BioRender - Inviting / Removing Users (Admin Use Only)

You can use this guide to invite new users to the BioRender department license. This should only be done by designated group admins. The invitation will take up a paid license seat.

The new user will receive an invite email, once they accept it, create their account, and verify their account, they will have full access to the BioRender service.

Please Note: Whenever a user is added or removed, please do so from BOTH the account section as well as the groups section as the instructions outline
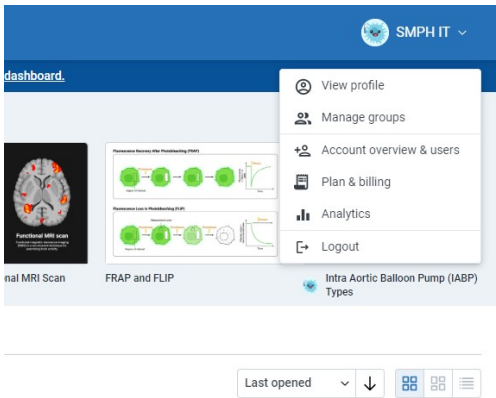
1. Login to the BioRender portal page: https://www.biorender.com/ ; click **"Sign in"**
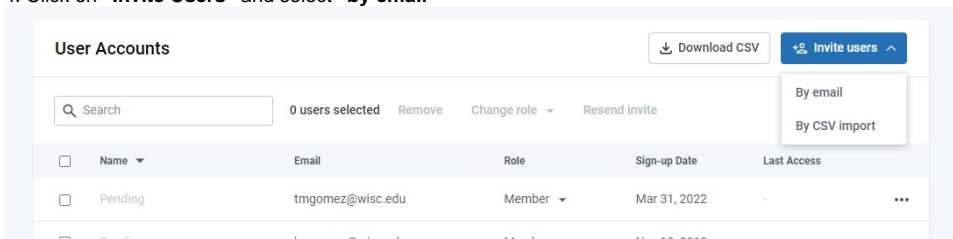
ADDING A USER:

2. Once signed in, you will see the active workspace area
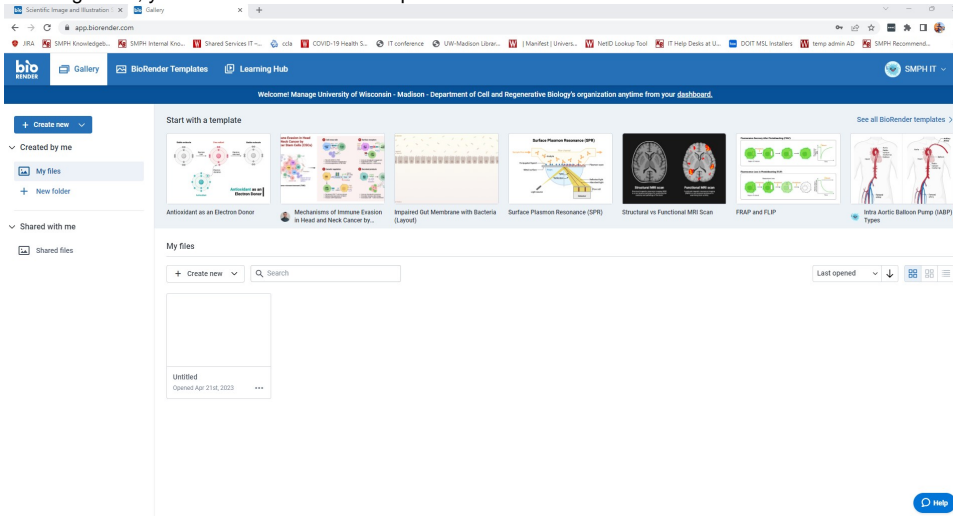
3. Click on your name/account in the upper right corner, then click on **"Account Overview & Users"**

4. Click on **"Invite Users"** and select **"by email"**

5. **Enter the staff member's email address** and **copy/paste in the following canned message**:

"You have been added to the CRB/Neurosci/BMC department BioRender license. Please follow the link to create an account and then verify the account once prompted. This license is billed annually per Michael Ferree of CRB michael.ferree@wisc.edu"

Invite members

Email(s)

[Enter names or email addresses]

Press enter or comma to separate and invite multiple users at once.

Custom message (optional)
This message will be sent to the emails added above.

[Add a personal note to your invitation]

0 / 450

[Cancel]   [Send invites]

fengin@wisc.edu   Member ▼   Dec 20, 20

6. **Now you must add the user to their respective Lab Group.** Click on the Groups section

General
- 👤 Profile
- 👥 **Groups**

Admin
- +👤 Account Overview & Users
- 🖥 Plan & Billing
- 📊 Analytics

Groups
Create groups to easily share your work with multiple people.

[+ Create new group]

[🔍 Search groups by name]   1 - 2 of 2 groups

Name ▼	Members	Created By	Create Date	
BMC Admin	1 member	SMPH IT	May 16, 2023	...
Lewis Lab	2 members ⓘ	Julia Flood	Apr 25, 2023	...

< Prev   Next >

7. Click on the group that they belong to. **Click "Add Members"**

Groups > BMC Admin

Group Overview   [✎ Edit details]   [Leave group]

👥 **BMC Admin**
    1 m

Created on May 16,

⚡ Easily collabo

Add members   ✕

Email(s)

[Enter names or email addresses]

Press enter or comma to separate and invite multiple users at once.

Custom message (optional)

[Add a personal note to your invitation]

0 / 450

[Cancel]   [Add members]

Group Mem   ownload CSV   +👤 Add members

[🔍 Search]   1 - 1 of 1 users

☐   Name   Join Date
☐   SMP   May 15, 2023   ...

8. Start **typing the lab member's email address**. It should auto-populate and show you the one. Click on it, then **copy/paste in the following canned message**:

"You have been added to your Lab's BioRender group. This is used for organizational and billing purposes so that it is associated with the Lab P. I. There is no further action to do at this time"

REMOVING A USER:
9. Click back on the "Account Overview & Users" section from step 3. Find the name you would like to remove from licensing. Click the three dots next to their name and select "remove". Accept the prompt that this will delete their work. Then click back on the "Groups" section and remove them from their respective lab group in the same manner.