

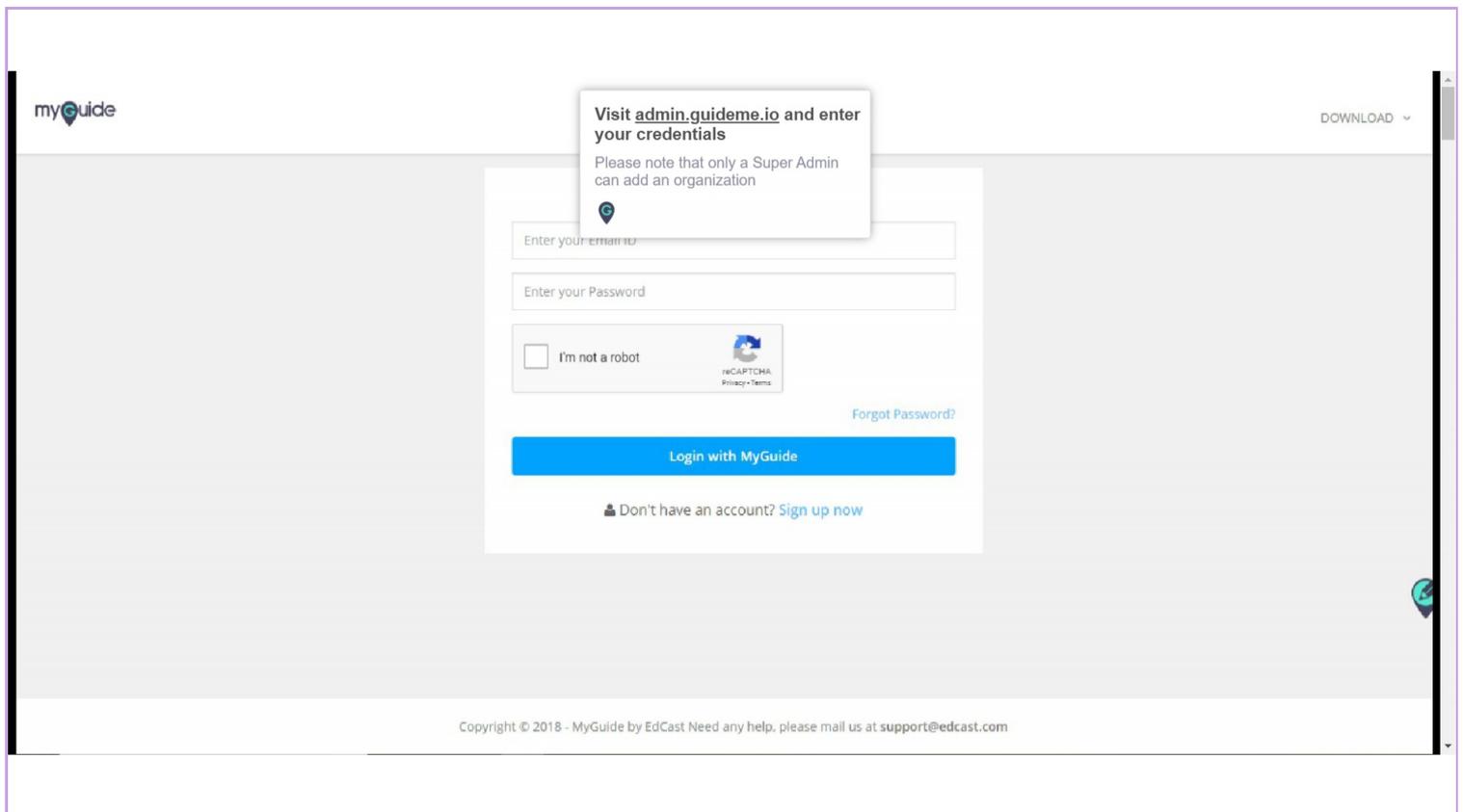


## How to Setup an Organization in Super Admin

## Step: 01

# Visit [admin.guideme.io](https://admin.guideme.io) and enter your credentials

Please note that only a Super Admin can add an organization



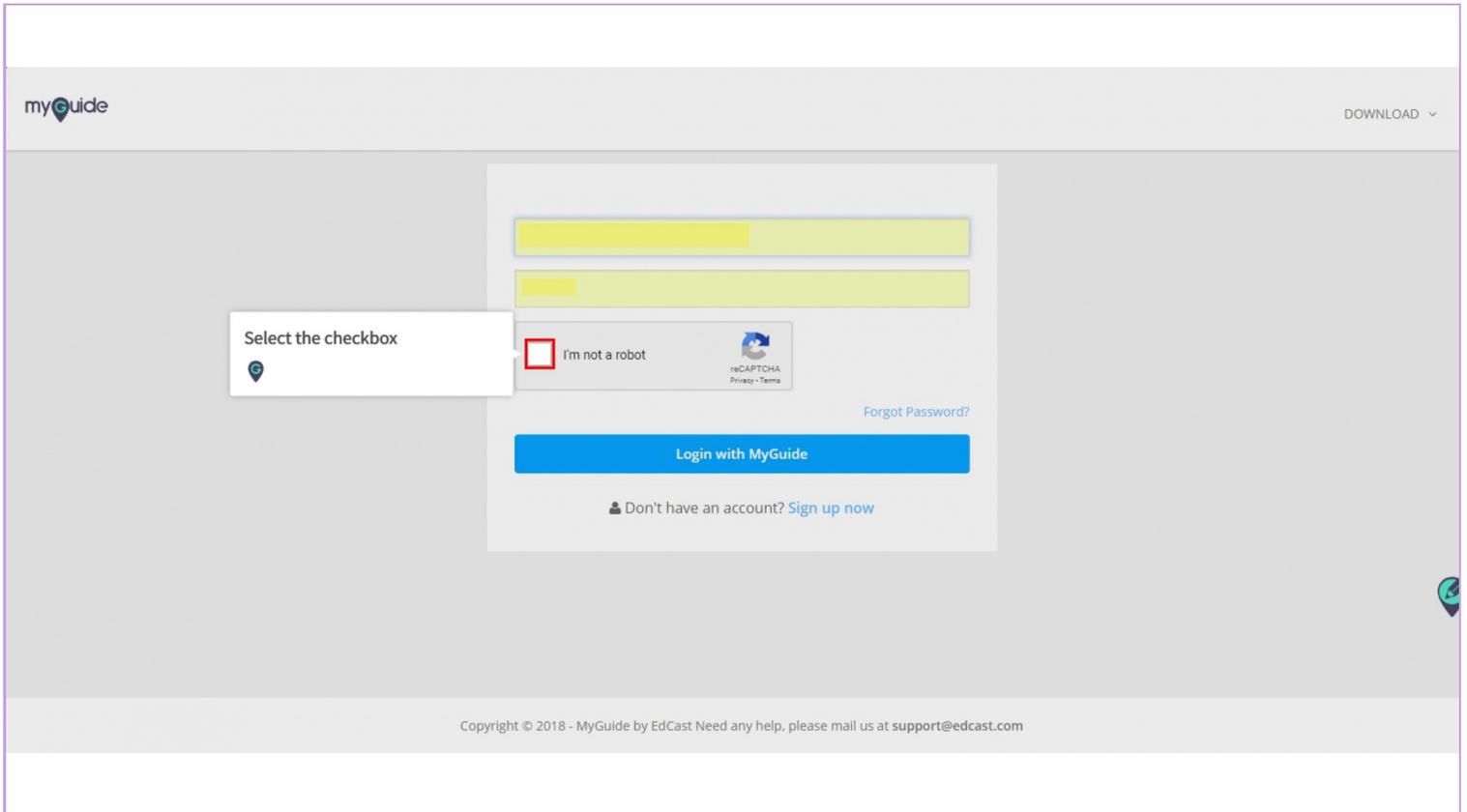
The screenshot shows the MyGuide login interface. At the top left is the 'myGuide' logo. In the top right corner, there is a 'DOWNLOAD' button with a dropdown arrow. The main content area features a central login form with the following elements:

- An input field for 'Enter your email'.
- An input field for 'Enter your Password'.
- A checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and the text 'reCAPTCHA Privacy Terms'.
- A blue button labeled 'Login with MyGuide'.
- A link for 'Forgot Password?'.
- A link for 'Don't have an account? Sign up now'.

A modal dialog box is overlaid on the form, containing the text: 'Visit [admin.guideme.io](https://admin.guideme.io) and enter your credentials. Please note that only a Super Admin can add an organization'. At the bottom of the page, a copyright notice reads: 'Copyright © 2018 - MyGuide by EdCast Need any help, please mail us at [support@edcast.com](mailto:support@edcast.com)'.

## Step: 02

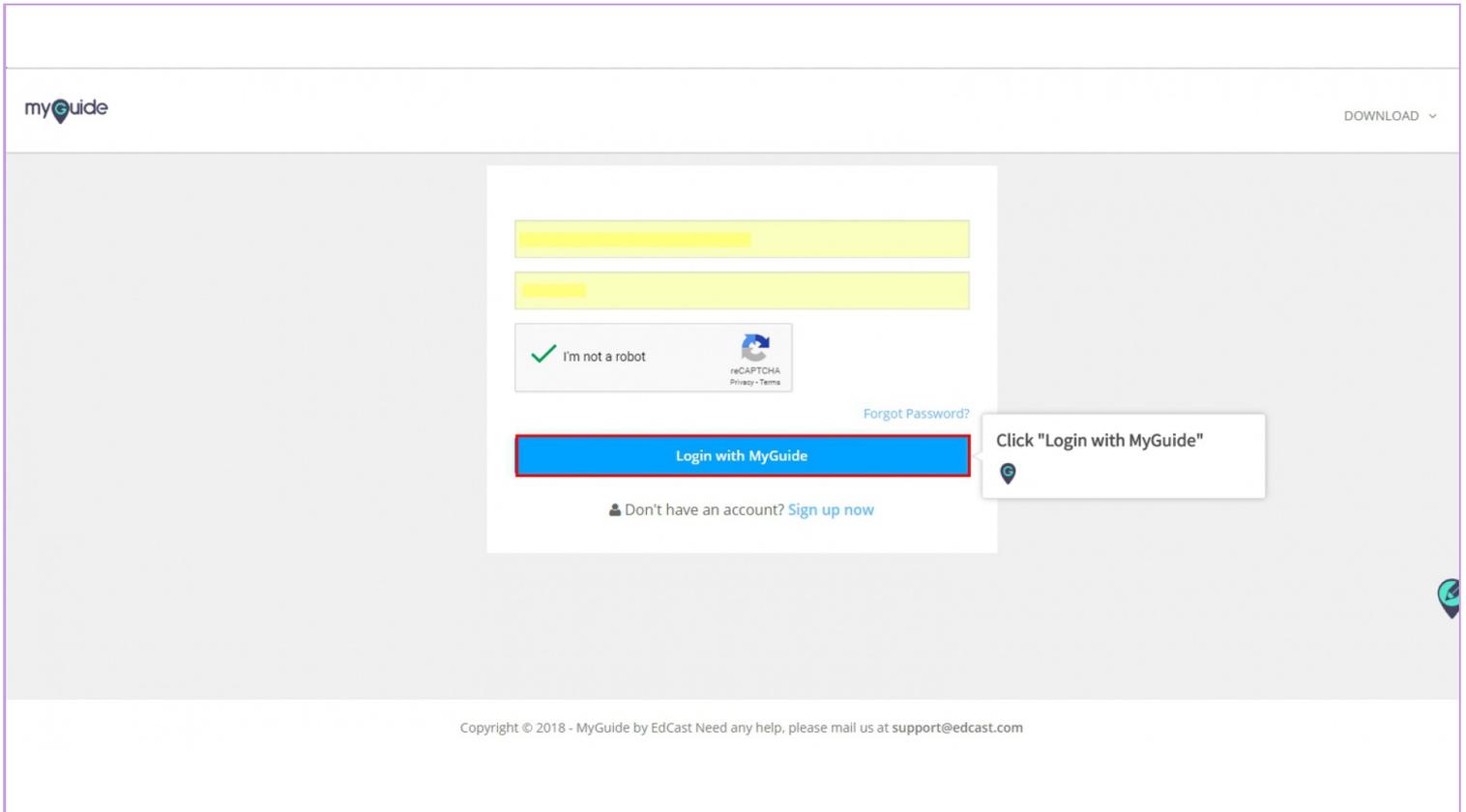
Select the checkbox



The screenshot shows the MyGuide login interface. At the top left is the 'myGuide' logo, and at the top right is a 'DOWNLOAD' dropdown menu. The main content area features a login form with two yellow input fields for email and password. Below these fields is a reCAPTCHA 'I'm not a robot' checkbox, which is highlighted by a white callout box with the text 'Select the checkbox' and a location pin icon. To the right of the checkbox is the reCAPTCHA logo and links for 'Privacy' and 'Terms'. Below the checkbox is a blue 'Login with MyGuide' button. To the right of the button is a 'Forgot Password?' link. Below the button is a link that says 'Don't have an account? Sign up now' with a user icon. At the bottom of the page, there is a copyright notice: 'Copyright © 2018 - MyGuide by EdCast Need any help, please mail us at support@edcast.com'.

## Step: 03

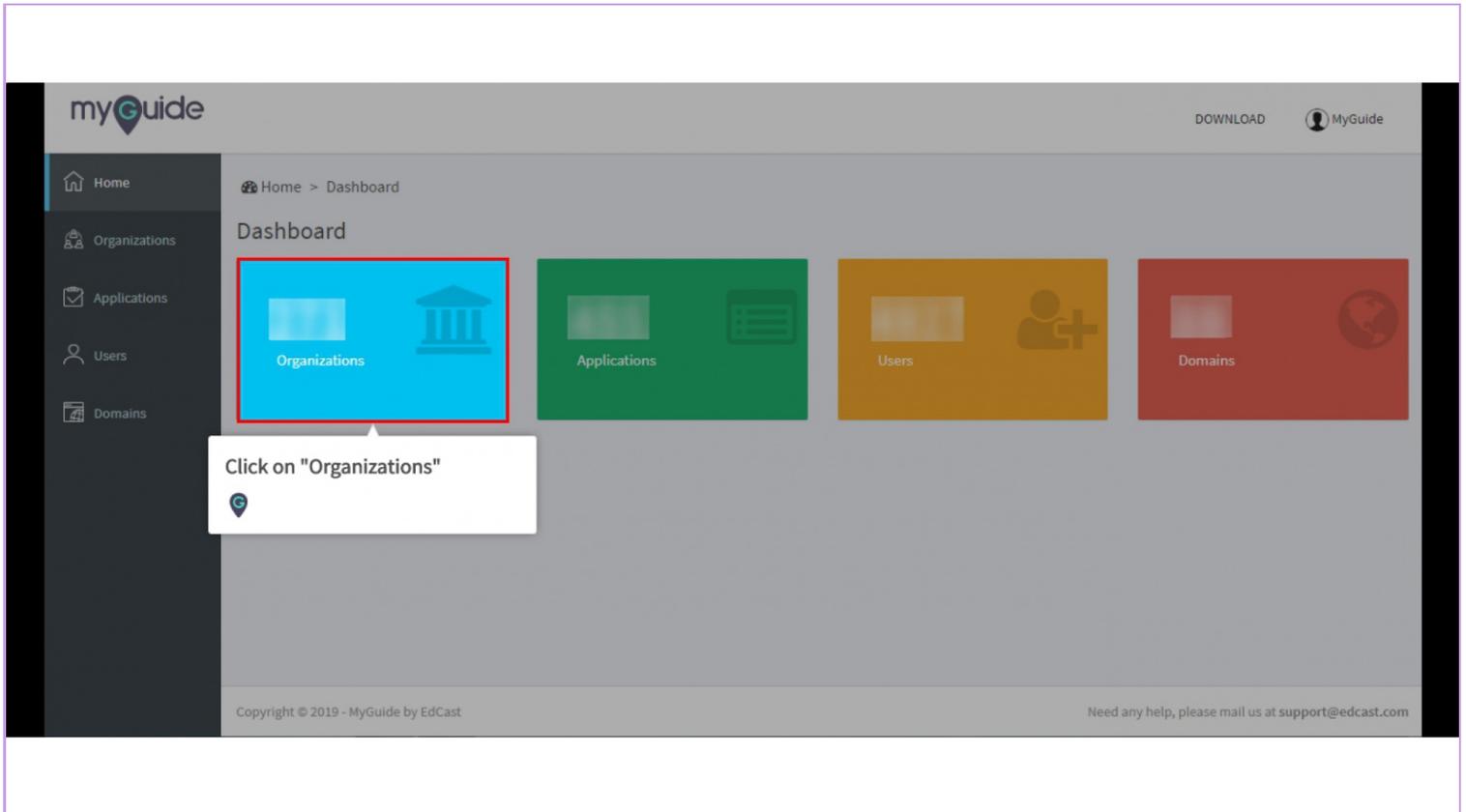
Click "Login with MyGuide"



The screenshot shows the MyGuide login interface. At the top left is the 'myGuide' logo, and at the top right is a 'DOWNLOAD' dropdown menu. The main content area features a white login form with two yellow input fields for email and password. Below these fields is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. To the right of the reCAPTCHA is a 'Forgot Password?' link. The 'Login with MyGuide' button is highlighted with a red border. A white callout box with a location pin icon points to this button, containing the text 'Click "Login with MyGuide"'. Below the button is a link: 'Don't have an account? Sign up now'. At the bottom of the page, there is a copyright notice: 'Copyright © 2018 - MyGuide by EdCast Need any help, please mail us at support@edcast.com'.

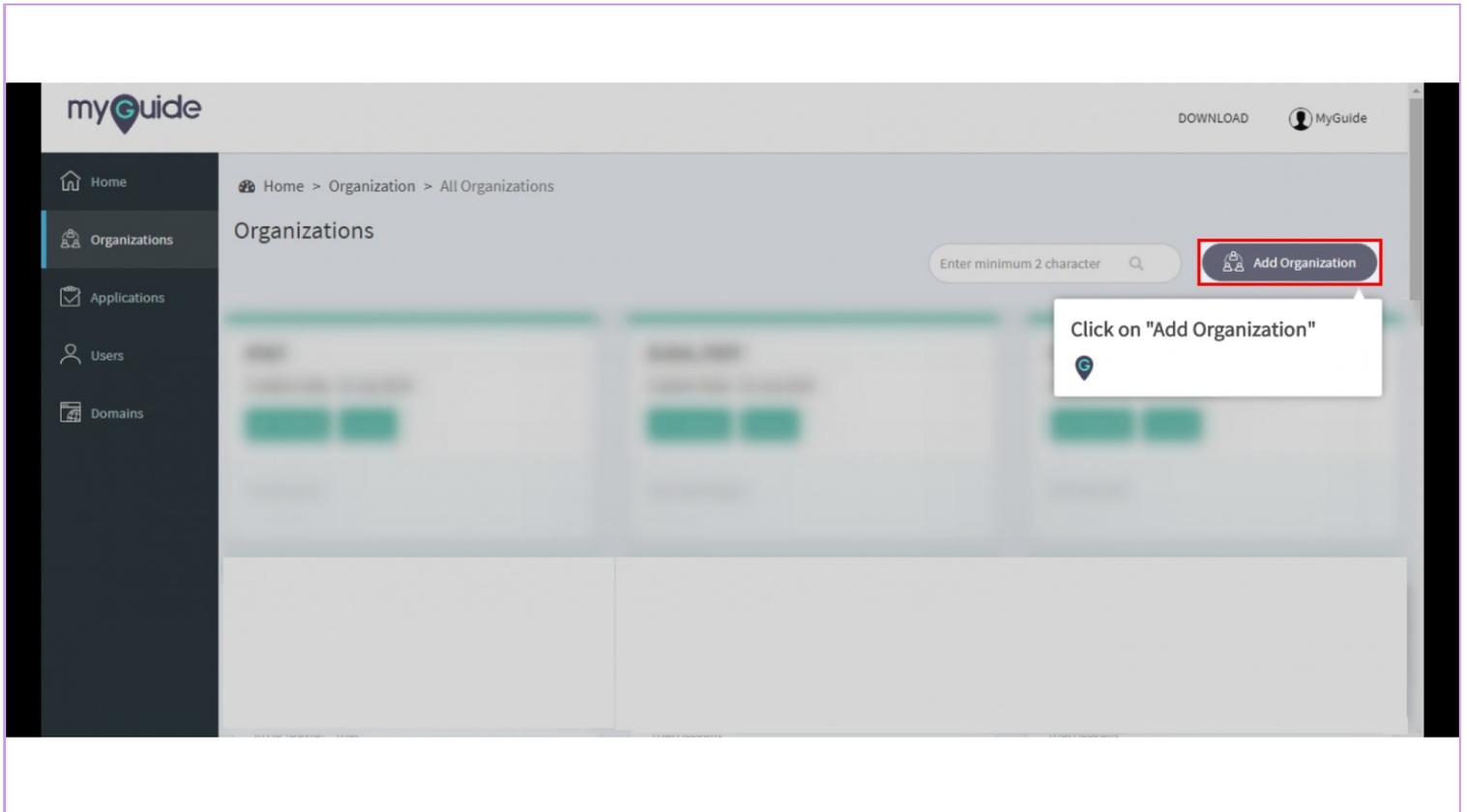
## Step: 04

Click on "Organizations"



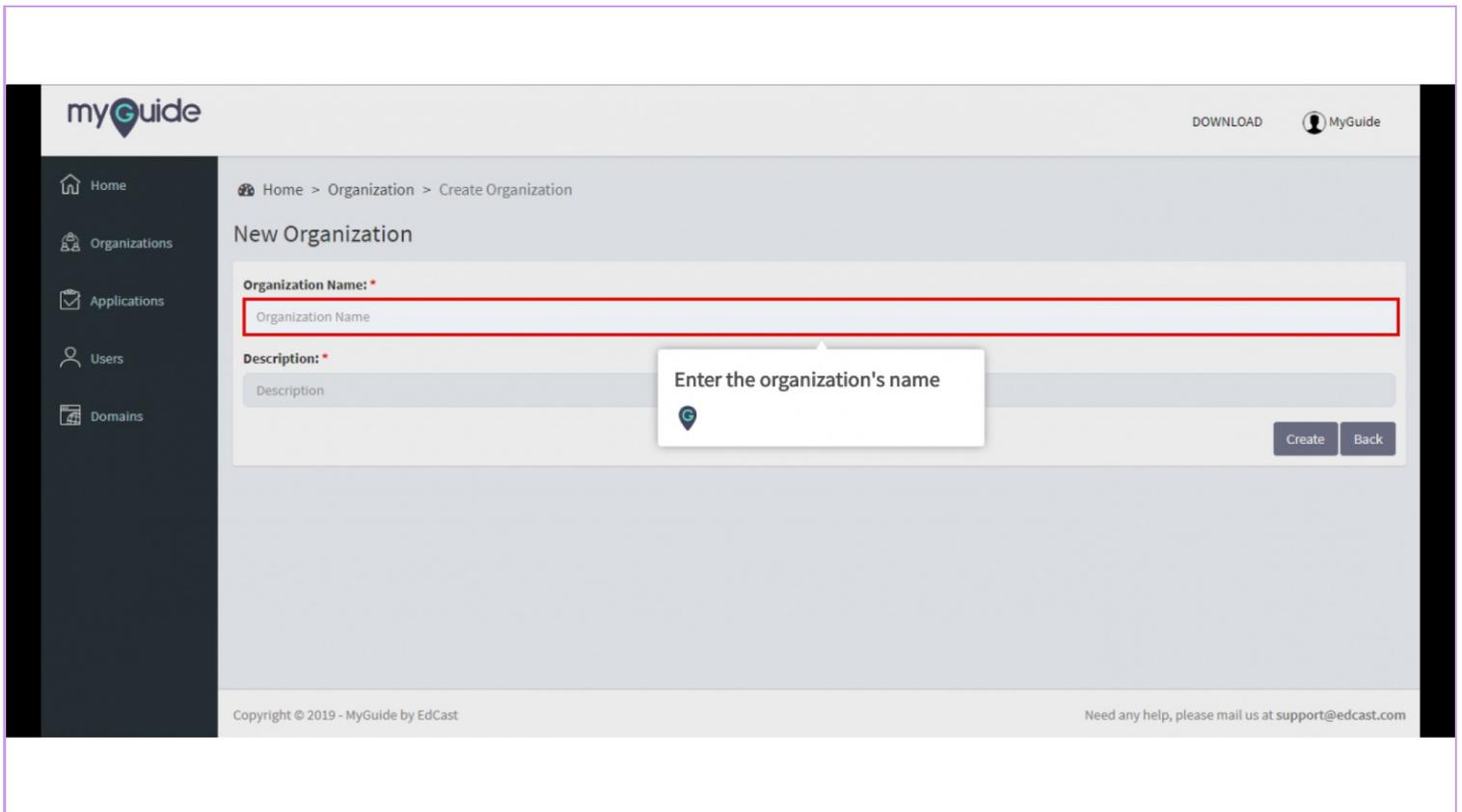
## Step: 05

Click on "Add Organization"



## Step: 06

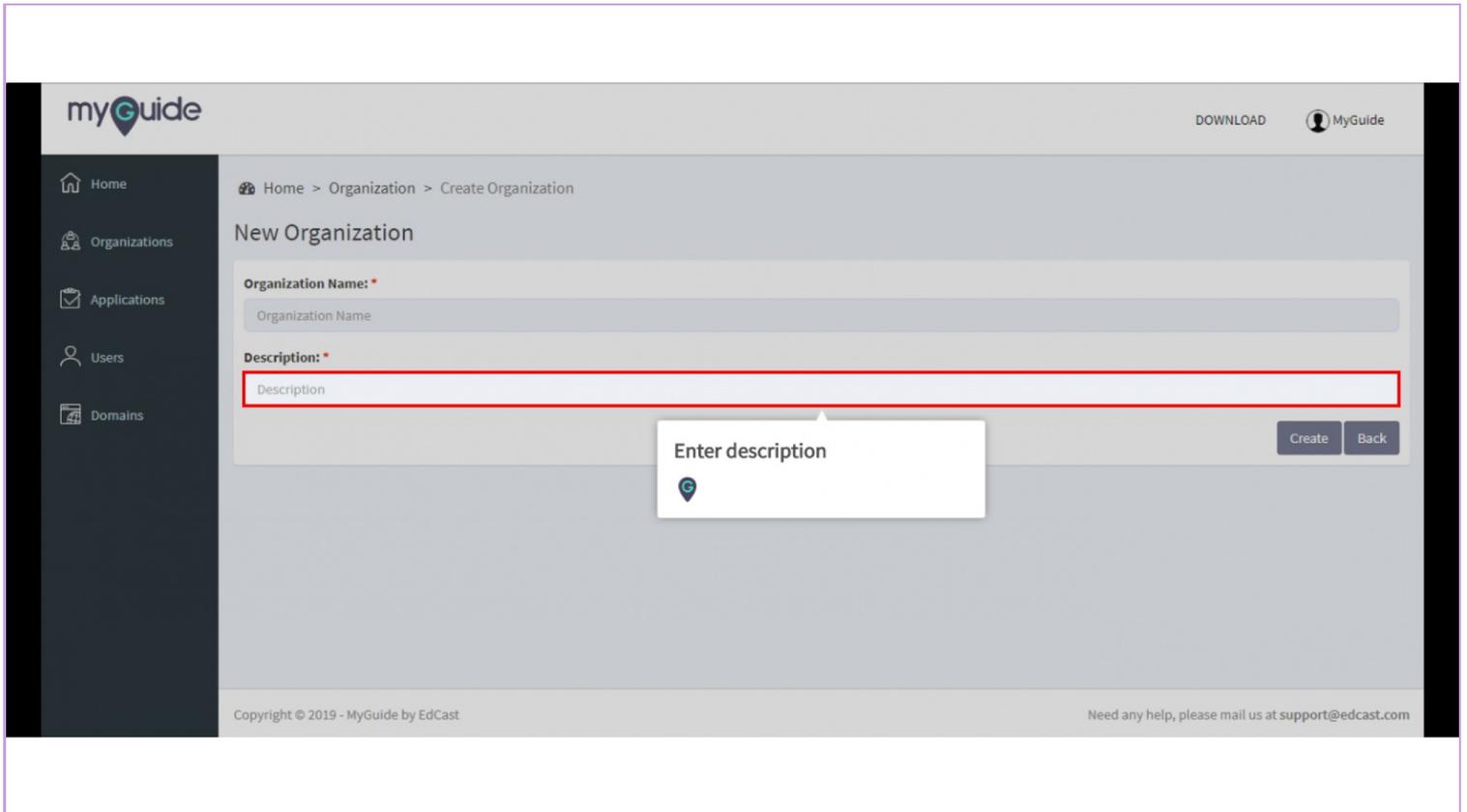
Enter the organization's name



The screenshot shows the 'myGuide' web application interface. The top navigation bar includes the 'myGuide' logo, a 'DOWNLOAD' link, and a user profile icon labeled 'MyGuide'. A dark sidebar on the left contains navigation links for 'Home', 'Organizations', 'Applications', 'Users', and 'Domains'. The main content area is titled 'New Organization' and shows a breadcrumb trail: 'Home > Organization > Create Organization'. The form contains two input fields: 'Organization Name' and 'Description'. The 'Organization Name' field is highlighted with a red border, and a tooltip with the text 'Enter the organization's name' is positioned over it. At the bottom right of the form are 'Create' and 'Back' buttons. The footer contains the text 'Copyright © 2019 - MyGuide by EdCast' and 'Need any help, please mail us at support@edcast.com'.

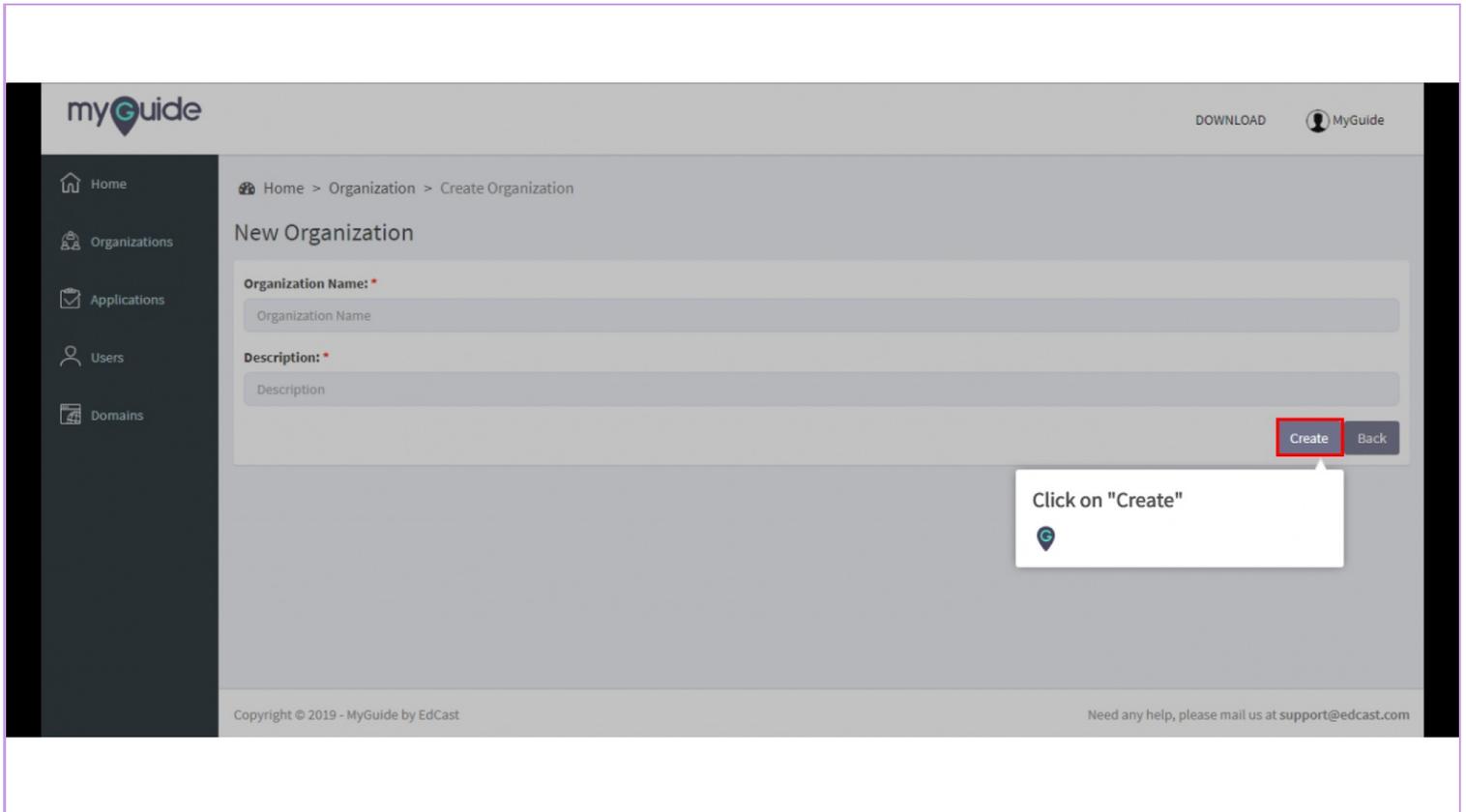
# Step: 07

Enter description



## Step: 08

Click on "Create"



The screenshot displays the 'myGuide' web application interface. The top navigation bar includes the 'myGuide' logo, a 'DOWNLOAD' link, and a user profile icon labeled 'MyGuide'. A dark sidebar on the left contains navigation links for 'Home', 'Organizations', 'Applications', 'Users', and 'Domains'. The main content area shows a breadcrumb trail: 'Home > Organization > Create Organization'. Below this, the title 'New Organization' is displayed. The form contains two input fields: 'Organization Name' and 'Description', both with red asterisks indicating they are required. At the bottom right of the form, there are two buttons: 'Create' (highlighted with a red box) and 'Back'. A white callout box with a pointer to the 'Create' button contains the text 'Click on "Create"' and a small location pin icon. The footer of the page includes the copyright notice 'Copyright © 2019 - MyGuide by EdCast' and the support email 'Need any help, please mail us at support@edcast.com'.

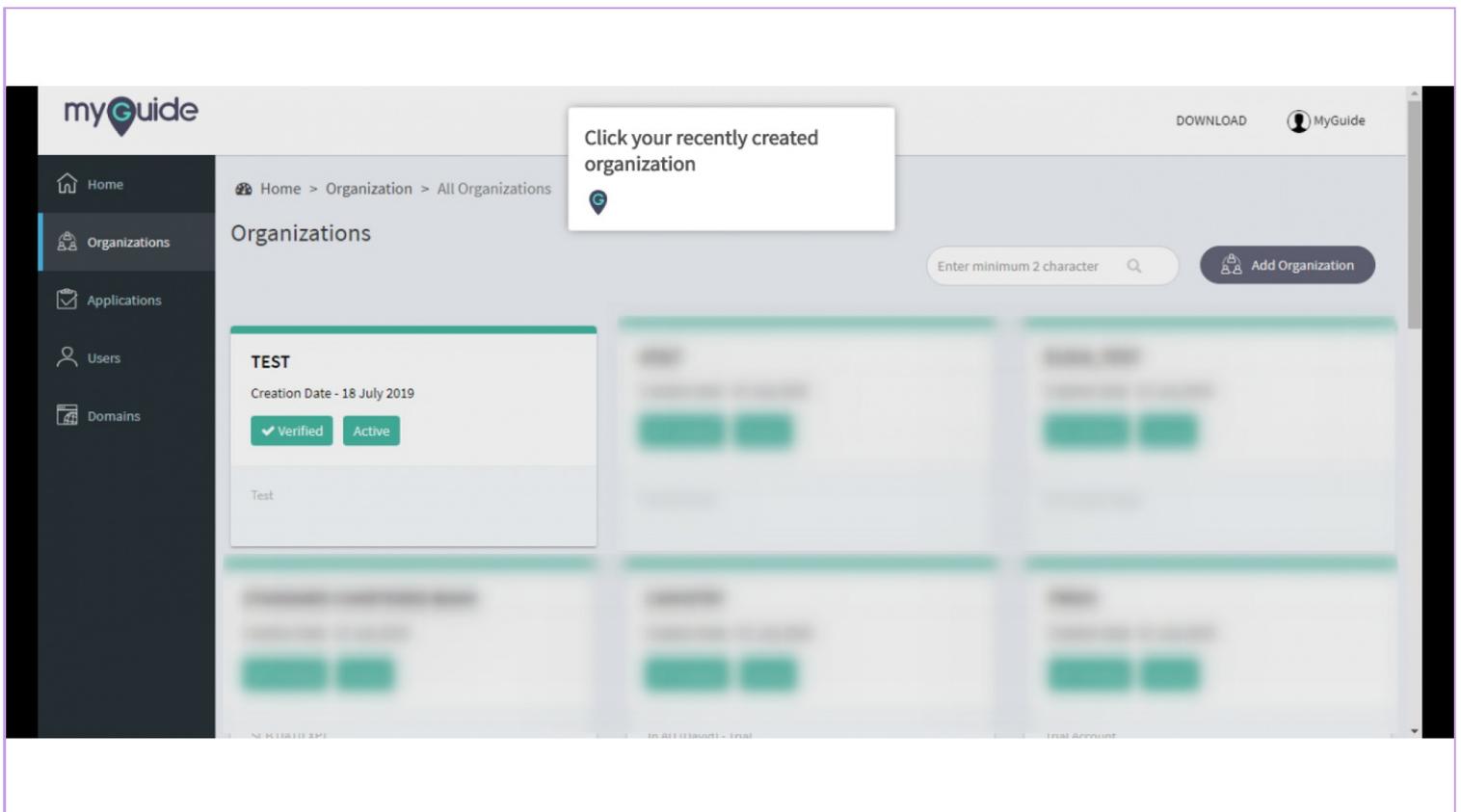
## Step: 09

Organization has been created.  
A confirmation email will be received by the CSM

The screenshot displays the myGuide web application interface. The top navigation bar includes the myGuide logo, a 'DOWNLOAD' button, and a user profile icon labeled 'MyGuide'. The left sidebar contains navigation options: Home, Organizations (highlighted), Applications, Users, and Domains. The main content area is titled 'Organizations' and shows a list of organization cards. The first card, titled 'TEST', is highlighted with a red border and shows 'Creation Date - 18 July 2019' and two status buttons: 'Verified' and 'Active'. A white tooltip box is overlaid on the card, containing the text: 'Organization has been created. A confirmation email will be received by the CSM'. The background shows a grid of other organization cards, each with a search bar and an 'Add Organization' button.

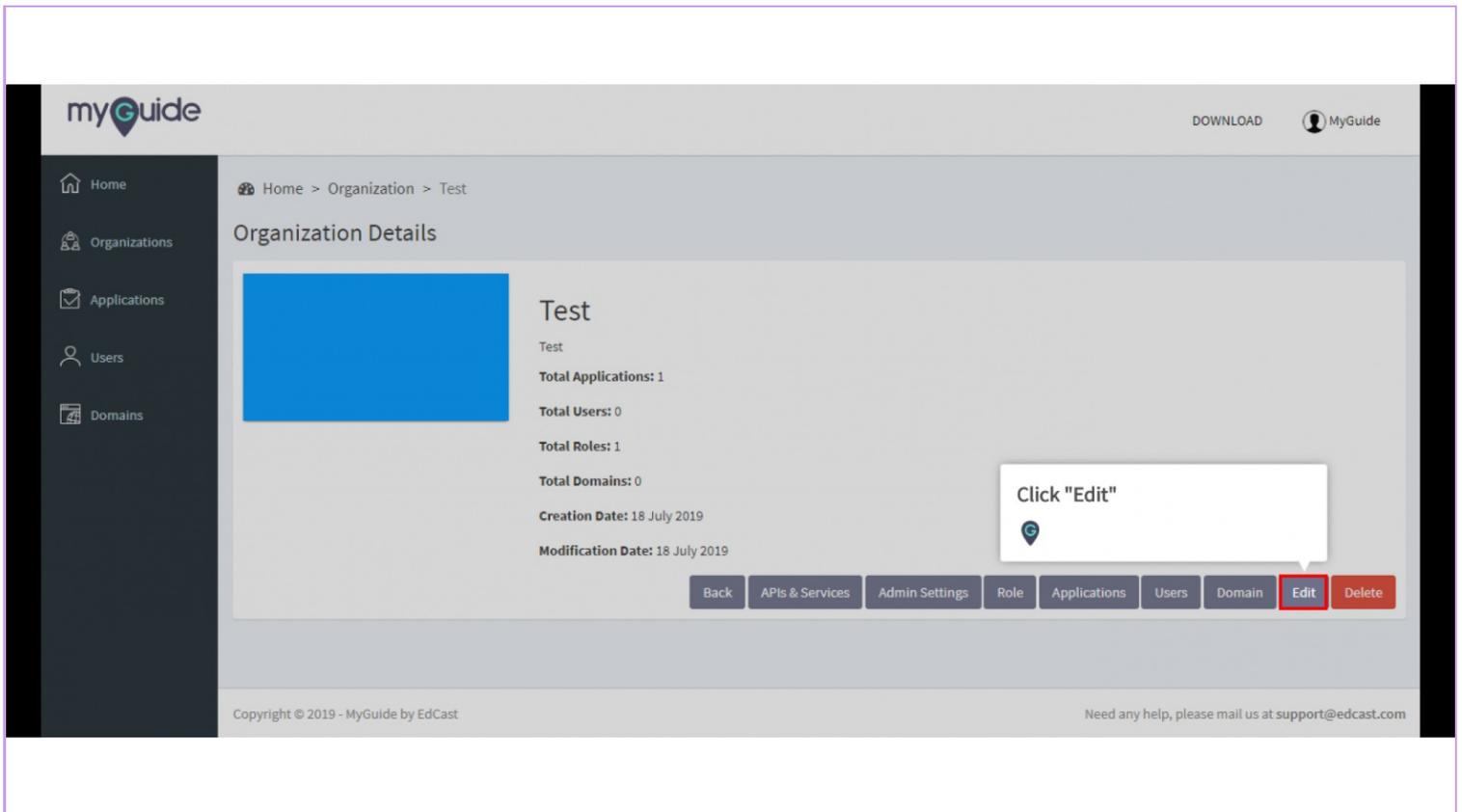
## Step: 10

Click your recently created organization



# Step: 11

Click "Edit"



## Step: 12

Enter the details accordingly and save

myGuide

DOWNLOAD MyGuide

Home > Organization: Test > Edit

### Organization Edit

**Organization Name\***

**Description\***

**Organization Image**

**Dual Authentication**  Enable  Disable

**Guide Role**  Enable  Disable

**First Slide (1280 x 720)\***

Enter the details accordingly and save

# Thank You!

[myguide.org](https://myguide.org)