# Activating Your Emtrain Admin Account

1. [Activate your account via the Welcome Email](#)
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1. Via the Welcome Email:

A) Once your account is created in Emtrain, you will receive an **Account Set Up** email from no-reply@emtrain.com. Click the **Complete Registration** button to proceed to the Password Set-Up Screen.
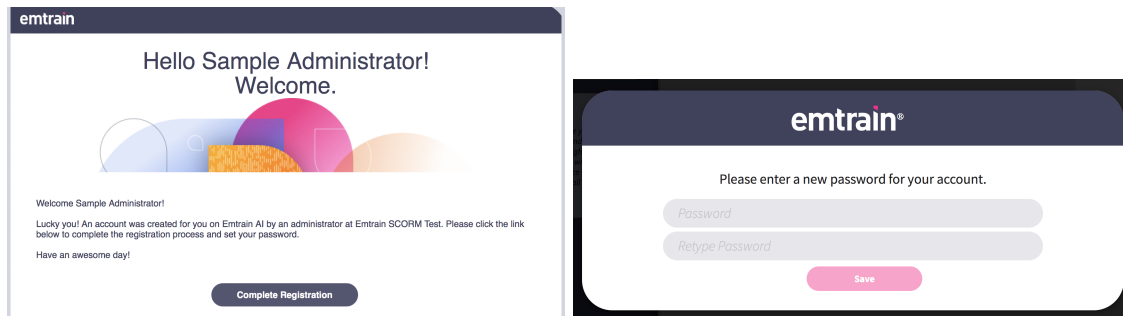
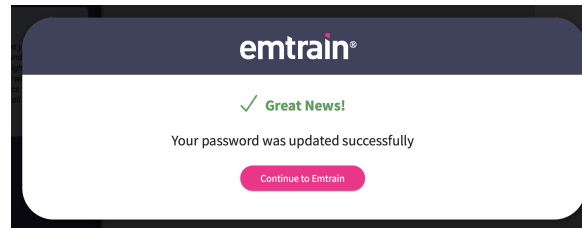B) Add the desired password in both the **Password** and **Retype Password** fields. Click **Save**.

C) Once your password has been configured, you'll see a confirmation screen. Click **Continue to Emtrain** to be redirected to the Log-In Screen. Log-in with the Username/Password.
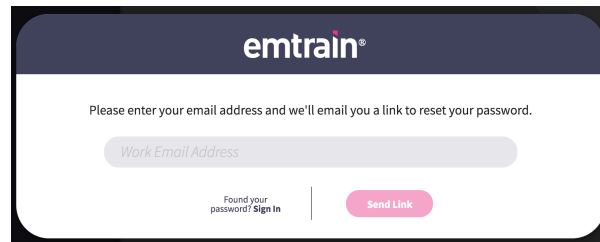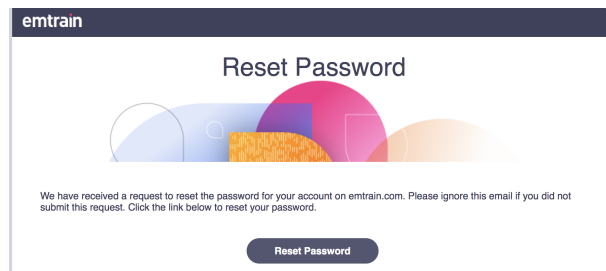
2. Via your company's login URL:

A) If you forgot your password or cannot find the Welcome Email, you can navigate directly to your Account URL: https://*subdomain*.ai.emtrain.com and click **Forgot Your Password?**
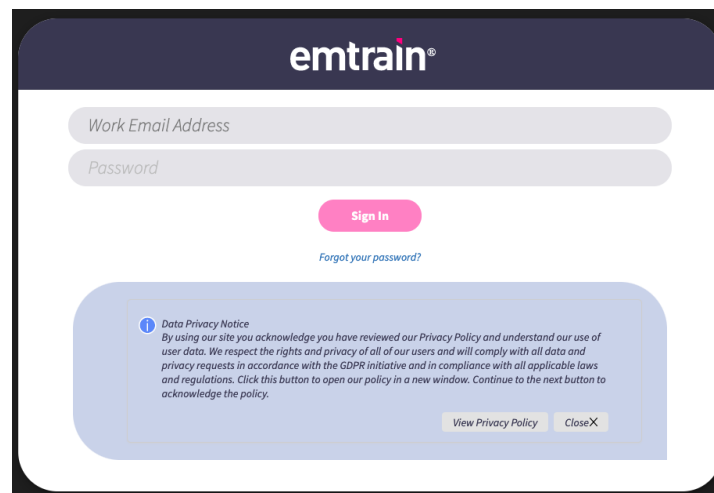
2. Enter your email address, then click the **Send Link** button to send a Password Reset Request email, which will come from no-reply@emtrain.com.
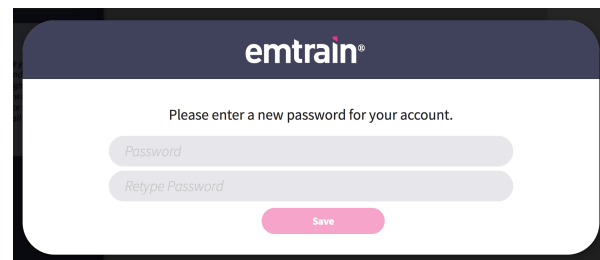

3. Click the **Reset Password** button which will re-direct to the Password Set-up screen. Add the desired password in both the **Password** and **Retype Password** fields. Then click **Save**.

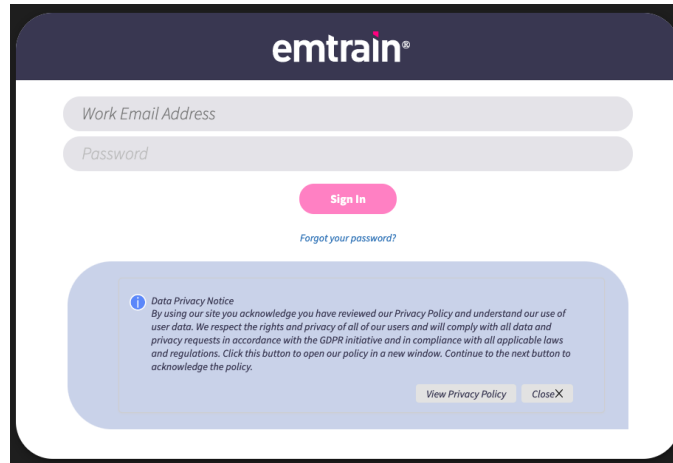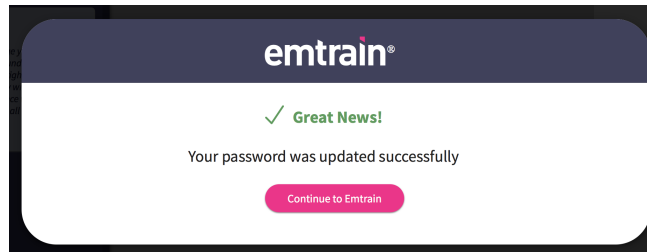4. Once your password has been configured, you will land on a confirmation screen. Click the **Continue to Emtrain** button to be redirected to the Log-In Screen. Then, log in by entering the Username and Password.

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3. Navigating between Manage Tools & the Learning Environment

A) When you first log into the system you might be in the **Learning Environment**. To access the **Manage Tools**, navigate to the profile icon on the top right side of the window, and select **Manage** from the dropdown. To switch back to the **Learning Environment**, click **Learner** from the same dropdown.
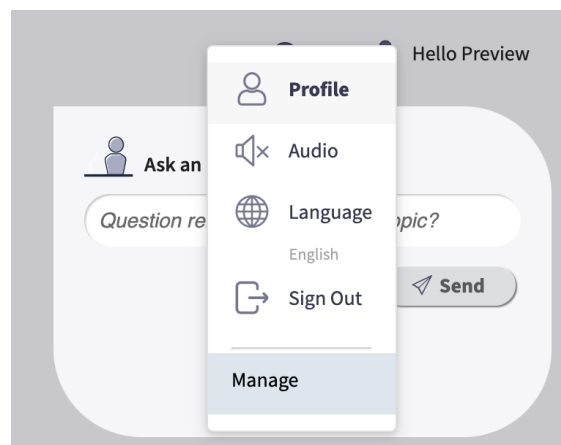
B) Navigate back to the Learning Environment by selecting Learner from the User Menu on the right hand side of the Manage menu.

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4. Add Additional Admins

A) You can add other Account Admins by navigating to Users in the Manage Tools.

B) Click the Add User button to navigate to a blank User Profile screen. At minimum, complete the following profile fields:
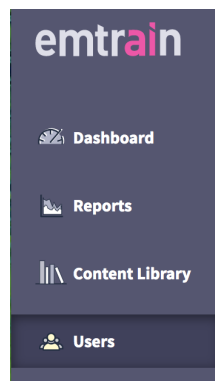 ● User Role = Account Admin
  ● First Name must indicate a Users' First Name. This field will be used for Email Notifications and in the Learner Portal.
  ● Last Name must indicate a Users' Last Name. This field will be used for Email Notifications.
  ● Email must be loaded with a user's unique email address. This cannot be used for any other profile on our system.

Add User

User Role:	User ▾
First Name:	*Enter first name*
Last Name:	*Enter last name*
Email:	*Enter email address*
Language:	▾
Title:	*Enter title*
Role:	*Enter role*
City:	*Enter city*
Location:	*Enter location*
Description:	*Enter description*
Supervisor:	▾
Date of Hire:	📅 Date
Employee ID:	*Enter employee id*
Exempt:	▾
Manager Email:	*Enter manager email address*
On Leave:	▾

C) Click Save to add the new Admin. This will send the Welcome email to the recently added Admin and they can follow the instructions above to configure their password.

Manually Update Existing Users to Account Administrators

If you have an existing User that you'd like to update to an Account Admin, you must manually update the User Role. Then, give them instructions to activate their account directly through your company's login URL.
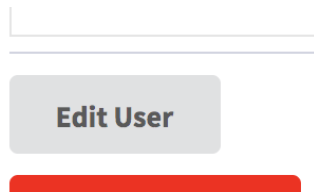
A) Navigate to the Users Table from Manage Tools. Locate a User you wish to update to Admin and click the View link for their record. This will open the individual profile.
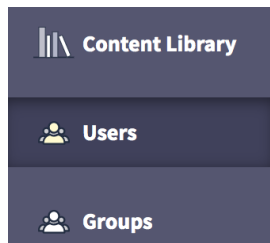
First Name	Last Name	Email	Admin	Status	View
Daniel					
Daniel	Frepap	dfrepap@abccompany.com	User	● invited	View

B) Scroll down to locate additional buttons and click the Edit User button.

C) At this point, fields on the Profile record may be edited. Update the User Role from User to Account Admin. Then click Save to finalize the settings.