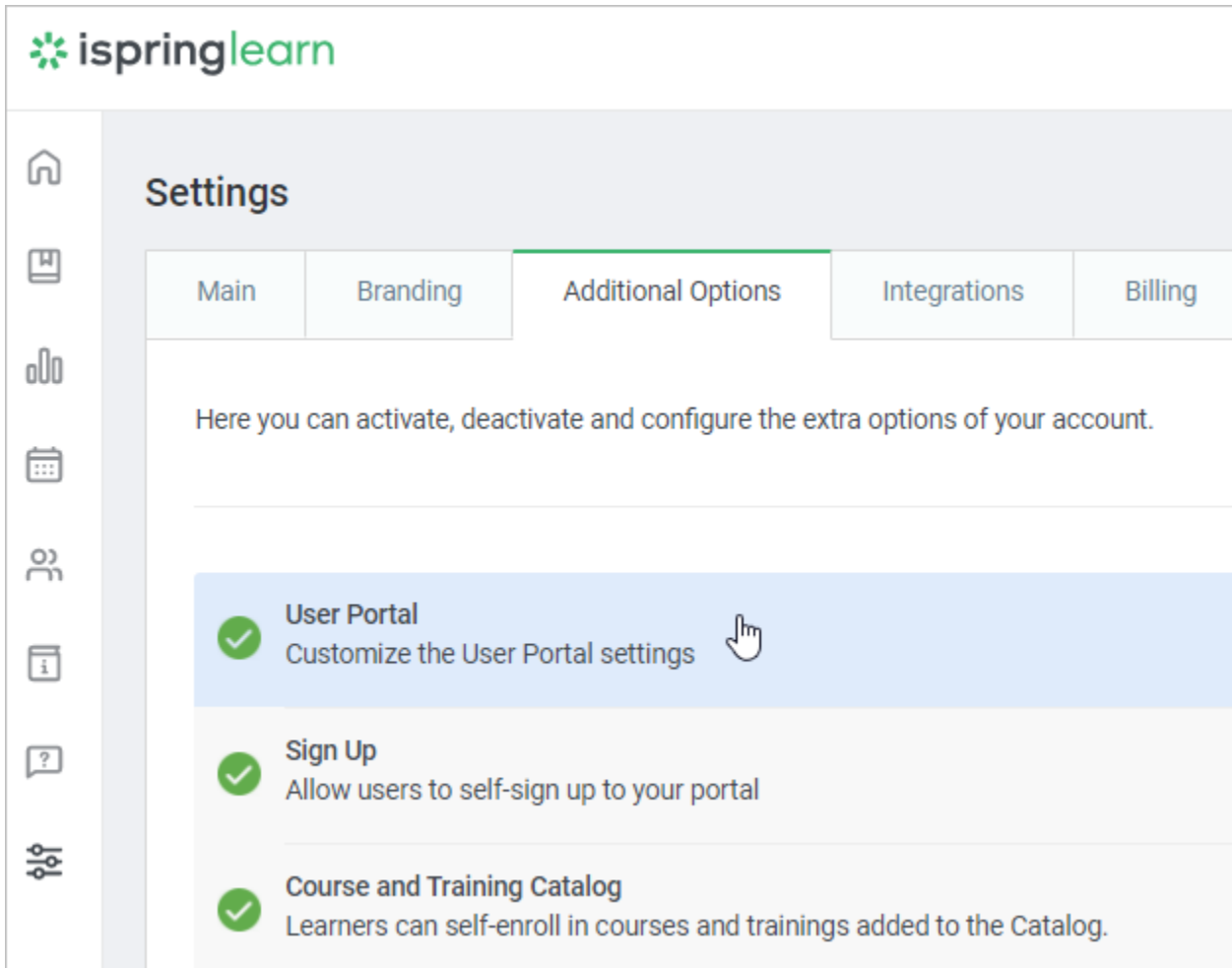


User Portal Settings

Under the **Additional Options** tab, click **User Portal** to set up users' personal accounts.



The screenshot shows the 'ispringlearn' logo at the top left. Below it is a navigation sidebar with icons for Home, Dashboard, Reports, Calendar, Users, Information, Help, and Settings. The main content area is titled 'Settings' and has five tabs: 'Main', 'Branding', 'Additional Options' (which is selected and highlighted with a green border), 'Integrations', and 'Billing'. Below the tabs, there is a text block: 'Here you can activate, deactivate and configure the extra options of your account.' Below this, there are three settings items, each with a green checkmark icon:

- User Portal**
Customize the User Portal settings
- Sign Up**
Allow users to self-sign up to your portal
- Course and Training Catalog**
Learners can self-enroll in courses and trainings added to the Catalog.

On the **User Portal** page, start customizing the user interface settings.

Customize the User Portal settings

User Portal
Save

Main Settings

Welcome title:

Welcome to iSpring Academy!

Instruction message:

Choose the content you would like to view.


Sort courses by:

Due Date

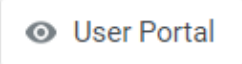
- Enable history
- Enable course reviews
- Enable Questions and Responses
- Enable private messaging

Option	Description
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, due date, or duration).
Enable history	Select Enable history to allow users to keep track of their progress .
Enable course reviews	If you select this option, your users will be able to rate courses and leave reviews on them .
Enable Questions and Responses	If you enable this option, learners will be able to ask questions about courses .
Enable private messaging	Check Enable private messaging to allow users to exchange messages .


To keep all the changes applied, click **Save**.

← User Portal  

Customize the User Portal settings

 **Save**

If you want to check how the user portal looks like after the changes are made, click **User Portal** at the top of the page. The new page will open up where you can see how the account looks to your learners.

← User Portal  

Customize the User Portal settings

 **Save**