

User Portal Settings

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

The screenshot shows the 'ispring learn' user interface. At the top, there's a navigation bar with the logo and user profile icons. A sidebar on the left contains various icons for navigation. The main content area is titled 'Settings' and features a tabbed interface with 'Main', 'Branding', 'Additional Options' (selected), 'Integrations', and 'Billing'. Below the tabs, a message states: 'Here you can activate, deactivate and configure the extra options of your account.' A list of settings follows, each with a green checkmark icon, a title, a description, and a right-pointing arrow. The 'User Portal' setting is highlighted in blue and has a hand cursor icon over it.

Main	Branding	Additional Options	Integrations	Billing
Here you can activate, deactivate and configure the extra options of your account.				
<div><div><input checked="" type="checkbox"/></div><div>User Portal Customize the User Portal settings</div><div>></div></div>				
<div><div><input checked="" type="checkbox"/></div><div>Sign Up Allow users to self-sign up to your portal</div><div>></div></div>				
<div><div><input checked="" type="checkbox"/></div><div>Course and Training Catalog Learners can self-enroll in courses and trainings added to the Catalog.</div><div>></div></div>				
<div><div><input checked="" type="checkbox"/></div><div>Knowledge Base Build a knowledge base out of training materials that are always available to users.</div><div>></div></div>				
<div><div><input checked="" type="checkbox"/></div><div>Gamification Motivate and engage your learners with levels, badges, and points.</div><div>></div></div>				

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

← User Portal

Customize the User Portal settings Save

Welcome Screen Preview

Title:

Text:

☒ Add video

You can embed a video from YouTube or Vimeo.

[↩ Use the default video](#)

Main Settings

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

- [Welcome Screen](#)
- [Main Settings](#)

Welcome Screen

In the Welcome Screen section you can change the title, instructions, and add a link to a video.

User Portal

Customize the User Portal settings

Save

Welcome Screen

Preview

Title:

Welcome to iSpring Academy!

Text:

Choose the content you would like to view.

☒ Add video

<https://www.youtube.com/embed/7rLUdp8Woe0>

You can embed a video from YouTube or Vimeo.

Use the default video

Option	Description
Title	Change the welcome text that is displayed on the homepage of the user portal.
Text	Change the instruction text that is displayed on the homepage of the user portal.

Add a link to video on YouTube or Vimeo to make it easier for employees to adapt to the learning portal. To do this:

1. In the **Welcome Screen** section, select the **Add video** box.

User Portal

Customize the User Portal settings

Save

Welcome Screen

Preview

Title:

Welcome to iSpring Academy!

Text:

Choose the content you would like to view.


☒ Add video




Add a link









You can embed a video from YouTube or Vimeo.

Use the default video

2. Then add a link to a video on YouTube or Vimeo.







← User Portal

Customize the User Portal settings

Save

Welcome Screen

Preview

Title:

Welcome to iSpring Academy!

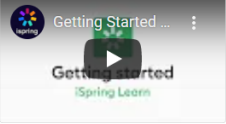
Text:

Choose the content you would like to view.

☒ Add video


<https://www.youtube.com/watch?v=7rLUd8Woe0&list=PL3h507uK1...>




You can embed a video from YouTube or Vimeo.











[↶ Use the default video](#)

3. Click **Save**.







← User Portal

Customize the User Portal settings

Save

Welcome Screen

Preview

Title:

Welcome to iSpring Academy!

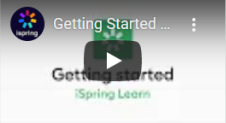
Text:

Choose the content you would like to view.

☒ Add video

<https://www.youtube.com/watch?v=7rLUd8Woe0&list=PL3h507uK1...>

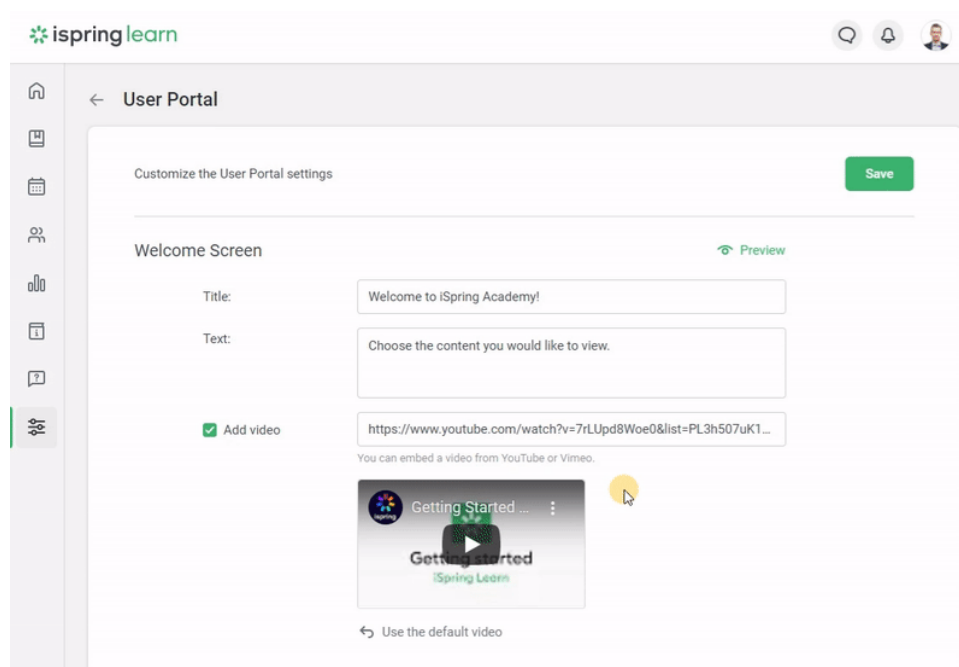
You can embed a video from YouTube or Vimeo.



[↶ Use the default video](#)

Done! You've added a video to the welcome screen.

To see how the welcome screen looks, click on **Preview**.



Main Settings

Main Settings

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

Option	Description
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

Welcome Screen

 Preview

Title:

Welcome to iSpring Academy!

Text:

Choose the content you would like to view.