

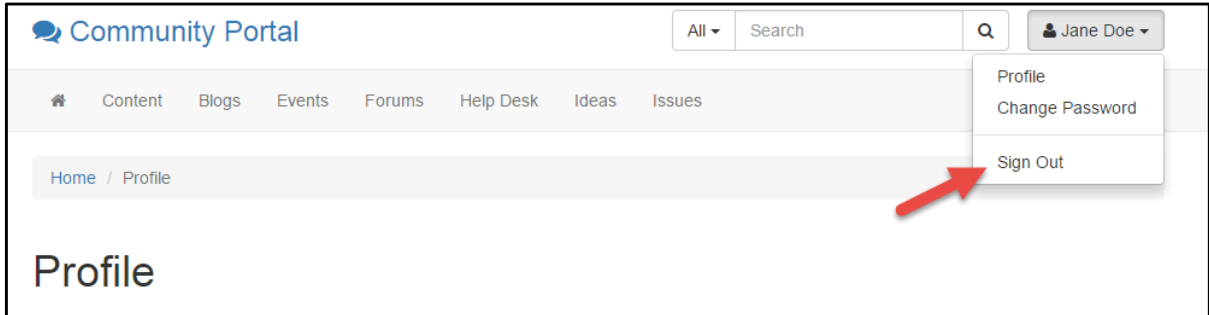


Create Portal Administrators

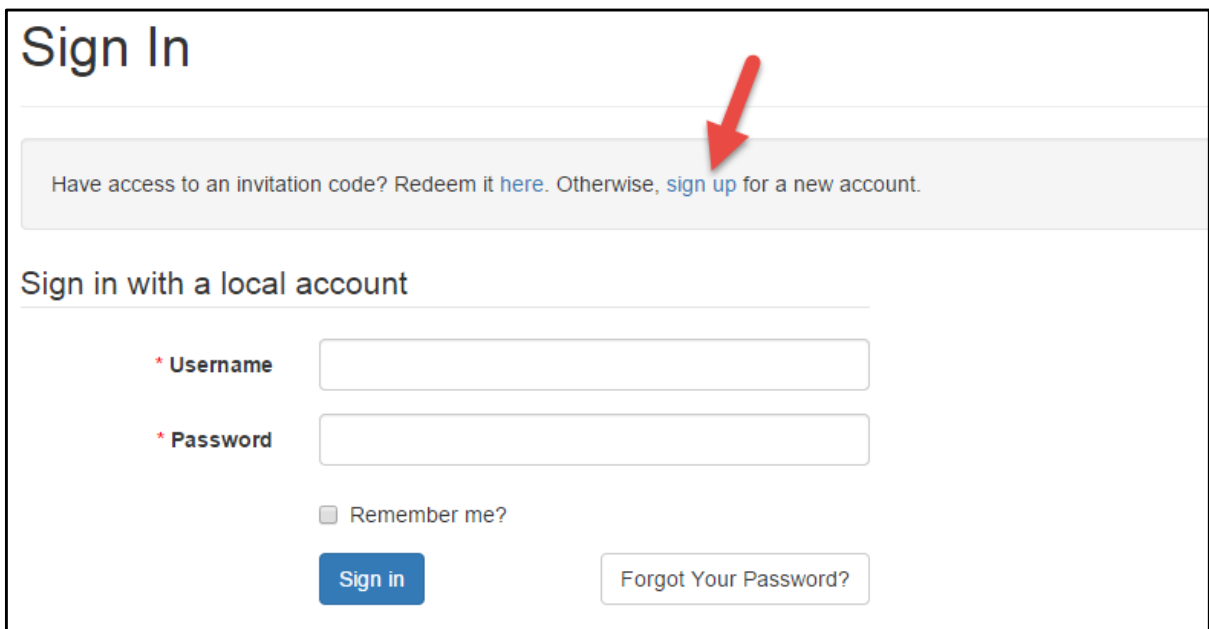
At the end of this guide you will be able to assign Adxstudio Portal users as Administrators.

How to Create Portal Administrators

- 1) With your browser, navigate to your Demo Portal and sign out if you are logged in.



- 2) New Portal users can redeem an invitation code or create a new account. Click Sign Up.



Create Portal Administrators

- 3) Enter "PortalAdmin" for Username, provide Password and Security Question/Answer, and click Sign Up.

Sign up for a new local account


* Username

* Password

* Confirm Password

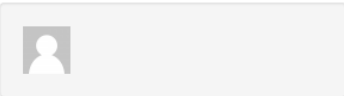
* Security Question

* Security Answer



- 4) After the user is created, the Portal will load your profile.

Profile



Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number are required but will not be displayed on the site.

Your **Organization** is required, and a **Title** is optional. They will be displayed with your comments and forum posts.

Your Information

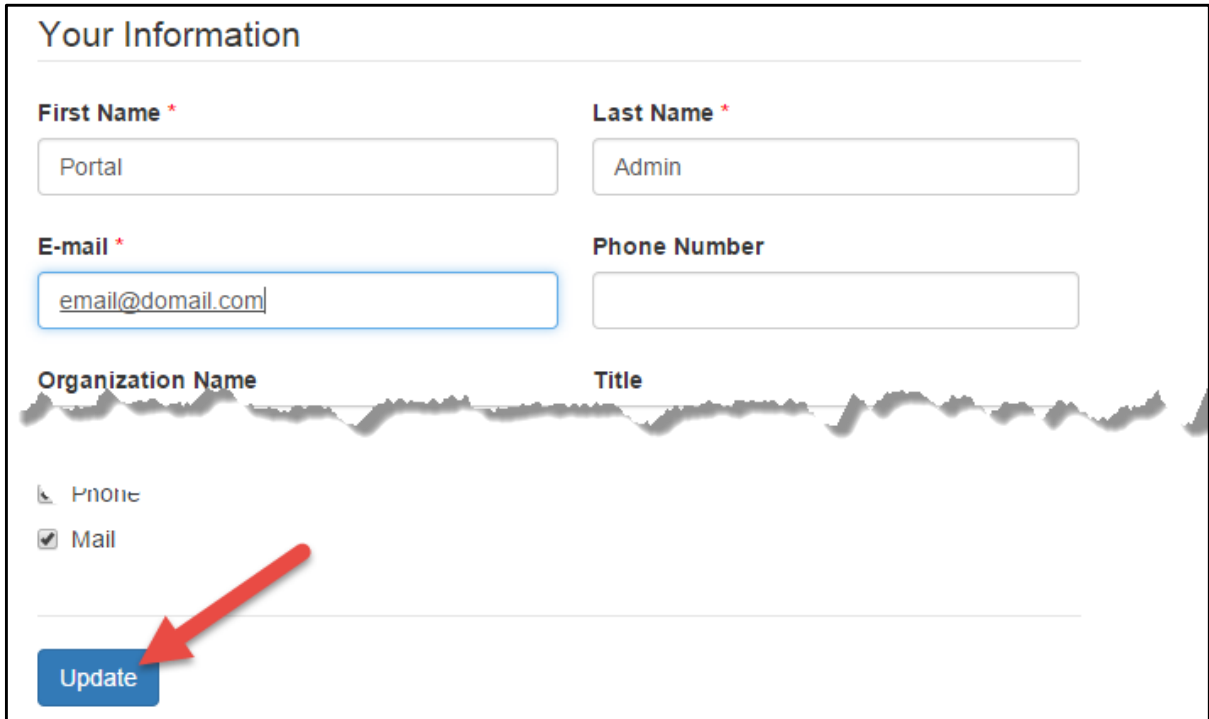
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
E-mail *	<input type="text"/>	Phone Number	<input type="text"/>

Profile

Change Password

Create Portal Administrators

5) Fill out the form as shown below and click Update.



Your Information

First Name * Portal **Last Name *** Admin

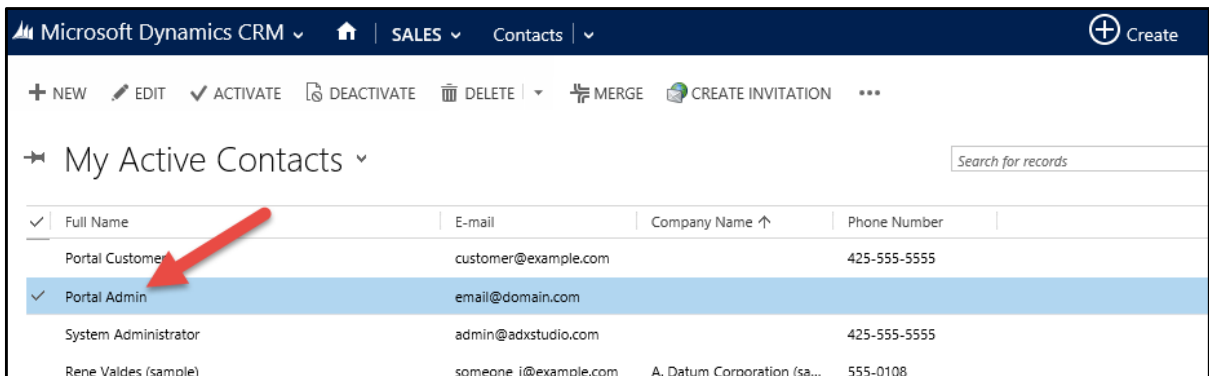
E-mail * email@domain.com **Phone Number**

Organization Name **Title**

Phone
 Mail

Update

6) Go to your Dynamics CRM organization, navigate to Sales | Contacts. Locate the Portal admin you created, and click to open.



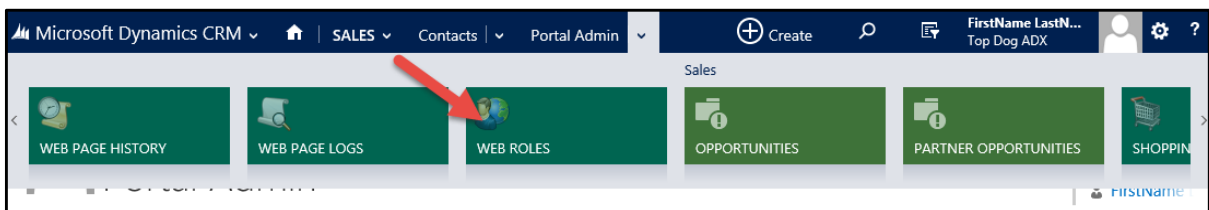
Microsoft Dynamics CRM | SALES | Contacts | Create

NEW EDIT ACTIVATE DEACTIVATE DELETE MERGE CREATE INVITATION

My Active Contacts | Search for records

Full Name	E-mail	Company Name	Phone Number
Portal Customer	customer@example.com		425-555-5555
Portal Admin	email@domain.com		
System Administrator	admin@adxstudio.com		425-555-5555
Rene Valdes (sample)	someone.i@example.com	A Datum Corporation (sa...	555-0108

7) From related entities, click Web Roles.

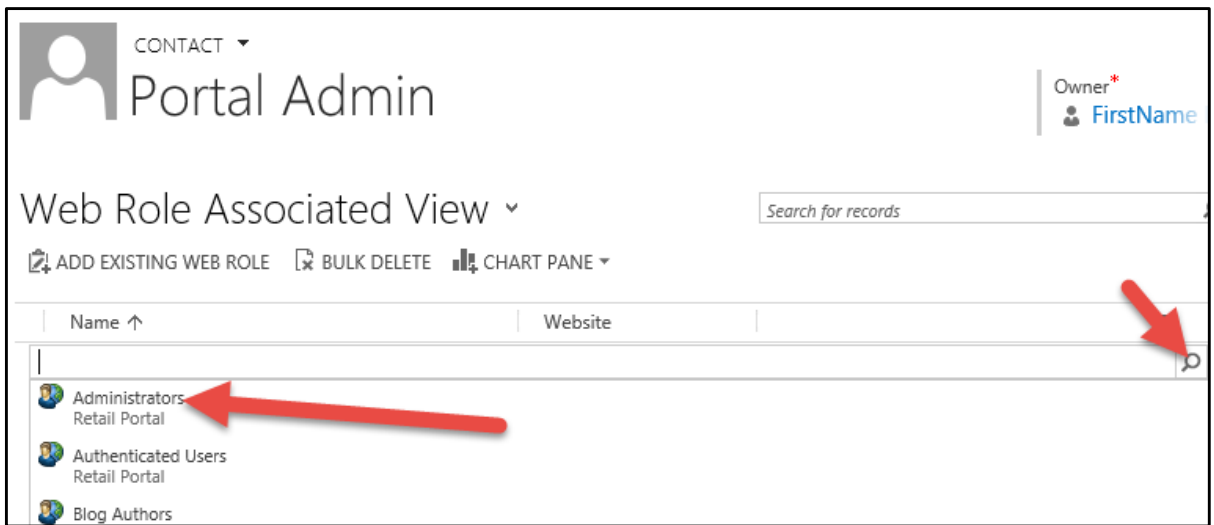


Create Portal Administrators

8) Click Add Existing Web Role.



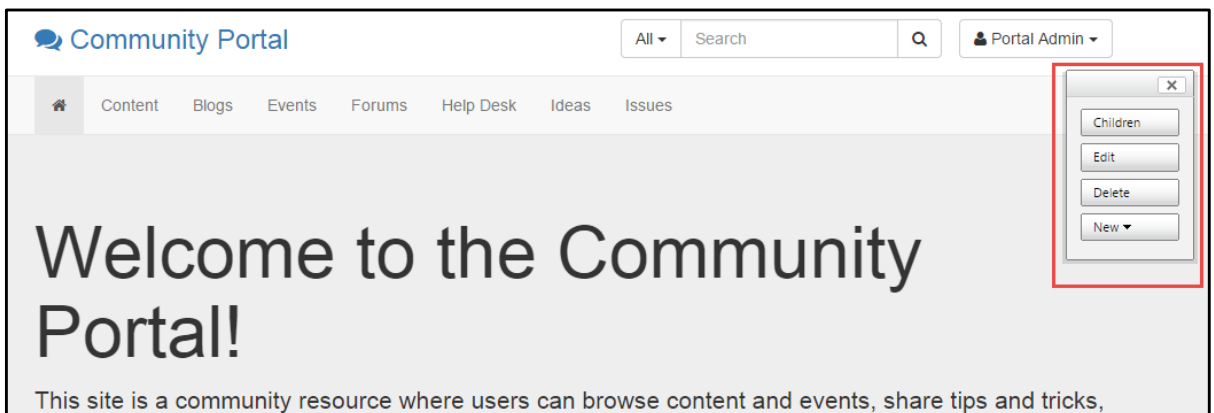
9) Click the search button and select Administrators.



10) The new portal user is now assigned to the portal Administrators role.

11) Go back to the Portal, refresh the browser if you are still logged in as the new Admin user, or log in as the Admin user.

12) The new user can now edit the Portal.



This concludes the *Creating Portal Administrators* guide.

Please proceed to the *Creating Web Roles* guide.