

# First steps in your new Jostle intranet

Once you've created your Jostle intranet and logged into your account, there are a few things that you can do to familiarize yourself. If this is your first time in the platform, you might want to check out our [Main Navigation overview](#) for a full orientation.

## Administration overview

As the first person in your Jostle intranet, you've been set up as a System Administrator with full access to configure your new intranet. The Jostle intranet has a decentralized administrative structure. This means there are different administrators for each of the main Jostle intranet views.

System Administrators don't automatically get rights to administer a specific view, but can do so by making themselves an administrator of that view. Only System Administrators get access to Administration settings.

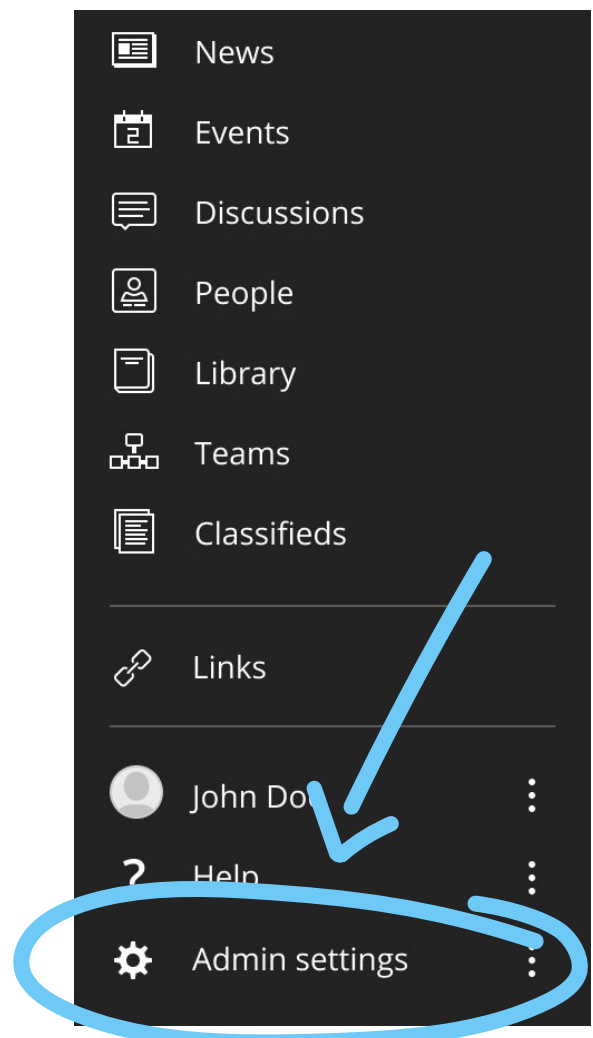
The Administration settings page is primarily used in the initial set-up of your Jostle intranet, but also includes some functions for ongoing administration. To get to Administration settings, click the Gear icon at the bottom of the Main Navigation.

### Questions or concerns?

We're here to help.

Reach out to your Customer Success Representative, or contact us at

[successteam@jostle.me](mailto:successteam@jostle.me)



## Administration overview

The first thing we're going to do is add another person. You need friends to help you build a vibrant and connected intranet!

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 defined with a Profile within your organization.)

### Administration settings

#### User accounts and data

*Note that you can delete accounts from departing employees to free up licences for arriving employees.*

- [Create a new user](#)
- Invite users
- Enable self registration
- Edit, Re-invite, Disable users
- Delete Disabled users
- Upload/download user photos
- Manage Automation users

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

### Create a New User

[Administration settings \(User Accounts and Data\) > Create a New User](#)

**Required Information \***

**First Name**

**Last Name**

**Work Email**

[Create and Invite](#)

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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*)

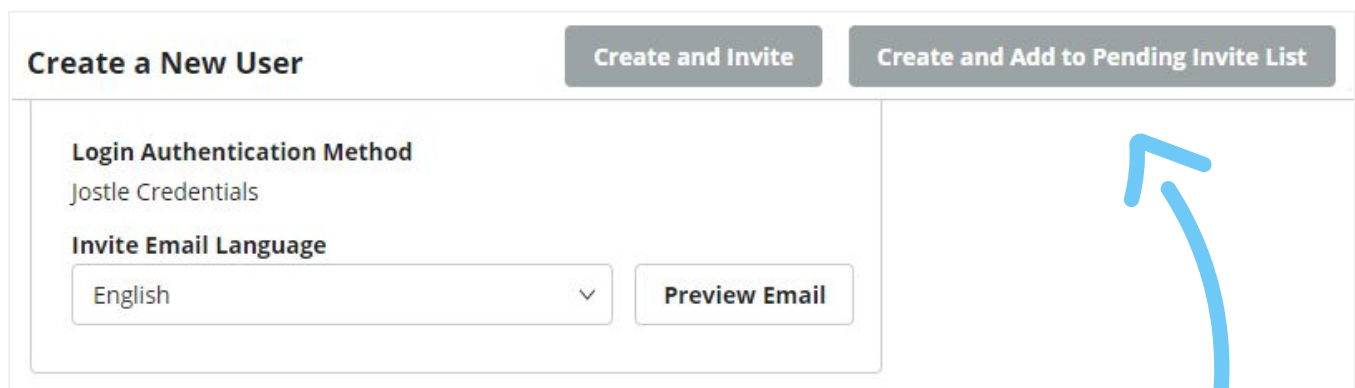
By default, we use the content in the “Work Email” field as the “Username”. If you have any of the other information shown on the form, you can add it if you wish.

Once you’ve completed all of 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 with their login information.

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The screenshot shows a form titled "Create a New User". At the top right of the form are two buttons: "Create and Invite" and "Create and Add to Pending Invite List". The form contains the following fields:

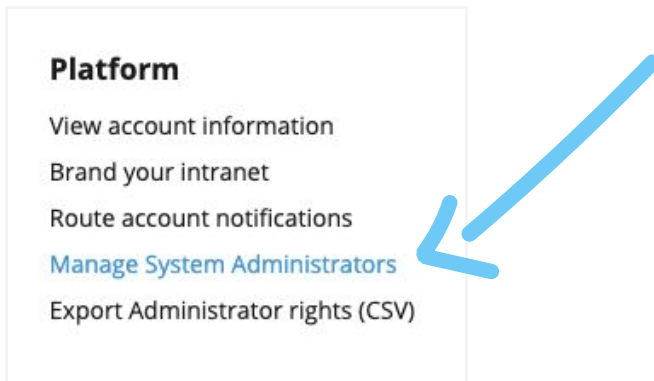
- Login Authentication Method**: Jostle Credentials
- Invite Email Language**: A dropdown menu currently set to "English" with a "Preview Email" button next to it.

Two blue arrows are overlaid on the image. One arrow points from the text above to the "Create and Invite" button. The other arrow points from the text below to the "Create and Add to Pending Invite List" button.

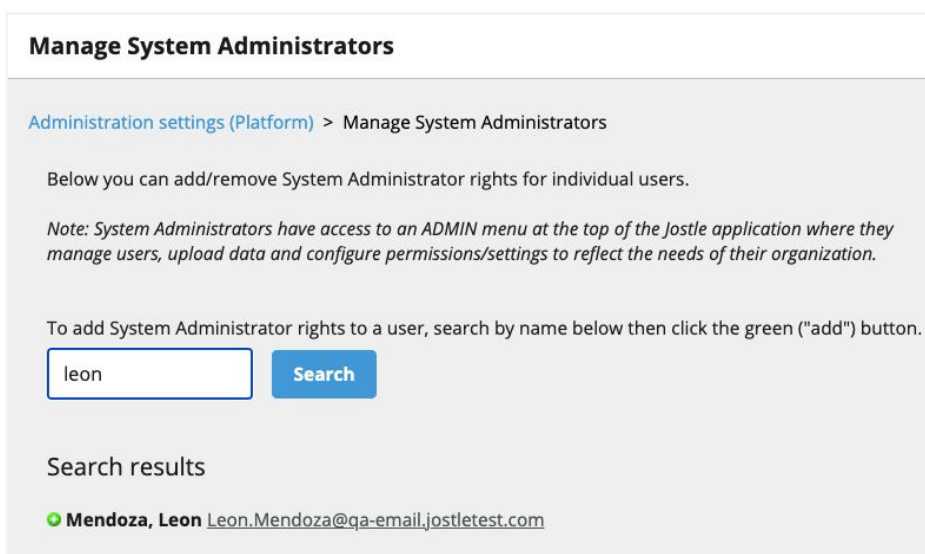
As you start to build out your Jostle intranet, it’s likely that you’ll want to create new users, but not actually invite them to login just yet while you’re still completing the Onboarding Phase. You can do this by clicking on the “Create and Add to Pending Invite List” button (next to the “Create & Invite” button).

## Setting up other System Administrators

If you added a person to assist you in setting up your Jostle intranet, you'll need to make them a System Administrator, to really get them helping. On the Administration settings main page, go to *Platform > Manage System Administrators*.



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 + sign beside their name. This will give them System Administrator rights, and their name should now appear in the Current System Administrators list. With your new assistant, you can continue to explore your Jostle intranet.



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