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

4) After the user is created, the Portal will load your profile.
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5) Fill out the form as shown below and click Update.

![Portal Administrator Form]

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

![Portal Administrator in Dynamics CRM]

7) From related entities, click Web Roles.

![Portal Administrator Web Roles in Dynamics CRM]
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.