Add users by email

To add new users by email, please follow the instructions below:

Add New Users ✕

Add by email   Import from file

Follow these steps to add new users to your iSpring Learn account.

1. Enter email addresses (separated with commas)

> bob.dylan@citrix.com

2. Specify a password for new users

- ⦿ Generate a random password for each user
- ○ Specify a password: _____

☑ Send emails to users with their login information

3. Edit the invitation message (optional)

> Below are your access details for iSpring Learning. You can use this information to log in to iSpring Learning and view content.

4. Add users to organization

> Citrix Inc.   ⌄

5. Add users to these groups (optional)

> Groups (1)   Search...   🔍
>
> ☑ Trainers

⊕ Add New Group

👁 Preview message   **Add Users**   Cancel

1. Select the **Add by email** tab in the upper part of the **Add New Users** window.
2. Type one or several emails separated with commas in the **Email addresses** field.
3. Choose one of two ways to specify passwords in the corresponding part of the window:
   a. Select **Generate a random password for each user**.
   b. To specify a password manually, select **Specify a password** and enter password in the corresponding text field.
4. Choose an organization from the drop-down menu.
5. To assign the new users to one or several groups, select these groups in the **Add users to these groups** list.
   Note: When you assign groups, you may use the filter. You can also create a new group right in this window by clicking the **Add New Group** link.
6. To send login information to users, select the **Email each user with their login information** checkbox.
   Note: You cannot disable sending invitations, if you have chosen to generate random passwords.
7. Edit the message with user details in the **Invitation message** text field if necessary. To preview the invitation email, click the **Preview message** link.
8. Click the **Add Users** button.

Once you click the **Add Users** button, you will be redirected back to the "Manage Users" page and see a notification that the new users have been added. Any new user is automatically assigned the "User" role. To change it, go to the Edit Users page.