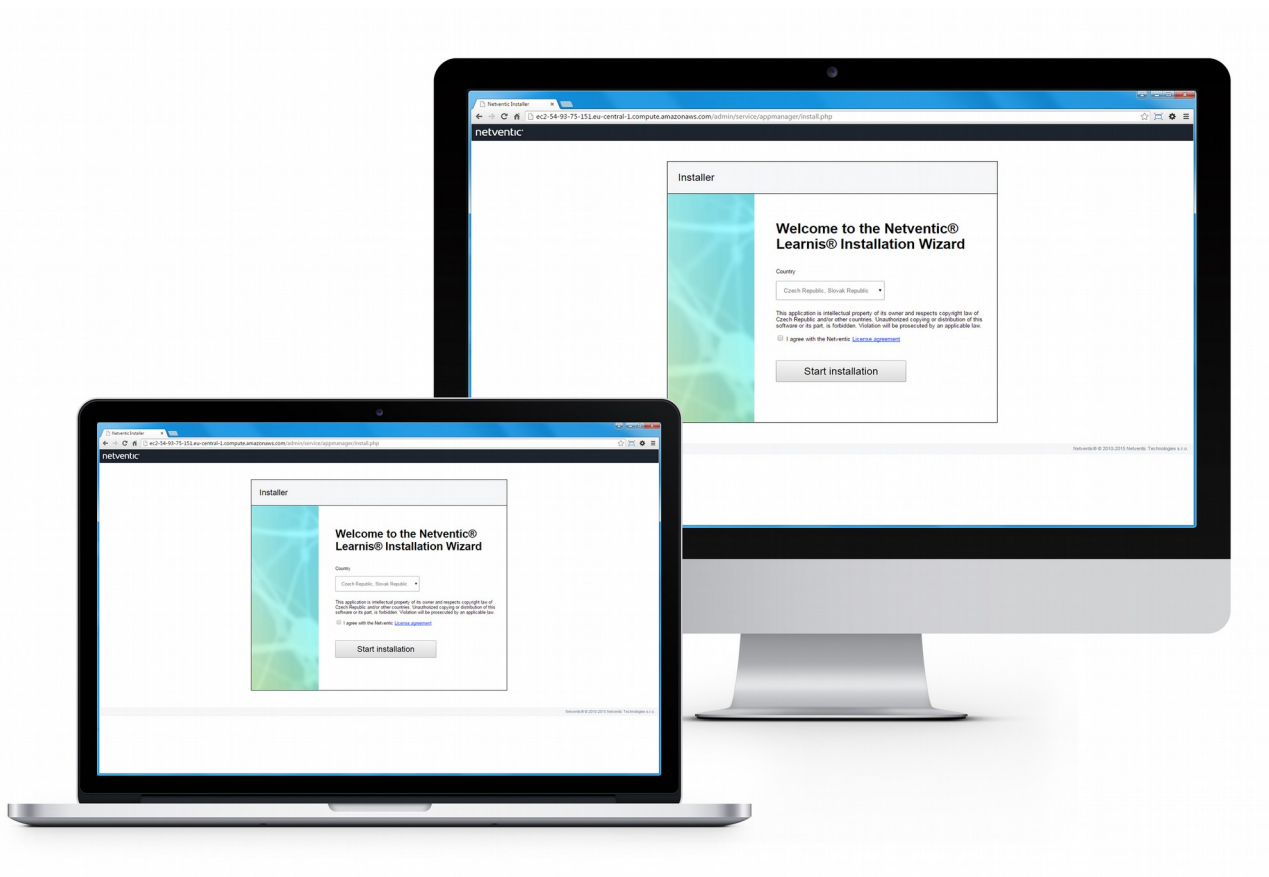


ADMIN MANUAL

Administering Learnis Cloud 5.5



English

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Start with Learnis Cloud

Sign-up for Netventic Account

Sign up for your Netventic Account at <https://www.netventic.com/sign-up>

The Netventic Account is free.

Already have an account? Sign-in at <https://www.netventic.com/login>

Enter the Netventic Account

Visit the <https://www.netventic.com/account> in your browser in a new tab, so you can keep this step-by-step guide open.

Start Learnis Cloud trial

To start your free 30-day trial download the installation package:

1. Visit account dashboard at <https://www.netventic.com/account/dashboard>.
2. Click **Setup a new product**.
3. To register a cloud product, click **Start the Hosted trial**.
4. Compare our licenses and then click **Choose plan**.
Plan can be changed later.
You will not be charged until you confirm an actual purchase with our support.
5. Choose and enter the **Web address**.
Your Learnis will be accessible via the netventic.net domain.
You will be able to connect your domain later.
6. When done, click **Start my free trial!**

Your Learnis Cloud installation will be ready within 1-2 minutes.

Tip: You can find your cloud product on the Hosted instances page, where you can check the status of the installation and product in general.

Setting up Learnis Cloud

Application is deployed automatically into the Learnis Cloud when you request a new cloud product from the Netventic Account.

Get address of your Learnis Cloud

After successful provision of your Learnis Cloud, the address can be found:

- In the Netventic Account.
- In the e-mail notification sent to your e-mail used for registration to Netventic Account.

To find the address of your Learnis Cloud in the Netventic Account:

1. Sign in to Netventic Account at <https://www.netventic.com/login>.
2. Click **My products** → **Hosted instances** in the menu.
3. Find the product in the list.
4. To open **Learner portal** in new tab:
 - click the link with **address** next to **Domain**,
 - or, click **Student** next to **Default login**.
5. To open **Admin panel** in new tab:
 - click **Trainer** or **Administrator** next to **Default login**.

Note: both addresses are the same.

Tip: You can bookmark these addresses for instructing your users later on.

Learnis account

Default user accounts

Learnis comes with a several default user accounts (apart Superadmin account) you can use to sign in right after the installation:

Admin

1. Go to Learnis admin using your browser.
2. Enter **User name** – admin
3. Enter **Password** – 1234
4. Click **Sign In**

Trainer

1. Go to Learnis admin using your browser.
2. Enter **User name** – trainer
3. Enter **Password** – 1234
4. Click **Sign In**

Webmaster

1. Go to Learnis admin using your browser.
2. Enter **User name** – webmaster
3. Enter **Password** – 1234
4. Click **Sign In**

Learner

1. Go to Learnis using your browser.
2. Enter **User name** – student
3. Enter **Password** – 1234
4. Click **Sign In**

Important: See chapter “Change passwords of the default accounts” if your server is publicly accessible over the internet

Account overview

Following topics are common to all administrator roles – Superadmin, Admin, Trainer, Webmaster:

- Sign in to Learnis admin

- Change your Learnis language settings
- Navigate to Learner Portal
- Reset password – lost password
- Change your name and e-mail address
- Change your password
- Sign out of Learnis

All topics are **covered in the Trainer manual** – chapter Learnis account.

System administration

Purchase Learnis license or plan

The Learnis **lifetime license** or the **cloud plan** can be purchased via Netventic account, or you can contact our support that will be happy to help you processing your request:

E-mail: support@netventic.com

License will be activated after receiving a payment. This can take 1-2 business days depending on type of transaction.

License restrictions

List of license restriction:

- Hostname – how to change hostname and how to re-activate
- Active administrators – do not exceed the limit + hint on disabling accounts (not deleting)
- Active learners – same as admins

Troubleshooting

Problem: Amount of active administrators/learners exceeded

1. Symptoms: A message about amount of active users appear and system is switched into read-only mode
2. Solutions:
 - a) Purchase license that match your needs (with more active users)
 - b) Disable or delete some user accounts

Problem: A server doesn't match license restrictions

1. Symptoms: A message about server doesn't match license restrictions appear and system is switched into read-only mode
2. Solutions:
 - a) Hostname in the license key and the server hostname and installation URL must match
 - b) You can manage your license via Netventic Account or contact our support, or you can adjust your server settings

