BIG THINK +

How do I invite users to Big Think+?

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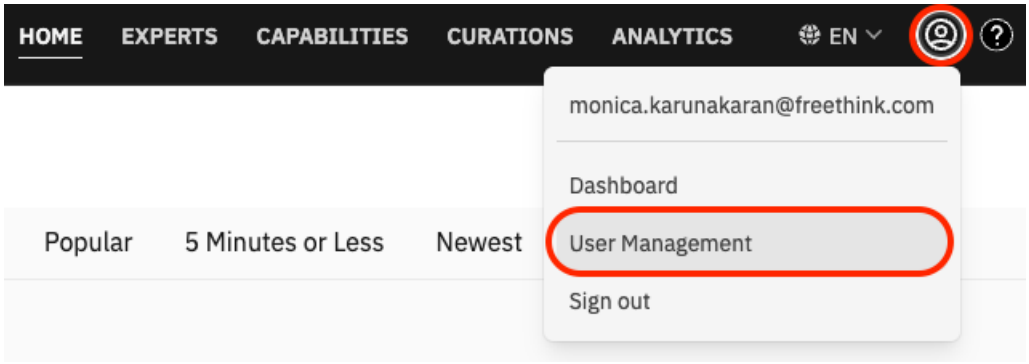
This article explains the steps for inviting users from your organization to Big Think+.

Inviting users is one of the core features of User Management. Whether you're onboarding a handful of new learners or rolling out the platform across your organization, you can easily send invitations that include user roles, expiration dates, and optional welcome messages.

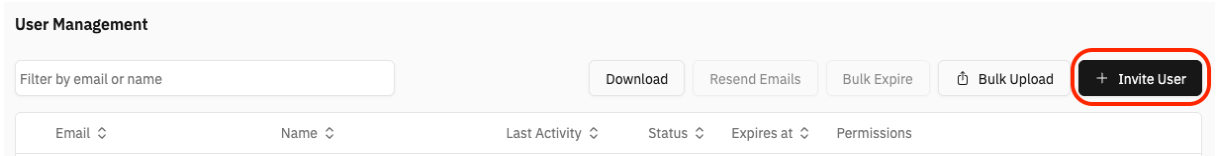
How do I invite an individual user?

To invite a single user:

1. Go to **User Management** from your Profile menu.



2. Click **Invite User** in the top-right corner.



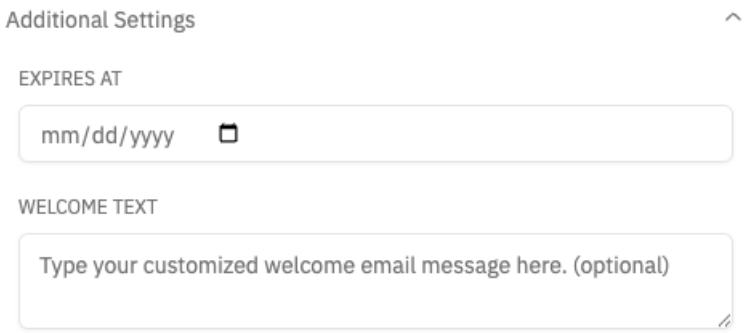
3. Enter the user's **first name**, **last name**, and **email address**.

4. (Optional) Choose the **permissions** you'd like to assign, if any.



5. (Optional) Under **Additional Settings**, set an **expiration date** for access and add

a **customized welcome message** that will appear in the invitation email.

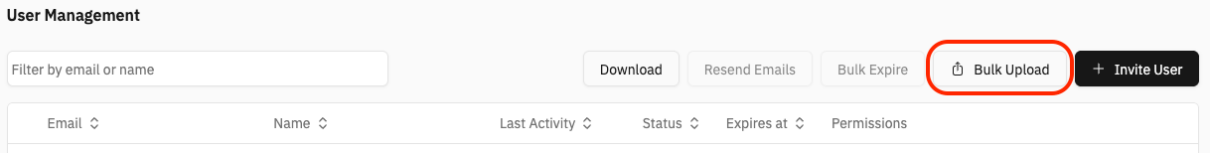


6. Click **Invite User** to send the email invitation.

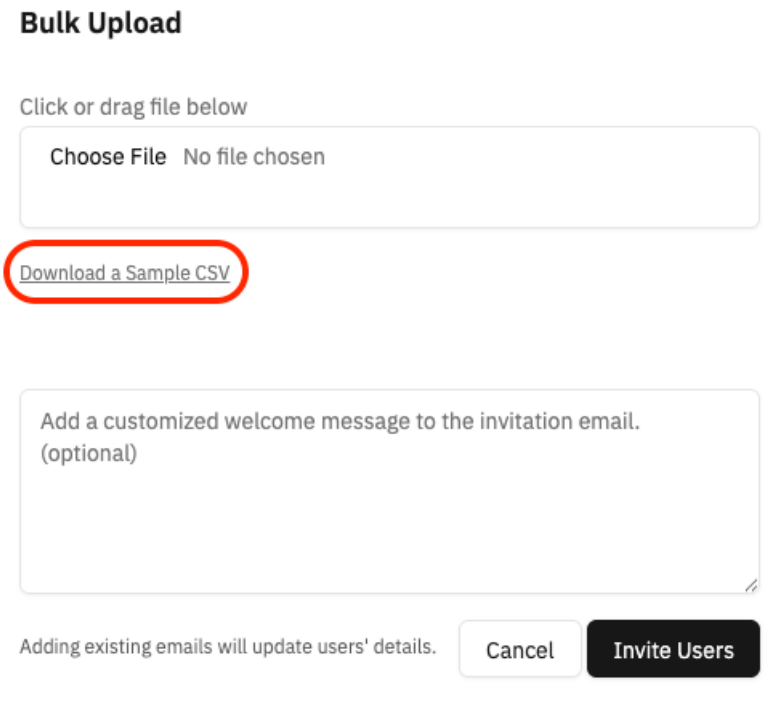
How do I invite users in bulk?

To upload multiple users at once:

1. In the **User Management** dashboard, click **Bulk Upload**.



2. Click **Download a Sample CSV** to get the correct file format.



3. Add your users to the CSV file. Include first and last names and email addresses.

4. Click **Choose File** (or drag the file into the upload area) to upload your CSV file.

5. (Optional) Add a **customized welcome message** that will appear in the invitation email.

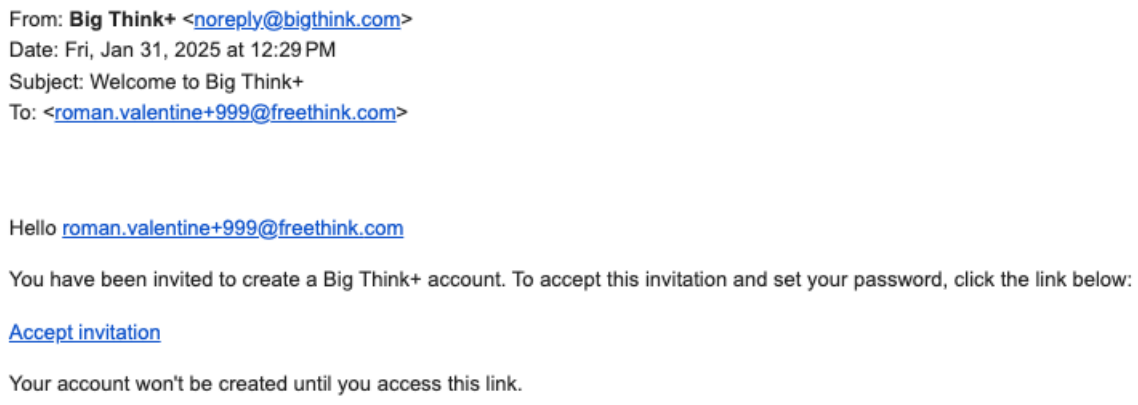
6. Click **Invite Users** to process and send email invitations.

What happens after I send an invite?

Each invited user receives a plain-text email from Big Think+ with access instructions. If a welcome message was added, it appears in the email body. Users who don't log in will remain in the **"Hasn't Logged In"** status and can be reinvited later.

What does the email look like?

Email invitation, no welcome message


From: **Big Think+** <noreply@bigthink.com>
Date: Fri, Jan 31, 2025 at 12:29 PM
Subject: Welcome to Big Think+
To: <roman.valentine+999@freethink.com>

Hello roman.valentine+999@freethink.com

You have been invited to create a Big Think+ account. To accept this invitation and set your password, click the link below:

Accept invitation

Your account won't be created until you access this link.

Email invitation with a welcome message

BIG THINK +

From: **Big Think+** <noreply@bigthink.com>
Date: Thu, Jun 20, 2024 at 9:35AM
Subject: Welcome to Big Think+
To: <roman.valentine+55@freethink.com>

Welcome to Big Think+

A note from your learning manager:

Hey, we just got BT+ take a look at the content and add members from your team!

Accept invitation

Your account won't be created until you access this link.