

How to Add a Member to your Capti Organization

1 Log In to your Capti admin or teacher account.

Capti ID or Email
brian@team.captivoice.com

Password
.....

[I forgot my password](#)

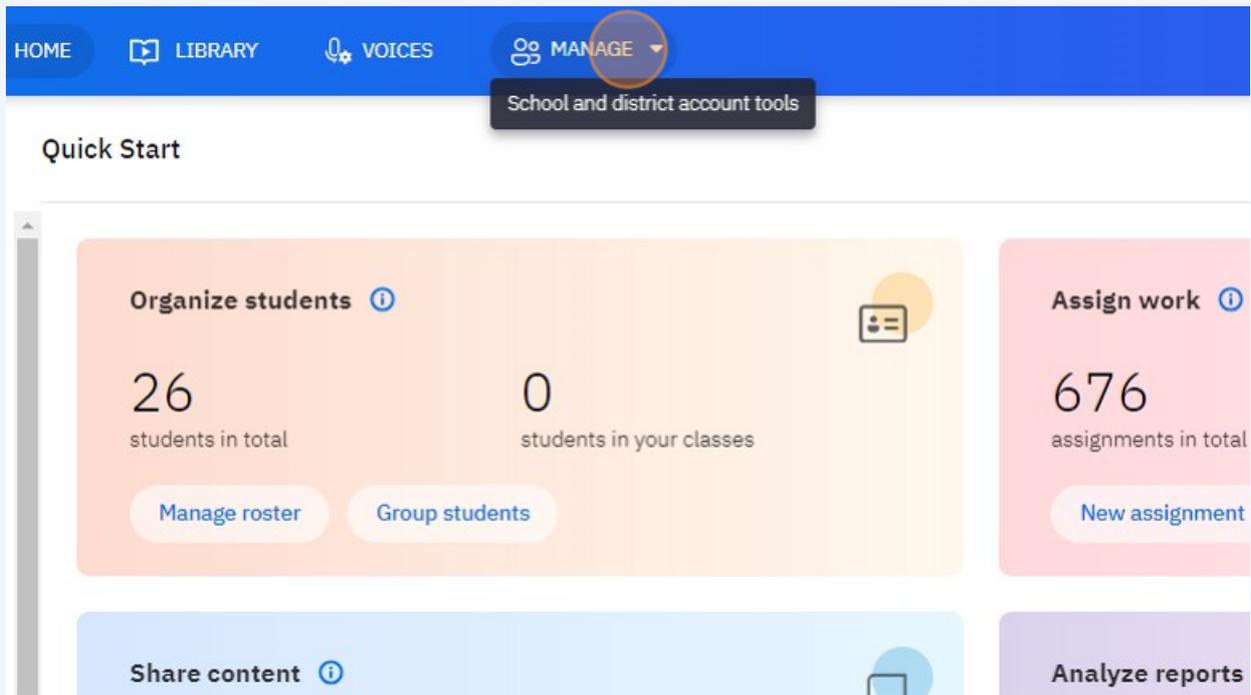
Log In

OR SIGN IN WITH:

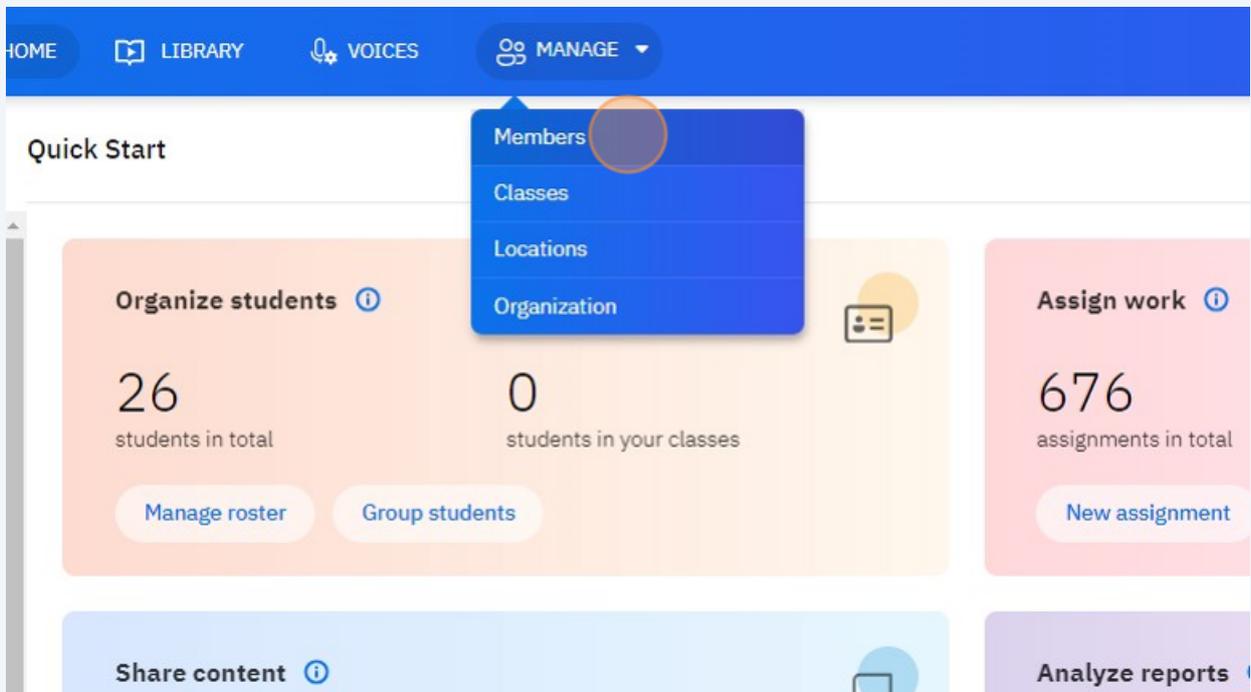
    

By signing up you agree to our [Privacy Policy](#) and [Terms of Service](#)

2 Click "MANAGE"



3 Click "Members"



4 Click "Enroll"

Students: 56/250
Faculty: 8/ unlimited

Enroll

... Bulk Action

Unique ID	Last Login	Status	Actions
	07/31/2023	✓ Active	...
	08/03/2023	✓ Active	...
	02/17/2023	✓ Active	...

5 Click "Enroll Single Member..."

Enroll

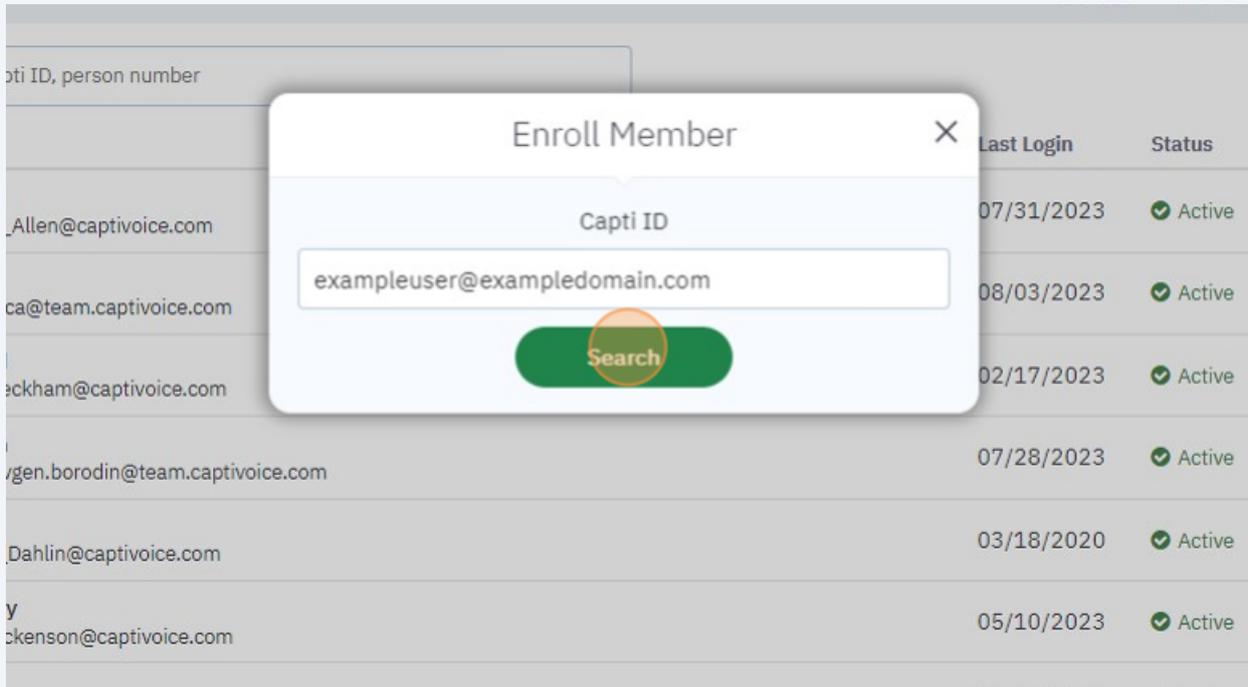
... Bulk Action

- Enroll Single Member...
- Enroll Members From File...
- Import from Google Classroom
- Synchronize with Student Information System...

Unique ID	Last Login	Status	Actions
	07/31/2023	✓ Active	...
	08/03/2023	✓ Active	...
	02/17/2023	✓ Active	...

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Type the email address (real or fake) of the user you want to add to your Capti account. Click search. If the user has an existing Capti account, they will be invited to join. If they do not have a Capti account, continue with the next steps.

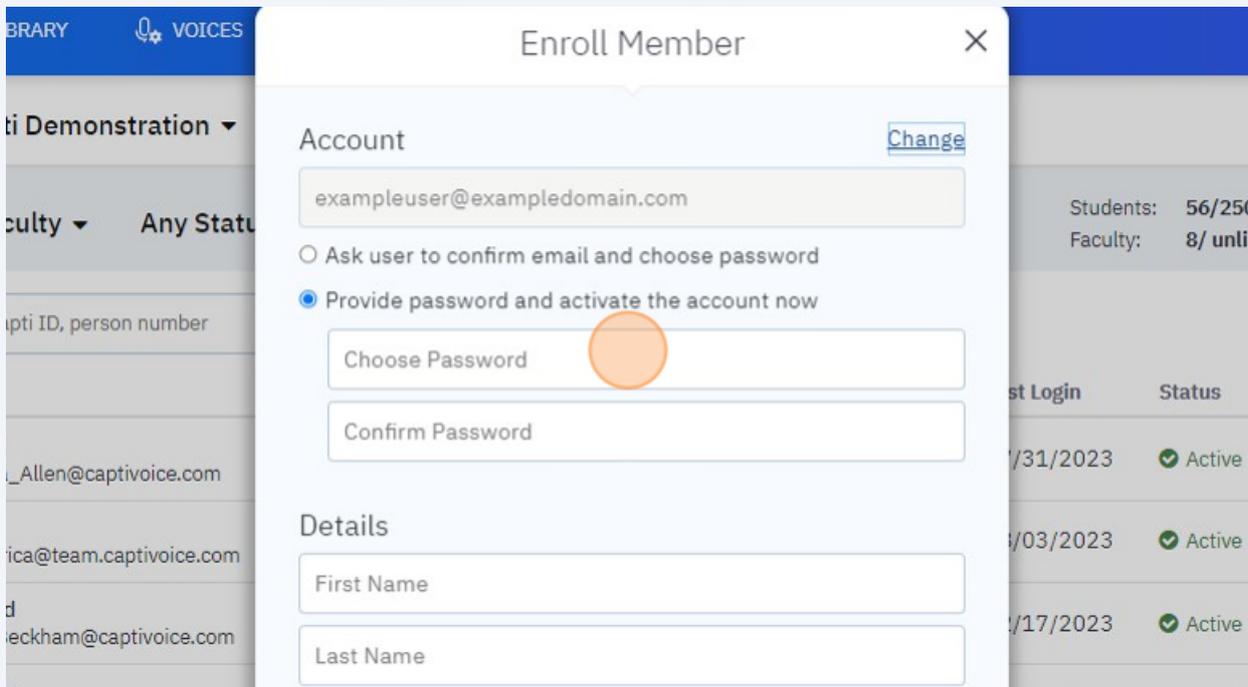


The screenshot shows a modal dialog titled "Enroll Member" with a close button (X) in the top right corner. Inside the dialog, there is a label "Capti ID" above a text input field containing the email address "exampleuser@exampledomain.com". Below the input field is a green button with the text "Search" in white, which is circled in orange. The background is a blurred view of a user list table with columns for "Last Login" and "Status".

	Last Login	Status
	07/31/2023	Active
	08/03/2023	Active
	02/17/2023	Active
	07/28/2023	Active
	03/18/2020	Active
	05/10/2023	Active

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Click the "Choose Password" field. Enter in a simple password for the user.



The screenshot shows the "Enroll Member" dialog box with the "Account" section expanded. The email address "exampleuser@exampledomain.com" is entered in the top field. Below it are two radio button options: "Ask user to confirm email and choose password" (unselected) and "Provide password and activate the account now" (selected). Under the selected option, there are two text input fields: "Choose Password" and "Confirm Password". The "Choose Password" field is circled in orange. Below these fields is the "Details" section with input fields for "First Name" and "Last Name". A "Change" link is visible next to the email field. The background shows a blurred sidebar with navigation options and a table with "Students: 56/250" and "Faculty: 8/ unli".

8 Enter the first name and last name of the user.

Ask user to confirm email and choose password

Provide password and activate the account now

...

...

Details

First Name

Last Name

Student

Capti Demonstration

No class

Faculty: 8/ unlimited

First Login	Status
11/31/2023	Active
11/03/2023	Active
11/17/2023	Active
11/28/2023	Active
11/18/2020	Active
11/10/2023	Active

9 Click this dropdown. Select the role you want for the Capti user. District admin, School admin, Teacher or Student. Please see the Capti admin manual for more information about each role.

...

...

Details

Example

User

Student

Capti Demonstration

No class

Enroll another

Enroll

First Login	Status	Actions
11/31/2023	Active	...
11/03/2023	Active	...
11/17/2023	Active	...
11/28/2023	Active	...
11/18/2020	Active	...
11/10/2023	Active	...
11/03/2022	Active	...

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Click this dropdown. Select the location you want the member to belong to. If you only have one location, it will be selected by default.

The screenshot shows a user enrollment form overlaid on a list of users. The form has several input fields: two at the top with three dots, a 'Details' section with 'Example', 'User', and a dropdown menu currently set to 'Student'. Below this is another dropdown menu set to 'Capti Demonstration', which is highlighted with an orange circle. At the bottom of the form are a checkbox for 'Enroll another' and a green 'Enroll' button. The background shows a table with columns for 'Last Login' and 'Status'.

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Click this dropdown. Select the class, if any, you want this member to belong to. You can add members to classes later in the "Classes" menu.

This screenshot is identical to the one above, but the dropdown menu is now set to 'Capti Demonstration' and is highlighted with an orange circle. The 'Enroll' button is still visible at the bottom right of the form.

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Once you are happy with your selections, click "Enroll" and the member will be added to your Capti organization.

The screenshot shows a web interface for enrolling a member. A modal form is open, containing several input fields and dropdown menus. The fields are labeled 'Example', 'User', 'Student', 'Capti Demonstration', and 'No class'. Below these fields is a checkbox labeled 'Enroll another' and a green button labeled 'Enroll'. The 'Enroll' button is circled in orange. In the background, a table is visible with columns for 'Last Login', 'Status', and 'Actions'. The table contains several rows of data, including dates and the word 'Active'.

Last Login	Status	Actions
/31/2023	Active	...
/03/2023	Active	...
/17/2023	Active	...
/28/2023	Active	...
/18/2020	Active	...
/10/2023	Active	...
/03/2022	Active	...