

Invite User

1

Pool Administrator

Select user(s) from the pull-down menu and then click “Add”

2

Pool Administrator

The invitations are pending users’ confirmation

3

Pool Member

Notification and email of acceptance will be sent to the new pool member(s)

4

Pool Member

Invited user may click the profile icon at the top right corner and select “User Pool”

5

Pool Member

Read the terms and conditions

6

Pool Member

Check the box to accept and click “Confirm”

7

Pool Member

Click “Confirm” to accept the user pool invitation

8

Pool Member

The user has successfully joined the user pool

(The other user may repeat the above steps to accept the user pool invitation)

9

Pool Administrator

Upon user joining the user pool, administrator will receive a notification in TSW and by email.

10

Pool Administrator

Pool user’s status of “Pending User’s Confirmation” will be removed