First steps in your new **Jostle platform**

Once you've created your Jostle platform and logged into your account, there are a few things you can do to familiarize yourself. If this is your first experience with the platform, you might want to check out our Main Navigation overview for a full orientation.

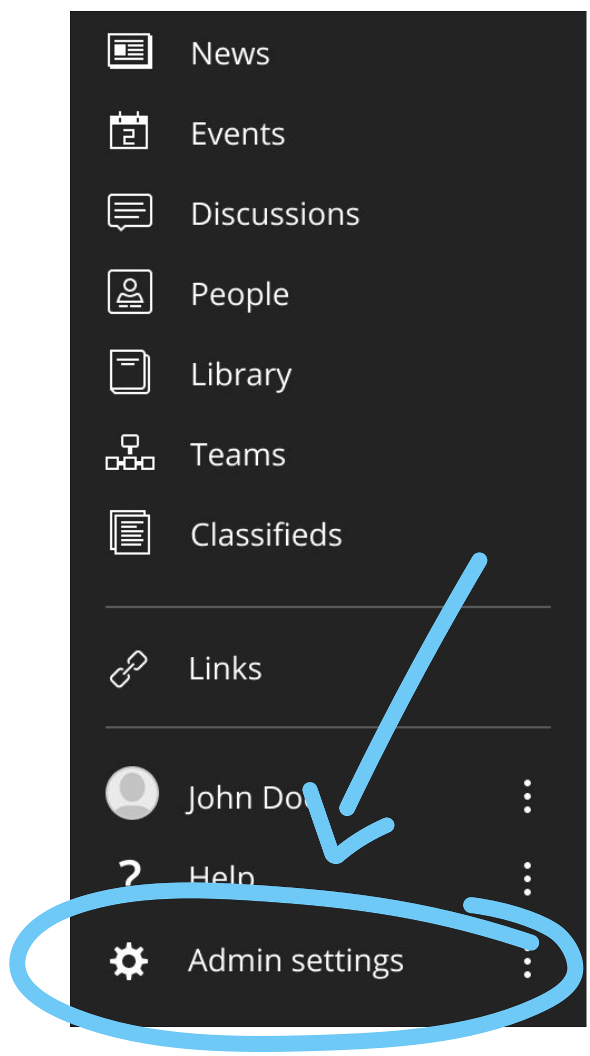
Questions or concerns?
We're here to help.

Reach out to your Customer Success Representative, or contact us at successteam@jostle.me

Administration overview

As the first person added to your Jostle platform, you've been made a System Administrator with full access to configure your platform. Jostle has a decentralized administrative structure. This means there are different administrators for each of the main Jostle views. However, System Administrators can make themselves an administrator of any view within Jostle.

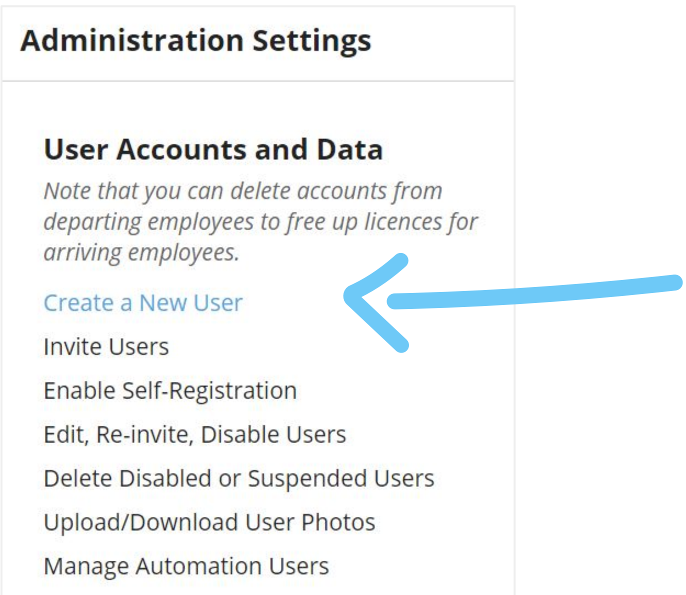
Only System Administrators can access the platform's Administration Settings. This area is primarily used during the initial set-up of your platform but also includes some functions for ongoing administration. To get to Administration Settings, click the gear icon at the bottom of the Main Navigation.



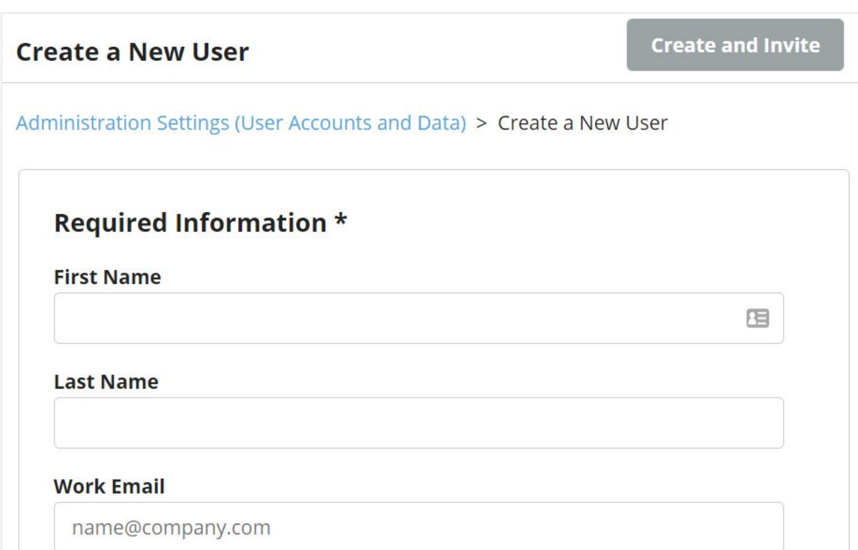
Adding users

You'll need the help of a team to help you build a vibrant and connected platform, so the first thing we'll do is add another person!

To add another person, go to *Administration Settings > User Accounts and Data > Create a New User*. (**Note:** we use the term "user" to define any individual with a Profile within your organization.)



The "Create a new user" screen looks like this:



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Note:

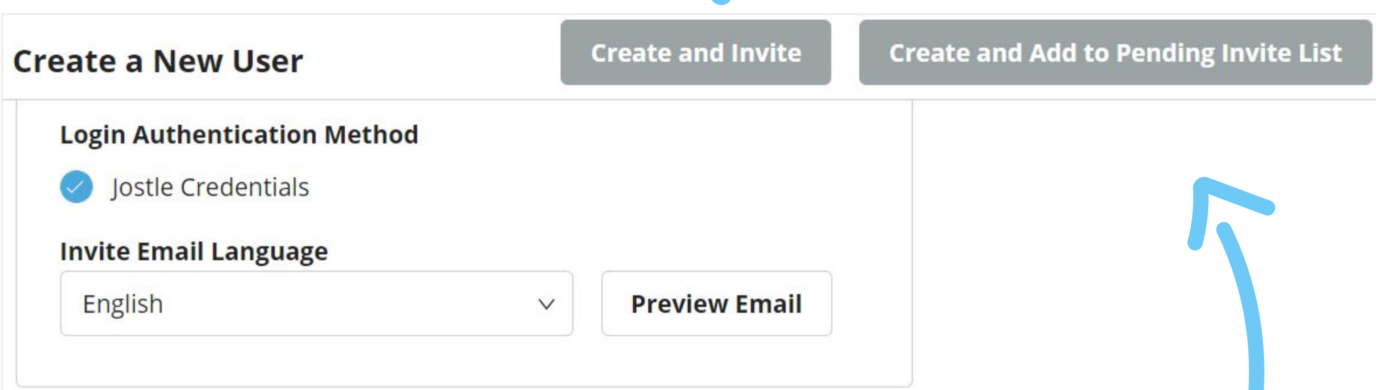
You only need to populate three fields to create a new user:

1. First Name
2. Last Name
3. Work Email

Adding users (*continued*)

By default, we use the content in the “Work Email” field as the “Username.” If you have any other information shown on the form, you can add it if you wish.

Once you’ve completed all the required information, you can click on the “Create and Invite” button at the top of the page, and the user will be created and sent an email to activate their account.



As you build out your platform, you’ll be creating new users but waiting to send their invitation to login until you’re ready to launch your platform. You can do this by clicking on the “Create and Add to Pending Invite List” button (next to the “Create and Invite” button).

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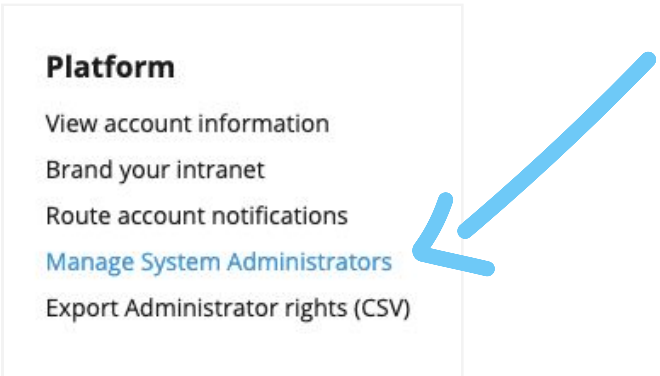
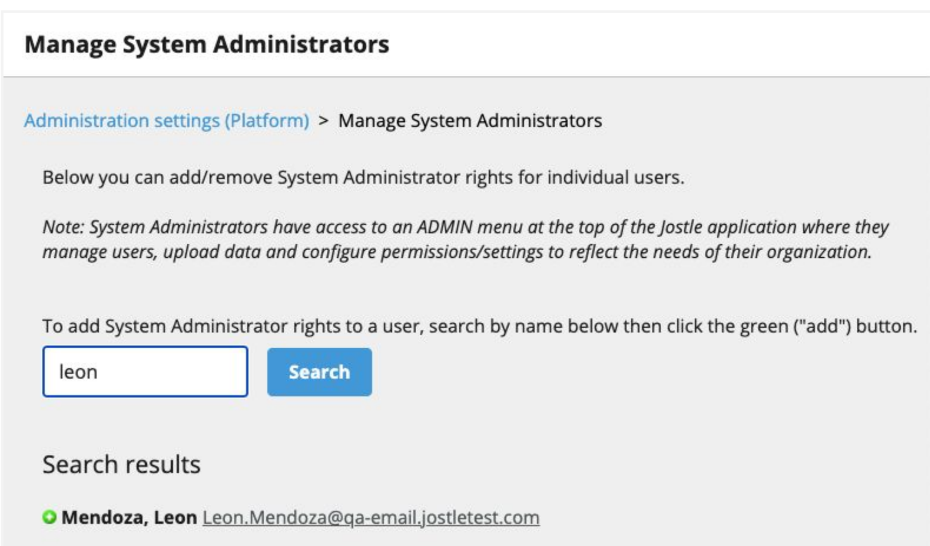
Setting up other System Administrators

If you added someone to assist you in setting up your platform, you'll need to make them a System Administrator. Go to *Platform* > *Manage System Administrators* on the Administration Settings main page.



You'll get to a screen like the one below. Enter part of your new helper's name in the search box, click Search, and then click on the green "+" beside their name. This will add them to your list of Current System Administrators and give them System Administrator rights. With your new teammate, you can continue to set up your platform.



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