

ACCOUNT PORTAL USER GUIDE



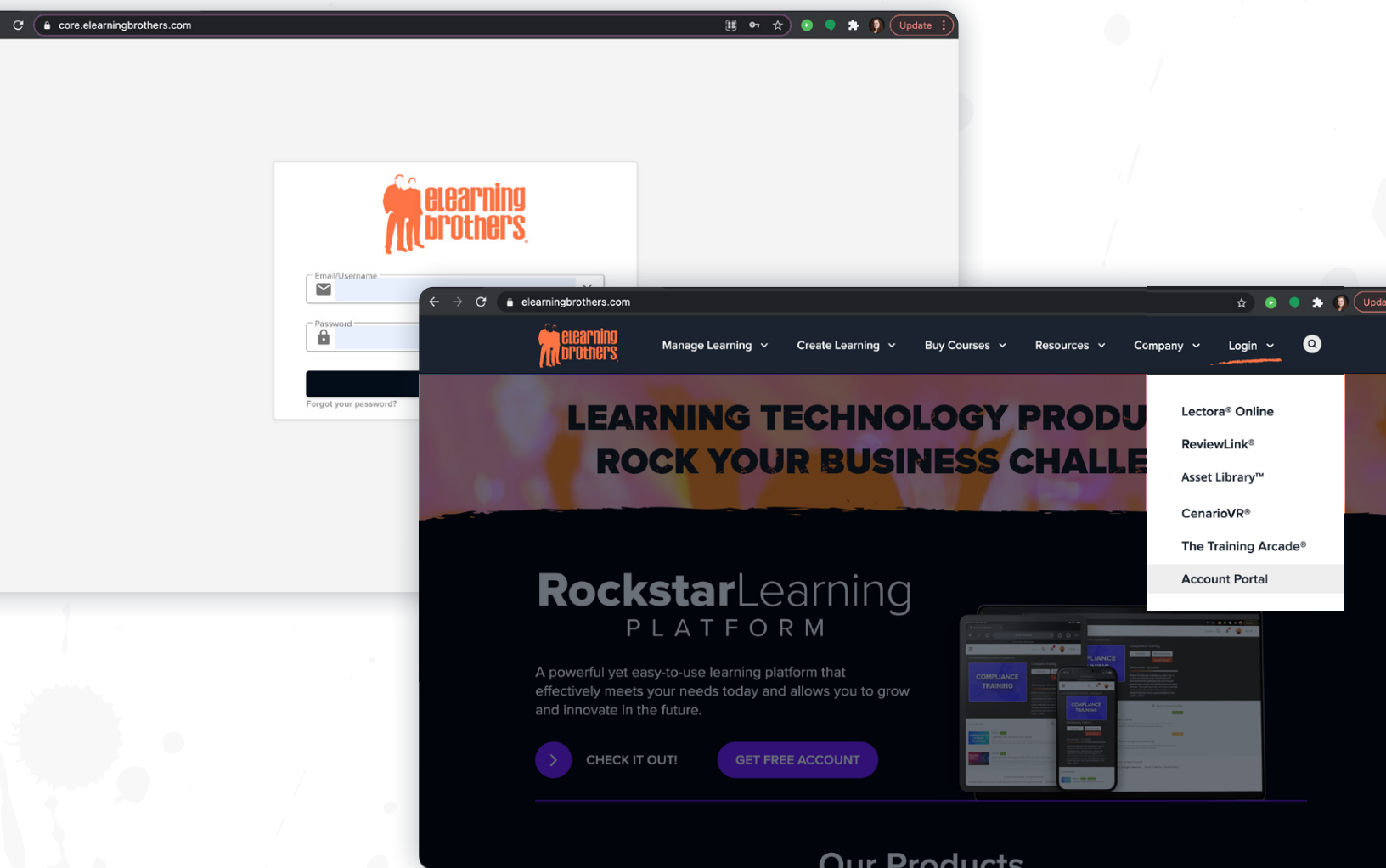
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Welcome to the eLearning Brothers Account Portal!

The Account Portal provides a single location to access all of the Authoring Suite applications. The Account Portal log-in screen can be accessed by visiting either:

1. <https://core.elearningbrothers.com/> or
2. <https://elearningbrothers.com/> (click *Account Portal* from *Login* drop down in navigation)



This Account Portal guide is in 2 sections:

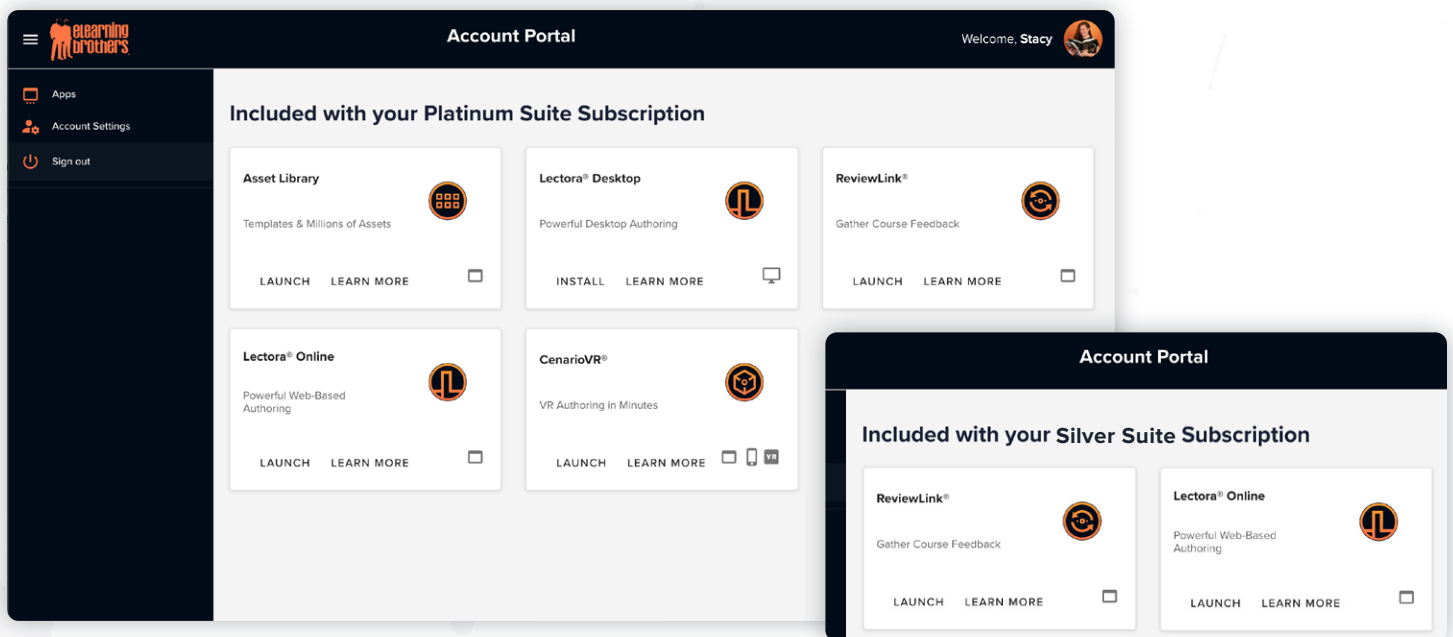
1. Account Portal Guide for Organization Administrators—those managing their organization’s account; and,
2. Account Portal Guide for Individual Authors

The Account Portal Guide for Organization Administrators

The Account Portal will be the primary access point for all users with any Authoring Suite subscription (see previous page for instructions on how to log in).

Each user with an Authoring Suite subscription will see the appropriate applications for their suite.

- » **Silver Suite:** Lectora® Online, ReviewLink®, and Asset Library (assets available in-app only)
- » **Gold Suite:** Lectora® Desktop, Lectora® Online, ReviewLink®, and Asset Library (in-app and full web access)
- » **Platinum Suite:** CenarioVR®, Lectora® Desktop, Lectora® Online, ReviewLink®, and Asset Library (in-app and full web access)

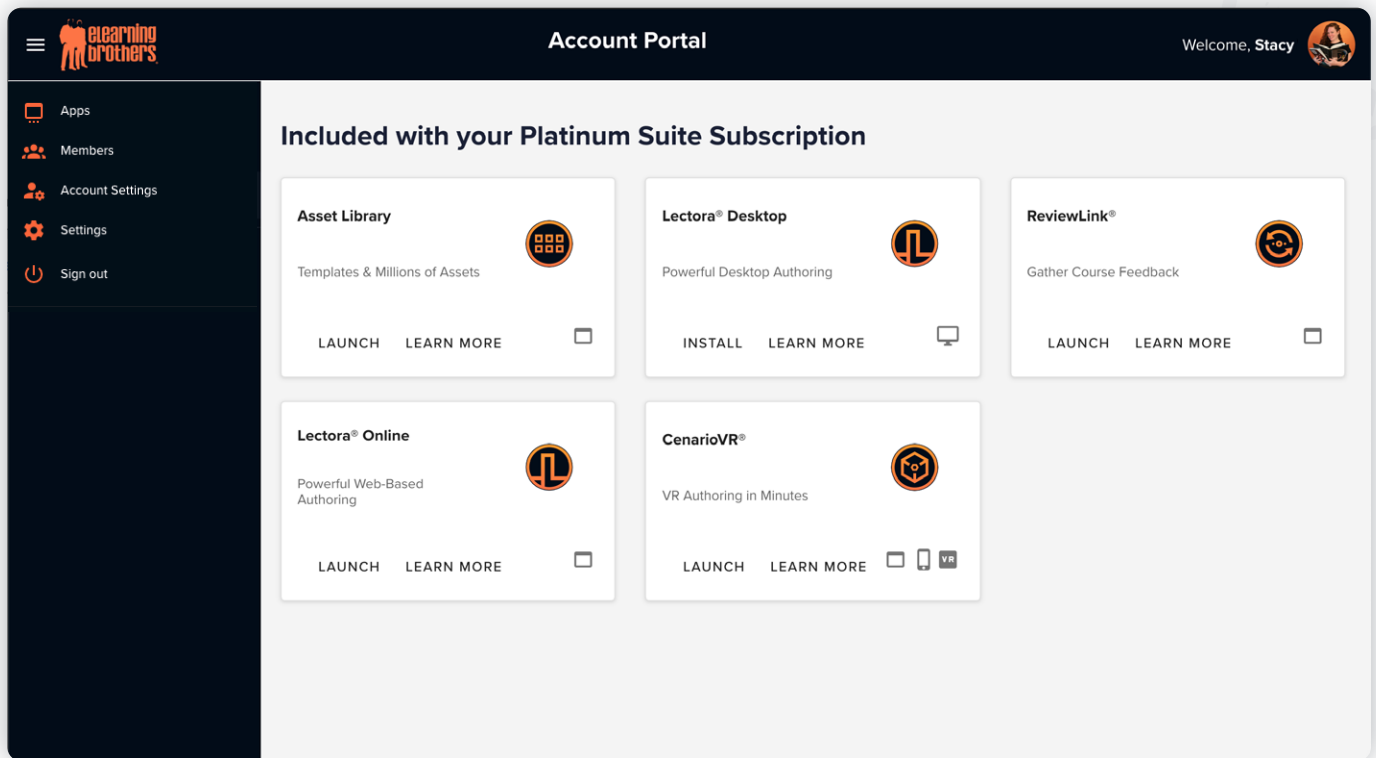


NOTE: For organizations that do not subscribe to Platinum Suites, users may see other applications with the option to initiate a trial.

ACCOUNT PORTAL INTERFACE

Apps Screen

The *Apps* screen is the default view when a user is logged in, and will include all applications provisioned for that user.



This example is showing a Platinum Suite which includes 5 eLearning applications.

When the **LAUNCH** button is clicked for any application, the browser will open a new window for the application and automatically log the user in. The exception is Lectora® Desktop as that application is only available for Windows systems. Clicking on Install will download the Lectora software for installation on the local machine. See the section on Lectora Desktop Installation for more information.

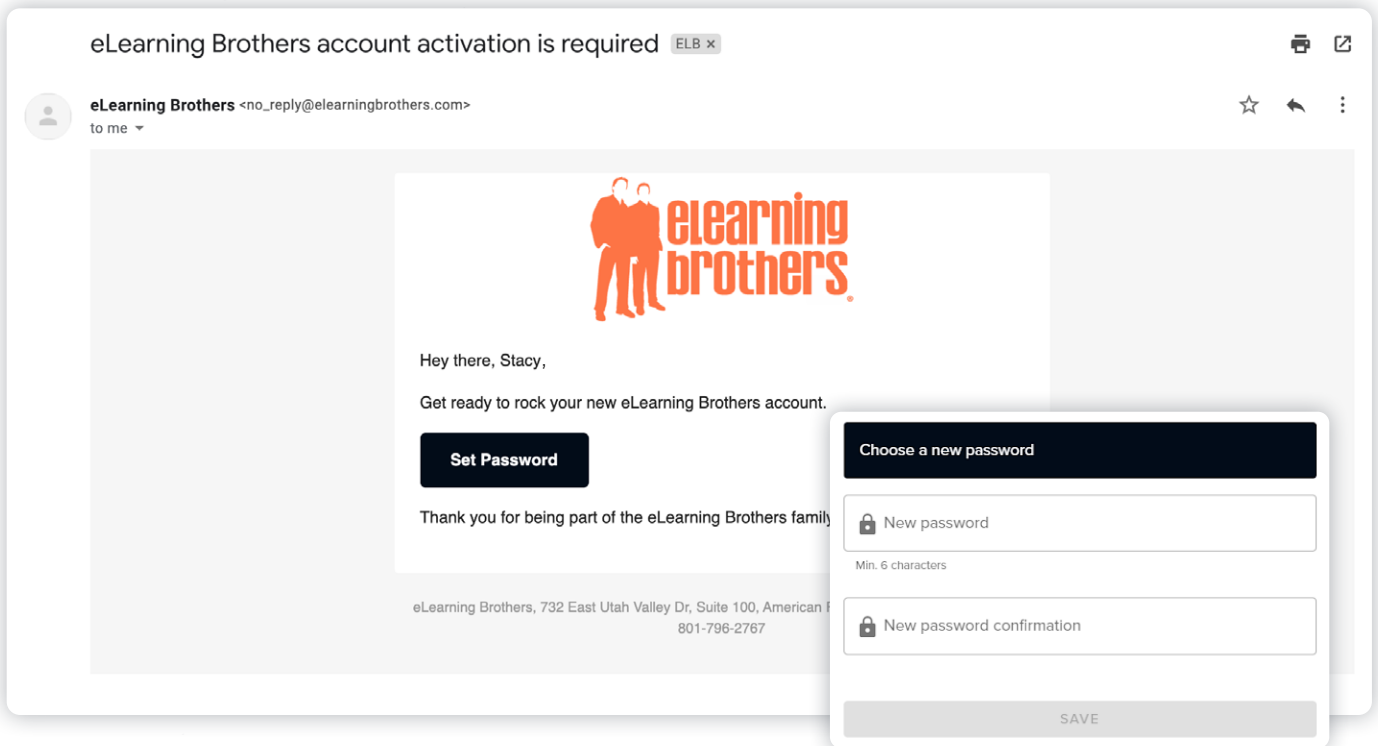
LEARN MORE links will direct the user to our common website page for each product.

Members Screen

ADDING USERS

If you are an organization administrator or an account manager, you will be able to manage users on the *Members* tab. Clicking on the + New button allows you to add users one at a time to your organization.

When a user is added, they will receive an email prompting them to click a Set Password button. The new user will need to create and enter a new password. Once completed, they will be prompted to sign in.



NOTE: The link in this email will expire in 72 hours. If the email link expires, an Org Administrator or Account Manager can reissue the Set Password email by clicking on the envelope icon for that particular user.

Users						Filter	+ New	Export
First Name	Last Name	Email	Role	Activated	Actions			
Bill	Brockavich	bbrockavich@elearningbrothers.com	Fulfillment Read Only	✓		Resend Activation Email		
Stacy	Swagger	sswagger@elearningbrothers.com	Fulfillment Read Only	✗				
Nic	Nevil	nnevil@elearningbrothers.com	Fulfillment Read Only	✓				

ROLES

Users are assigned one of three user types:

- » **Org Administrator** – This is the owner of the account. The Org Administrator can set organization-level settings, add users, and access all applications.
- » **Author** – An Author can access all applications for their use. No admin privileges are offered in this role.
- » **Account Manager** – An Account Manager’s primary role is to manage users and have access to future e-commerce features. However, Account Managers will not have access to any application and are not included in the total subscription count.

Account Settings Screen

Account Settings are the logged-in user’s personal information (such as name, email, the option to update their password, and to upload a profile photo/avatar).

The screenshot displays the 'Account Settings' interface. On the left is a dark sidebar with icons and labels for 'Apps', 'Members', 'Account Settings' (highlighted), 'Settings', and 'Sign out'. The top navigation bar includes the 'elearning brothers' logo, the text 'Account Portal', and a user greeting 'Welcome, Stacy' with a profile icon. The main content area is divided into three sections:

- Account Information:** Shows 'Membership Id: 111111' and three input fields: 'First Name' (containing 'Stacy'), 'Last Name' (containing 'Swagger'), and 'Email' (containing 'sswagger@elearningbrothers.com').
- Password:** Includes the text 'Manage and update your account password.' and a button labeled 'UPDATE PASSWORD'.
- Avatar:** Features the text 'A photo helps personalize your account', a circular profile picture, and a button labeled 'UPDATE AVATAR IMAGE'.

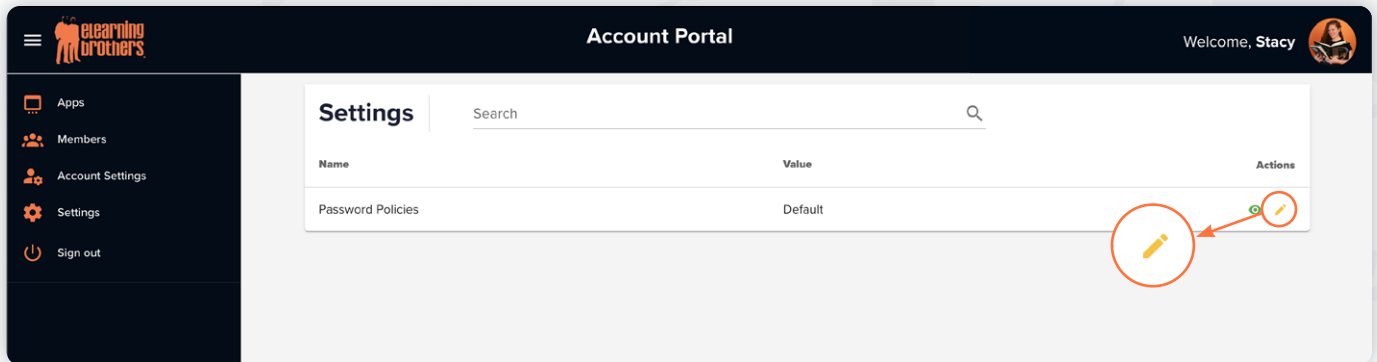
Depending on the user’s role, [MANAGE PLAN](#) may be available.

NOTE: e-commerce features may not be available for all accounts. Please contact sales@elearningbrothers.com for assistance.



The screenshot shows the 'Subscription(s)' section. It has the heading 'Subscription(s)' and the subtext 'Manage your subscriptions'. Below this is a card for a subscription plan named 'PLATINUM SUITE', which includes a small image of a drum set and the text 'Quantity: 100'. A button labeled 'MANAGE PLAN' is located at the bottom of the card.

Settings Screen

Password Policies can be set by the Org Administrator. Click the pencil icon to edit.



The screenshot shows the Account Portal interface. The top navigation bar includes the eLearning Brothers logo, the text "Account Portal", and a user profile for "Stacy". A left sidebar contains menu items: Apps, Members, Account Settings, Settings (highlighted), and Sign out. The main content area is titled "Settings" and features a search bar. Below the search bar is a table with the following structure:

Name	Value	Actions
Password Policies	Default	 

An orange circle highlights the pencil icon in the Actions column, with an arrow pointing to it from the right.

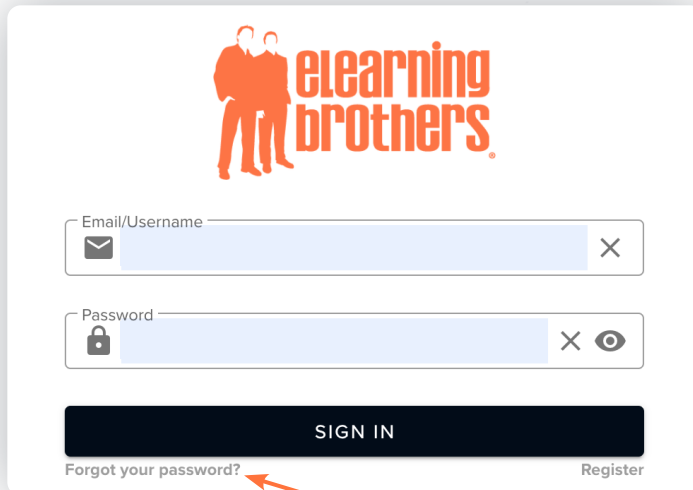
Default Password Policies:

- » Minimum password length: 6 characters
- » Require the use of both upper-case and lower-case letters: No
- » Require one or more numerical digits: No
- » Prohibition of words found in a password blacklist: No
- » Prohibition of words found in the user's personal information: No

USEFUL NOTES FOR ORG ADMINISTRATORS

Password Resets

- » Password resets must use the *Forgot Password* link available on the login page.
- » Users will need access to their email to complete the reset process.



The screenshot shows the eLearning Brothers login interface. At the top is the logo featuring two stylized figures and the text 'eLearning brothers'. Below the logo are two input fields: 'Email/Username' with an envelope icon and a clear 'X' button, and 'Password' with a lock icon, a clear 'X' button, and an eye icon for toggling visibility. A black 'SIGN IN' button is positioned below the fields. At the bottom left is a link 'Forgot your password?' with an orange arrow pointing to it, and at the bottom right is a link 'Register'.

Deleting Users

Deleting users from the Account Portal will delete content as follows:

- » Lectora® Online
 - All Private Projects (titles) will be deleted. Consider using menu item File › Export › Zip to make backups that can be re-uploaded or share original file with another user in organization.
 - Shared projects will move to the Org Administrator's account.
- » ReviewLink®
 - All uploaded content will be deleted.
- » CenarioVR®
 - All content in the user account will be deleted. Use Export to download scenario project files.

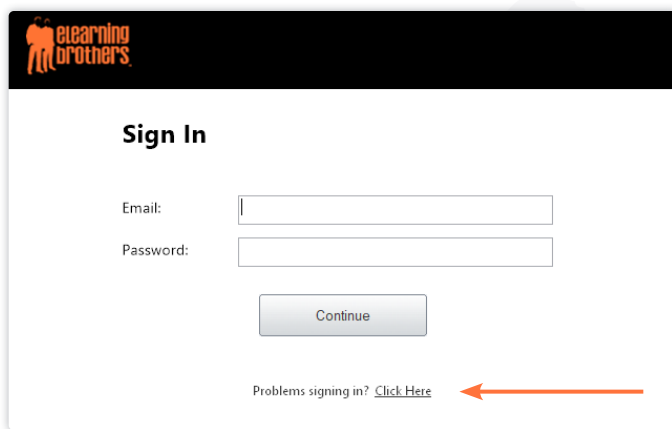
LECTORA® DESKTOP

Lectora Desktop 21 uses username and password credentials and does not use a license key.

- » The authentication and registration process must use the same email and password as used in that user’s Account Portal. **NOTE:** each Lectora Desktop account must be tied to a unique email address.

Internet access is required to register and continue using Lectora Desktop. For specific URLs and application permissions, please see our [Knowledge Base](#).

If an internet connection is not accessible, please contact support@elearningbrothers.com for assistance.



- » Users **should not** use the ‘Problems signing in Click Here’ link on Sign In dialog box unless directed by eLearning Brothers support.

LECTORA® ONLINE

Account Roles Between Systems

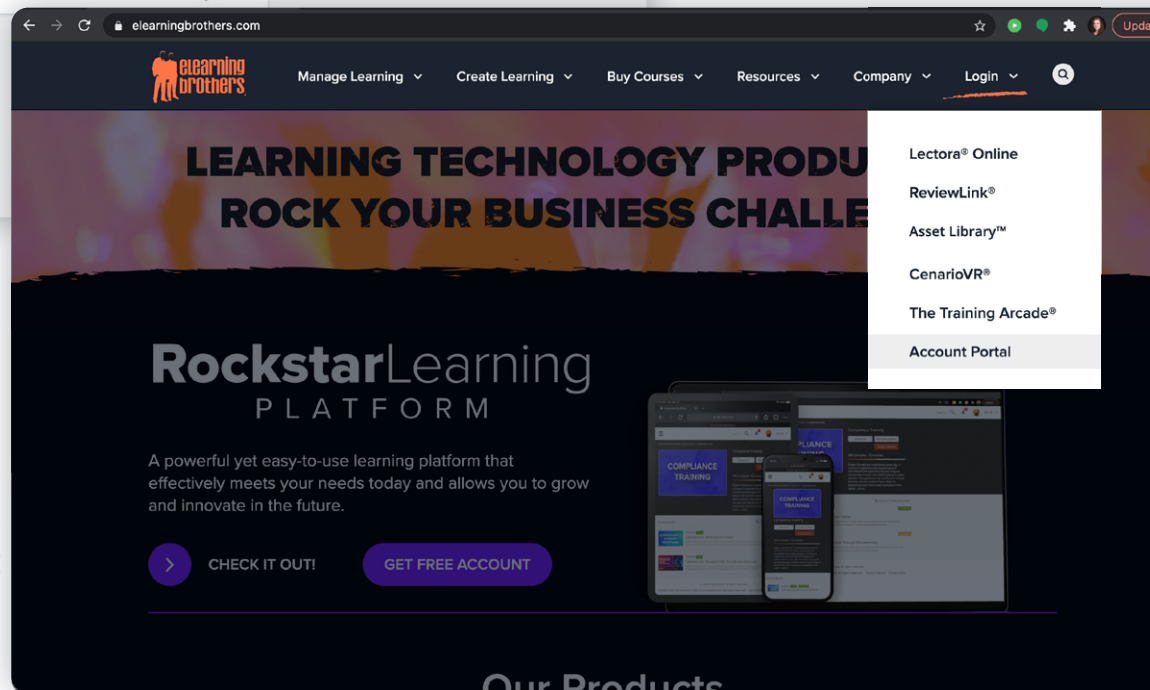
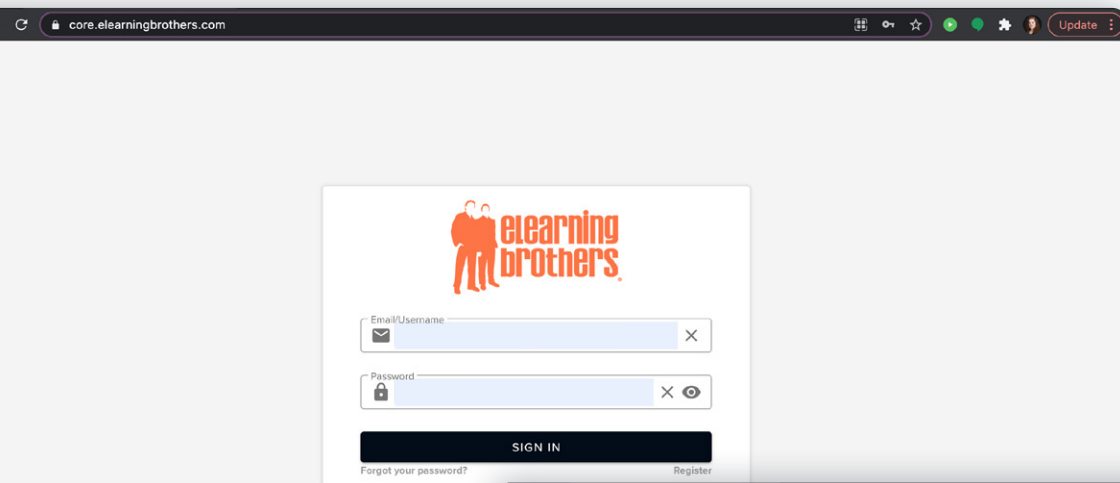
Lectora Online has several user roles. The table below outlines how a Lectora Online role setting will be represented in the Account Portal.

Lectora Online	Account Portal
Administrator	Org Administrator
Administrator (No Authoring)	Account Manager
Project Manager	Author
User	Author
Reviewer	Reviewers will not have an Account Portal account

The Account Portal Guide for Authors

The Account Portal will be your primary access point to all the applications. The Account Portal log-in screen can be accessed by visiting either:

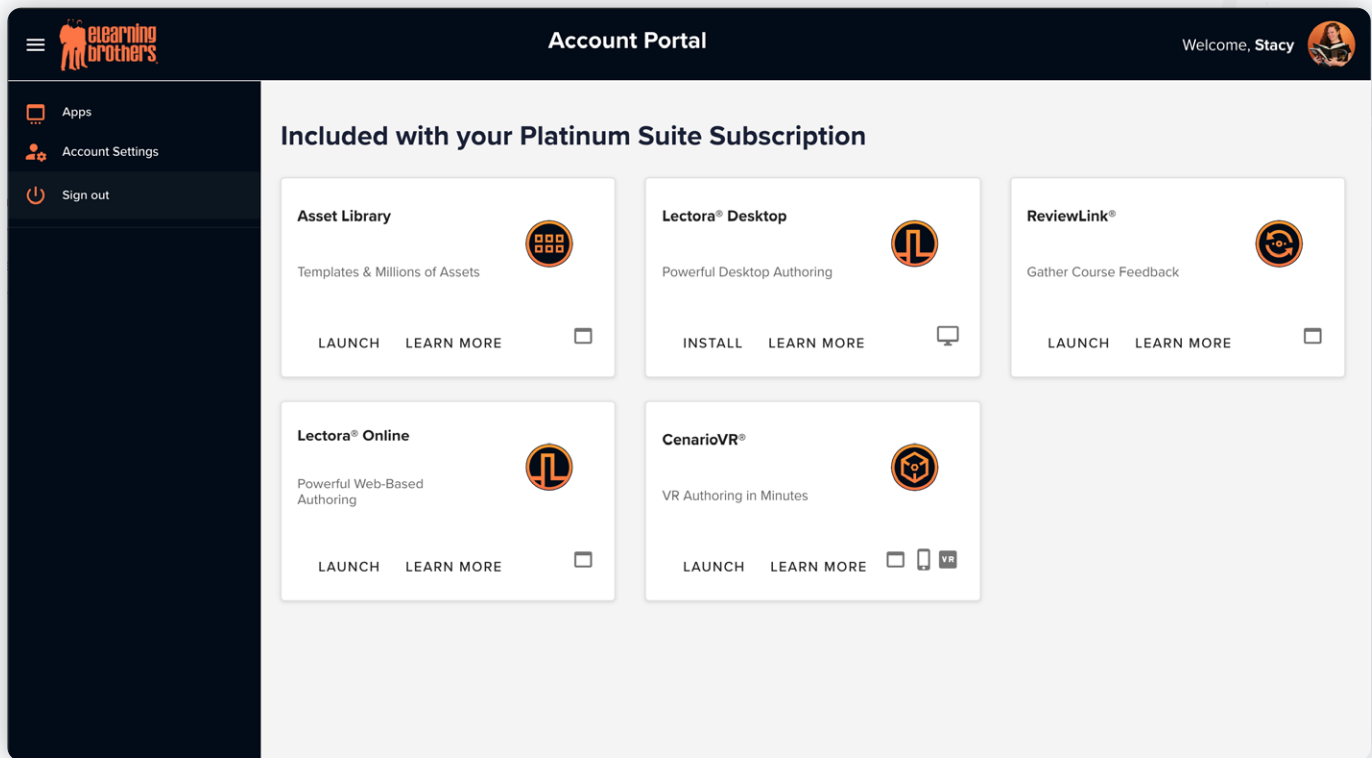
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2. <https://elearningbrothers.com/> (click *Account Portal* from *Login* drop down in navigation)



ACCOUNT PORTAL INTERFACE

Apps Screen

The *Apps* screen is the default view when you're logged in, and will include all applications provisioned for you.



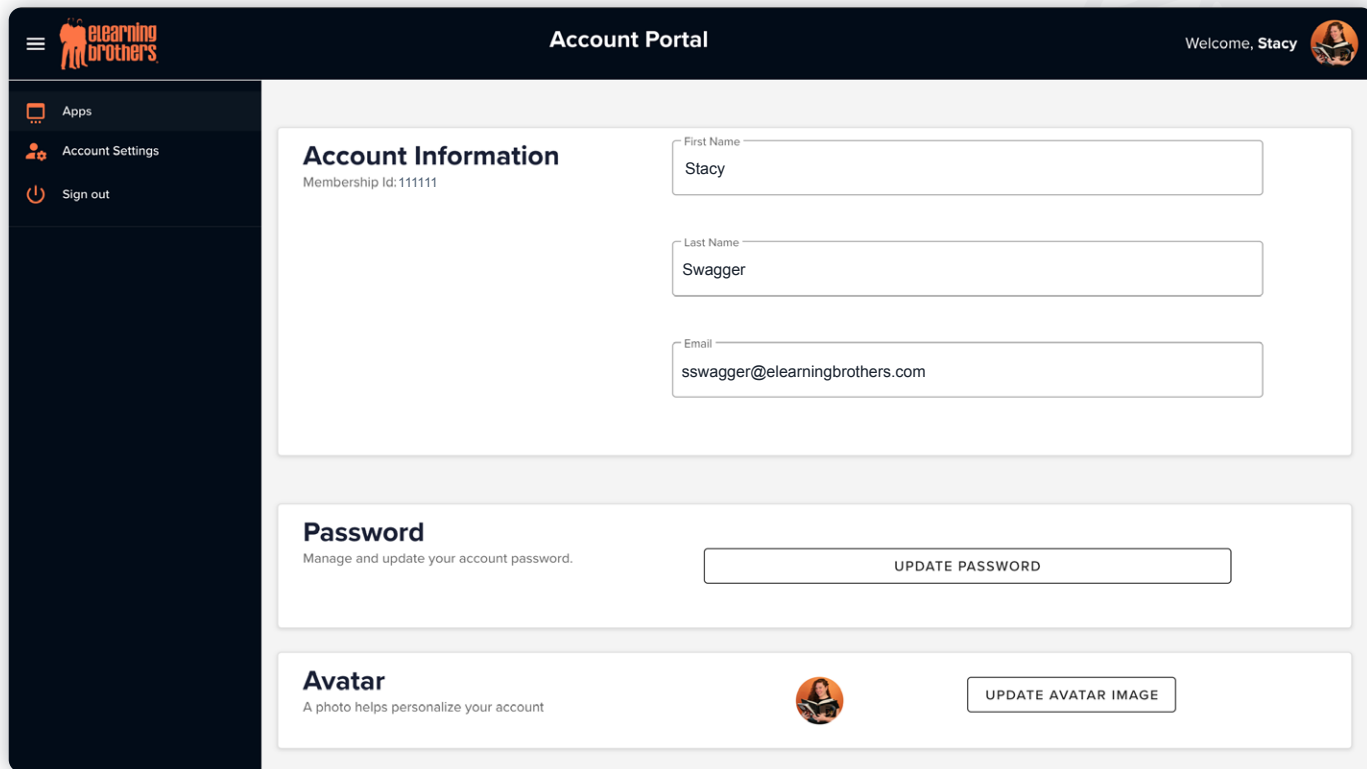
This example is showing a Platinum Suite which includes 5 eLearning applications.

When the **LAUNCH** button is clicked for any application, the browser will open a new window for the application and automatically log you in. The exception is Lectora® Desktop as that application is only available for Windows systems. Clicking on Install will download the Lectora software for installation on the local machine. See the section on Lectora Desktop Installation for more information.

LEARN MORE links will direct you to our common website page for each product.

Account Settings Screen

Account Settings is for your personal information (such as name, email, the option to update your password, and to upload a profile photo/avatar).



The screenshot shows the Account Portal interface. At the top, there is a navigation bar with the eLearning Brothers logo on the left, the text "Account Portal" in the center, and "Welcome, Stacy" with a user profile icon on the right. A dark sidebar on the left contains three menu items: "Apps", "Account Settings" (which is highlighted), and "Sign out". The main content area is divided into three sections: "Account Information", "Password", and "Avatar".

Account Information
Membership Id: 111111

First Name: Stacy

Last Name: Swagger

Email: sswagger@elearningbrothers.com

Password
Manage and update your account password.

UPDATE PASSWORD

Avatar
A photo helps personalize your account

UPDATE AVATAR IMAGE

GENERAL INFORMATION

Password Resets

- » Password resets must use the *Forgot Password* link available on the login page.
- » You will need access to your email to complete the reset process.

Lectora® Desktop

Opening existing projects in Lectora 21.

- » A warning message may be displayed when opening a course created in v19.0.4 or earlier. This is correct as version 21 has a new file format. The warning message reads:
 - Objects which are converted to a newer format will be lost if the new or updated project is opened in Lectora v18 or v19.
- » When opening a course created prior to Lectora v21, a copy of the project file will be saved with a name similar to yourproject.awt.19.0.4 (or 18). If it is required to open this project in the previous version of Lectora, this file should be used. Note that changes made to the project in Lectora 21 will not be reflected in the backup copy (yourproject.awt.19.0.4).
- » Always consider using menu item File > Export > Zip to make backups that can be reused in either the original or newer version of Lectora.

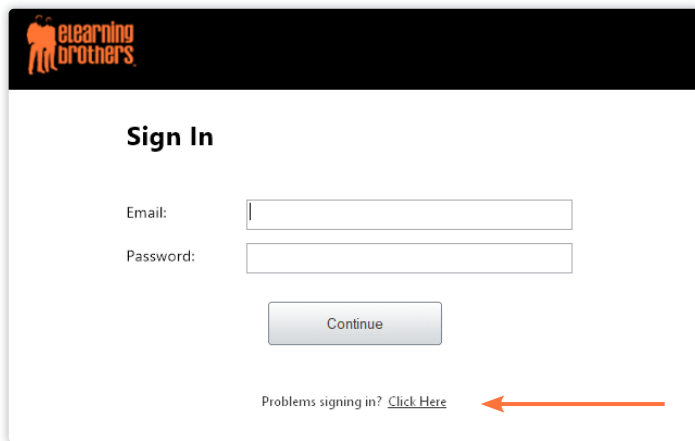
Lectora® Desktop (cont.)

Lectora® Desktop 21 does not have a license key.

- » Please install by using your right mouse button to click on the installation file, then selecting Run as Administrator. If you do not have this option, please contact your Organization Administrator or IT group.
- » Authentication and registration use the same email address and password you used to access the Account Portal.

Internet access is required to register and continue using Lectora Desktop. For specific URLs and application permissions, please see our [Knowledge Base](#).

If an internet connection is not accessible, please contact support@elearningbrothers.com for assistance.



Sign In

Email:

Password:

Problems signing in? [Click Here](#)

- » You **should not** use the '*Problems signing in Click Here*' link on Sign In dialog box unless directed by eLearning Brothers support.

Product & Asset Resources

KNOWLEDGE BASE

[Lectora® »](#)

[CenarioVR® »](#)

[ReviewLink® »](#)

[Asset Library »](#)

COMMUNITY

[Lectora® »](#)

[CenarioVR® »](#)

[ReviewLink® »](#)

[Asset Library »](#)

BLOG

[Lectora® »](#)

[CenarioVR® »](#)

[ReviewLink® »](#)

[Design Assets »](#)



Want to Learn More?

To start your Lectora® journey, please join us for a free, one-hour workshop hosted by our authorized training center, Interactive Advantage.

 **INTERACTIVE ADVANTAGE**

[SIGN UP »](#)