

User Portal Settings

On the **Settings** page, go to the **Additional Options** tab and click **User Portal**.

The screenshot shows the iSpring Settings interface. On the left is a dark sidebar with navigation icons for Dashboard, Learning Paths, Content, Discussions, Reports, Events, People, Settings (highlighted), and Messages. The main content area is titled 'Settings' and has three tabs: 'Main', 'Branding', and 'Additional Options' (which is active). Below the tabs, there is a heading: 'Here you can activate, deactivate and configure the extra options of your account.' A list of settings follows, each with a green checkmark and a right-pointing arrow:

- User Portal**: Customize the User Portal settings
- Self-registration**: Enable the self-registration option to let users register in the system without the administrator involved
- E-Commerce**: Start selling your courses and customize payment options
- Catalog**: The catalog stores materials which are available to all the users in your account
- Gamification**: Motivate and engage your learners with levels, badges, and points

Here you can enable and disable the user portal, change the welcome and the instruction messages, specify how the courses will be sorted, enable or disable user history, discussions, private messaging. To apply any changes you've made, click the **Save** button.

The screenshot shows the 'User Portal' settings page. The title is '← User Portal'. At the top right, there are icons for a notification bell and a user profile. Below the title, there is a heading 'Customize the User Portal settings' and two buttons: 'User Portal' (with an eye icon) and 'Save' (in a green box). The main content area includes:

- Enable User Portal
- Main Settings**
 - Welcome title:
 - Instruction message:
 - Sort courses by: - Enable history
 - Enable discussions
 - Enable private messaging

Option	Description
Enable User Portal	Untick Enable User Portal to forbid users to log into your portal. By default, the user portal is enabled so that users can log into your private portal and view all content they are permitted to view.
Welcome title	Change the welcome text that is displayed on the homepage of the user portal.
Instruction message	Change the instruction text that is displayed on the homepage of the user portal.

Sort courses by	Select the default sorting value for courses in the user portal (status, title or duration).
Enable history	Select Enable history to allow users to keep track of their progress.
Enable discussions	Select Enable discussions to allow users to leave comments on a course.
Enable private messaging	Check Enable private messaging to allow users to exchange messages.