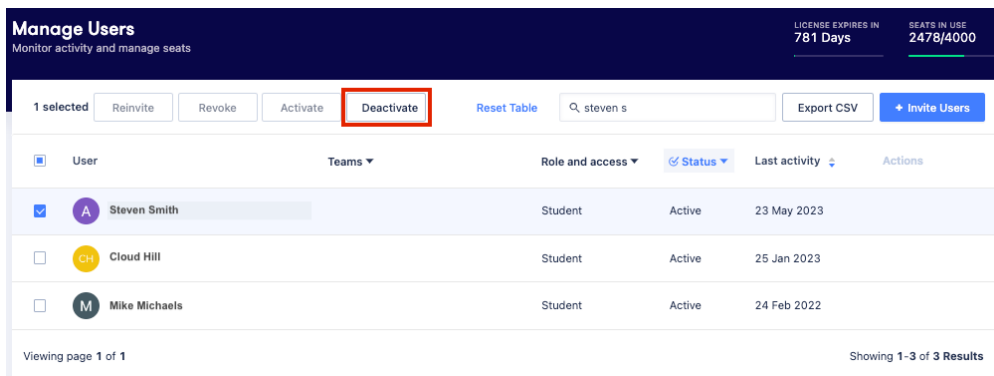
Revoking an invitation

1. Type the name or email address of the user into the search bar at the top of the screen. This will filter users.
2. Click the checkbox next to the user's name.
3. Click **Revoke**.



Deactivating a user

1. Type the name or email address of the user into the search bar at the top of the screen. This will filter users.
2. Click the checkbox next to the user's name.
3. Click **Deactivate**.
4. Confirm user deactivation.



Note: Deactivating a user will keep their progress data for accurate reporting purposes.

If you need help, please contact [Pluralsight Support](#).