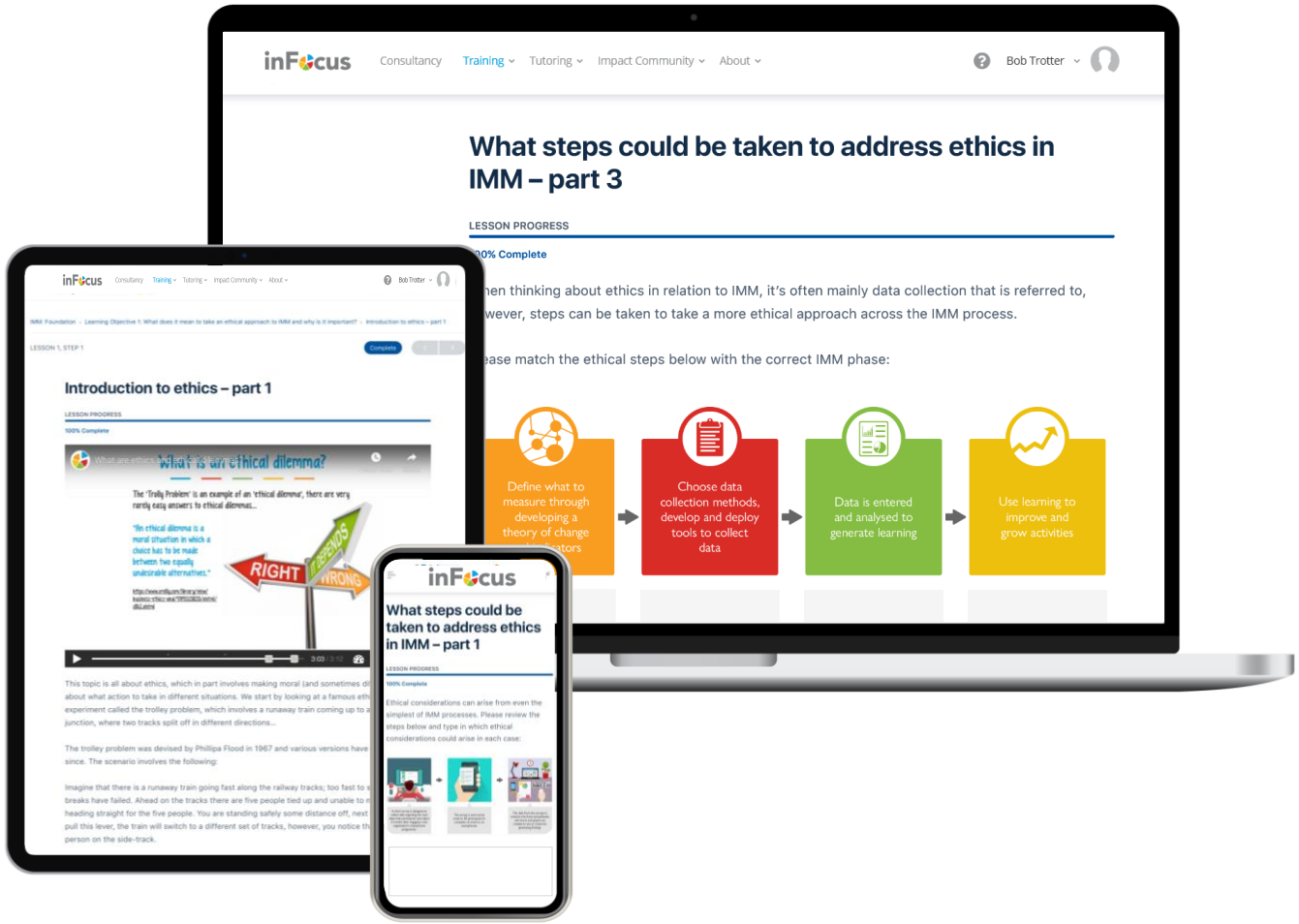
User Guide: How to Add Sub-Accounts (Administrators)

06.04.2020

inFocus

Introduction

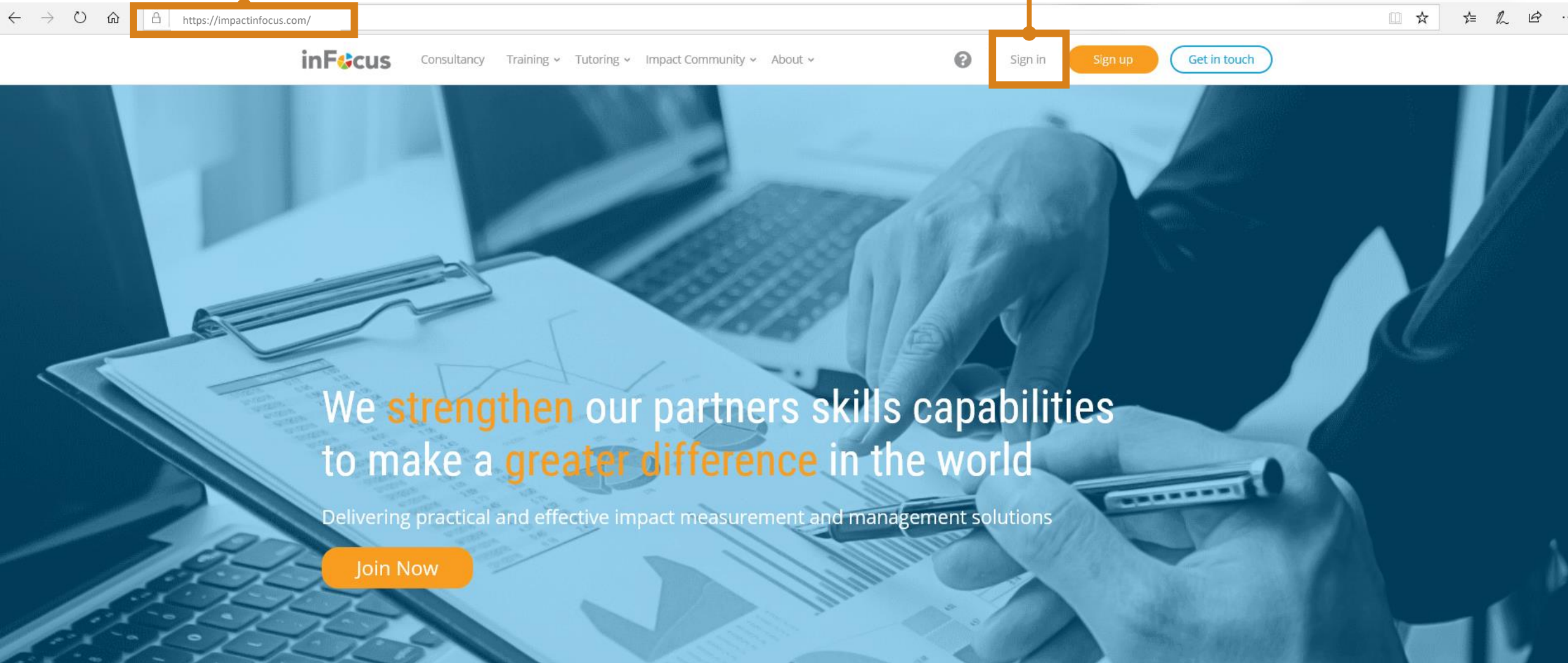
This is a short guide to take you through how Organisation Administrators can add Sub-Accounts via their Organisation Administrator Account, thereby granting access to other members of their team.

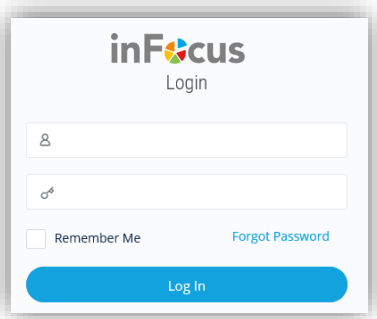


How to log into the website

Click on the link here:
https://impactinfocus.com/
to access the inFocus website for the IMM courses

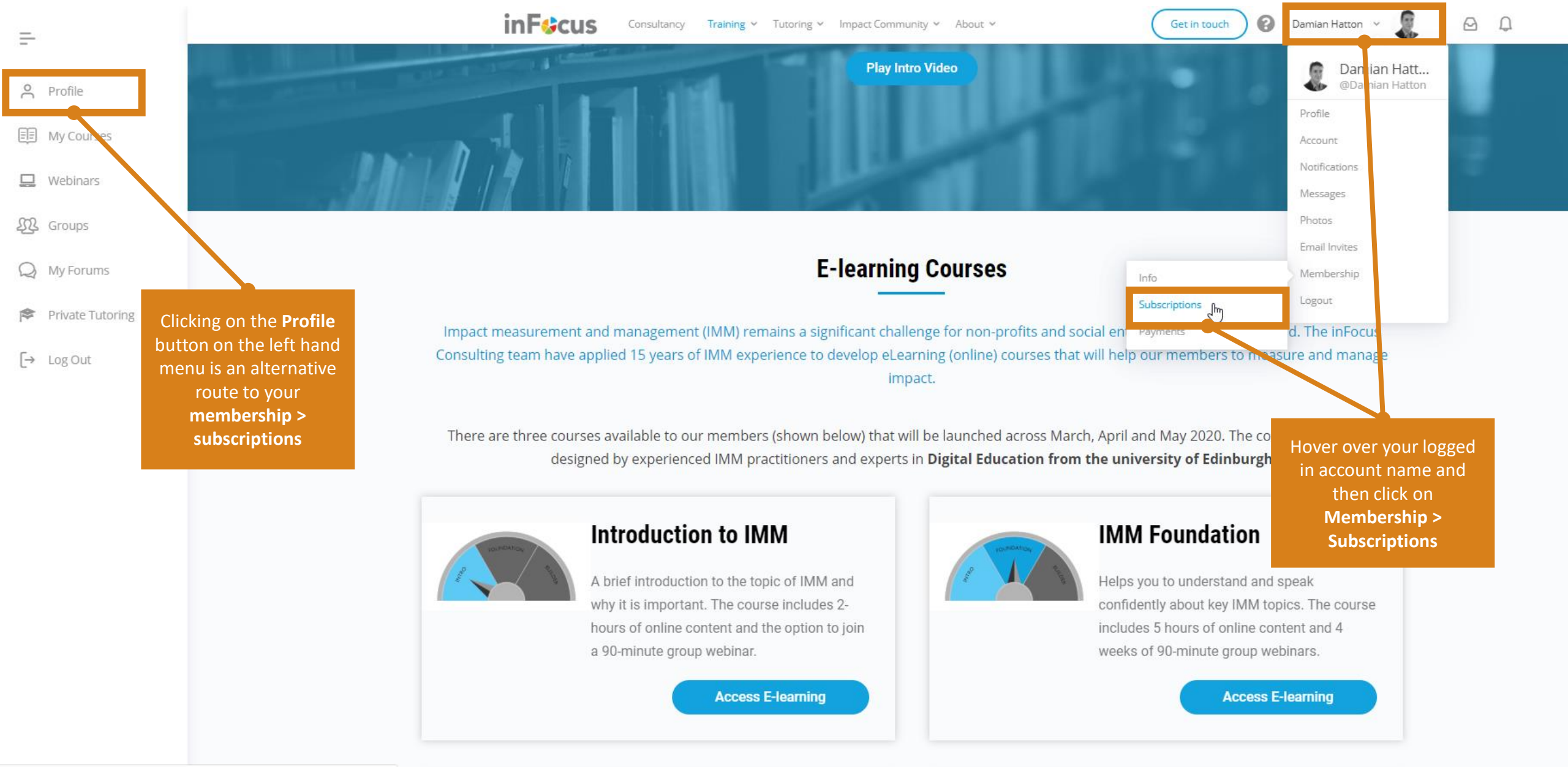
Click here to sign into the course via the page to the right. If you have not received your log-in details please email Kelly Crawshaw (Kellyc@impactinfocus.com





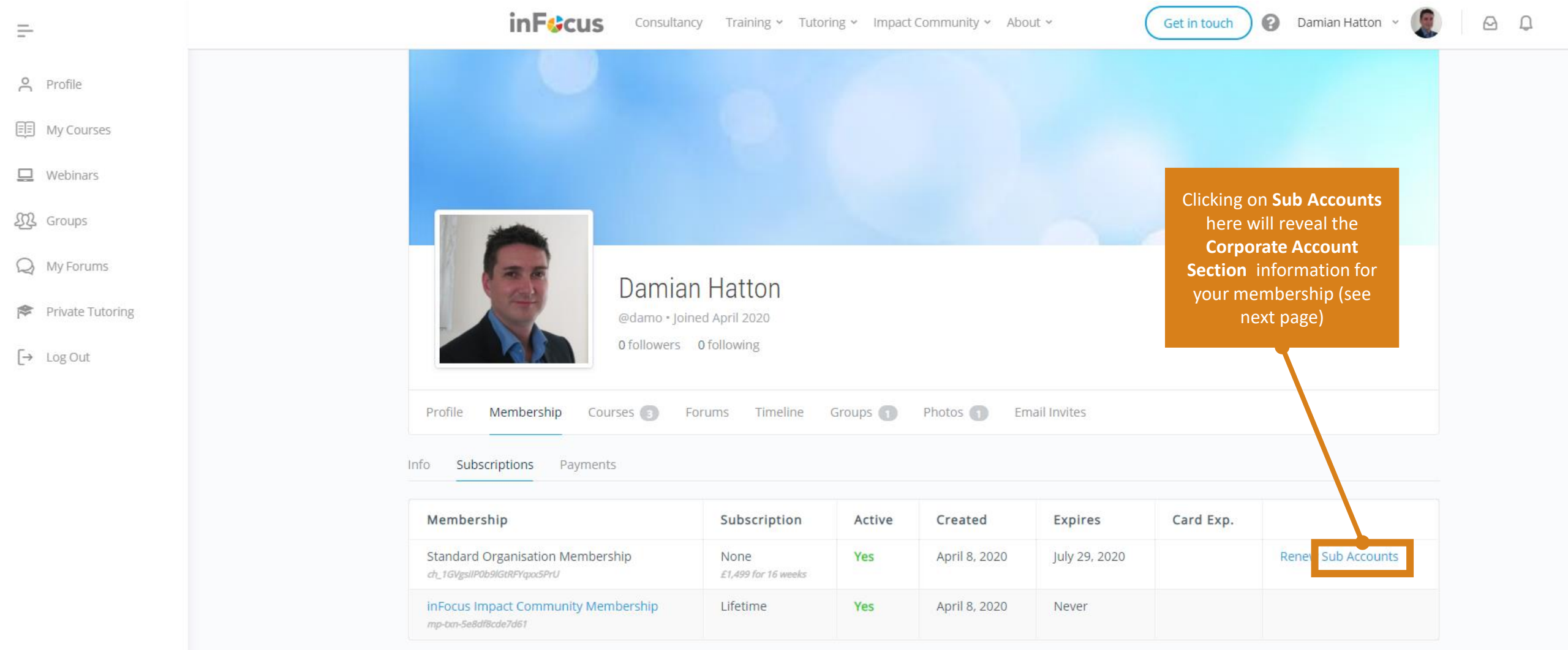
Logged in Home-page

From here you can access your Subscriptions section, where you can add sub-accounts.



Subscriptions section of your Account

From here you can access your Subscriptions section, where you can add sub-accounts.



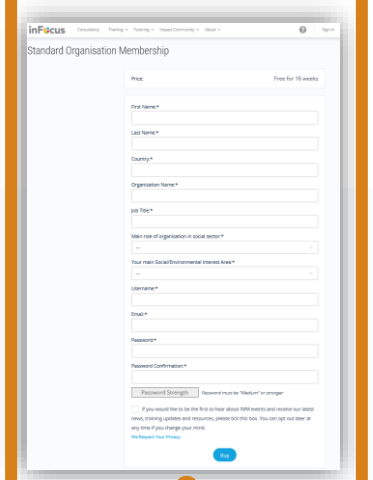
Corporate Account section

From here you can add/ remove sub-accounts or send out a ‘Sign up’ link.

Clicking on the **Add Sub Account** button will reveal a form, shown on the next page, where you can add members of your team

This shows the number of Sub Accounts that you can add in total (4 in the example); and the number already used (1 in the example)

LINK SIGN UP PAGE



Corporate account for Damian Hatton

1 of 4 Sub Accounts Used

Add Sub Account

Search Sub Accounts...

This section shows who you have already added o your corporate account. You can remove their access by clicking on the ‘Remove’ button.

Page 1 of 1 (1 Sub Accounts)

Username	Email	First Name	Last Name	
Davey Jones	damian+2@impactinfocus.com	Davey	Jones	Remove

Export Sub Accounts

Alternatively, you can copy and send out the LINK here to your team members who can sign up via the link

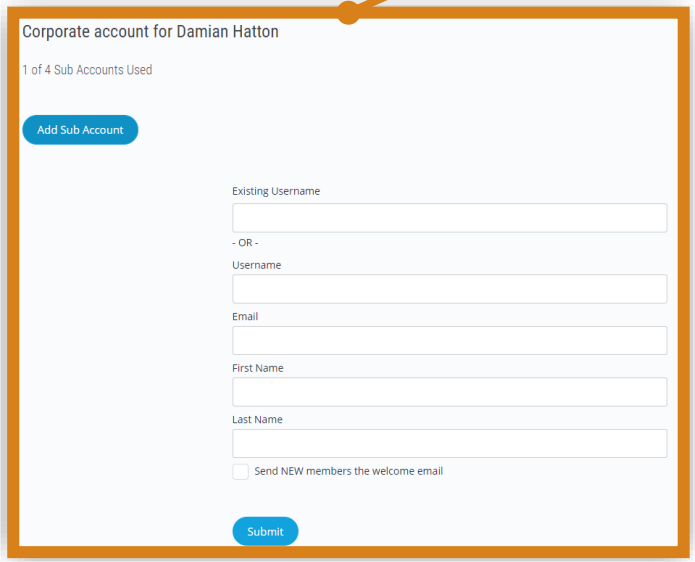
Signup URL

People signing up with this link will be automatically added to your account

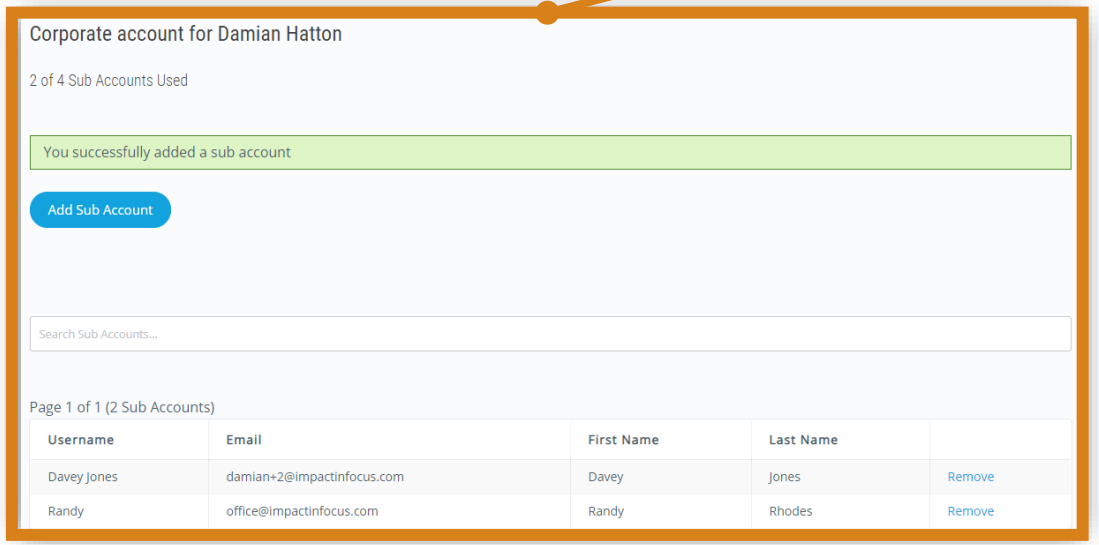
https://dev.impactinfocus.com/join/organisation-training-pass/?ca=a7f05a9d92c7da54a73c5939d3d0622f

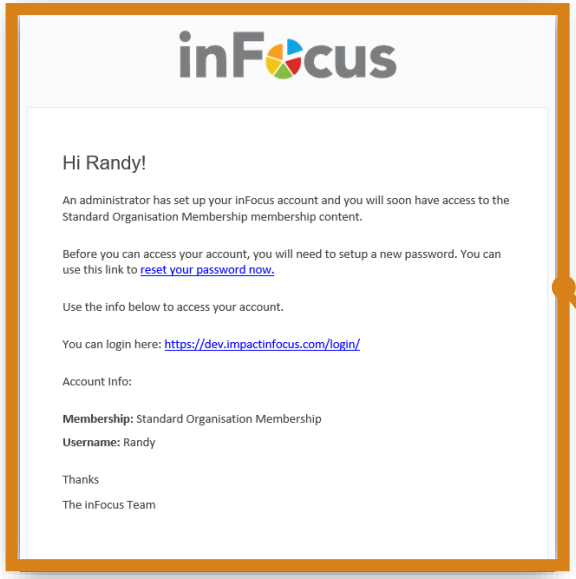
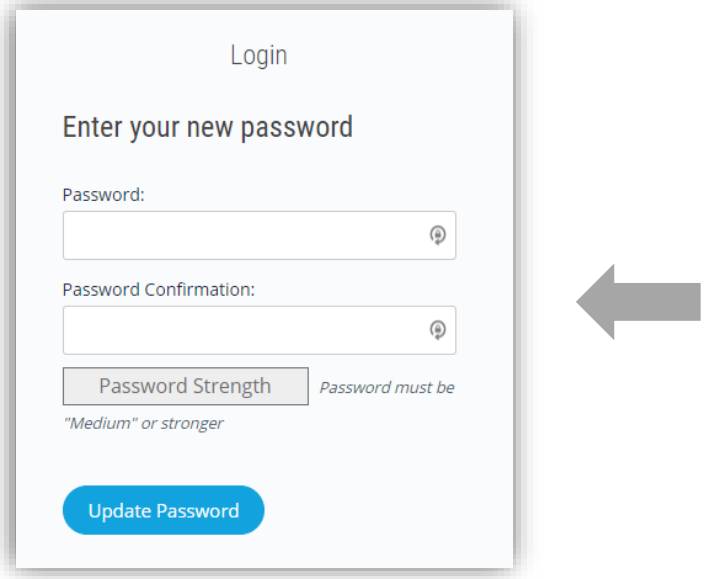
Add Sub-Account Form

When you click **Add Sub Account**, the form below is revealed where you can add your colleague's details



Once the details are submitted, you will have successfully added a Sub Account.





An email will be automatically sent to your colleague informing them they have an account, and they can add their own **Password** and **Login**