

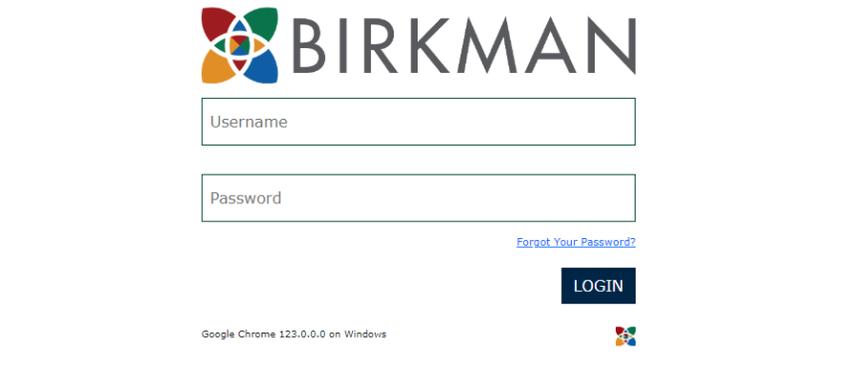
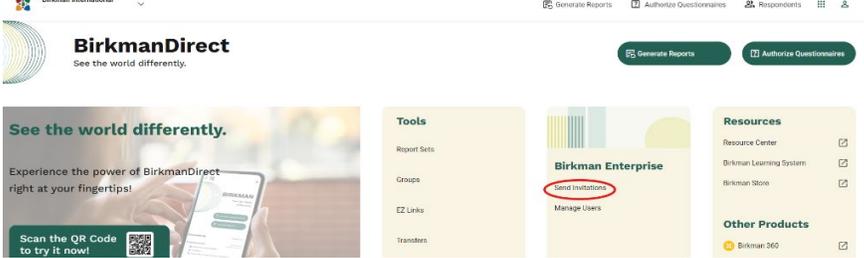
# Invite a Participant to Register for MyBirkman

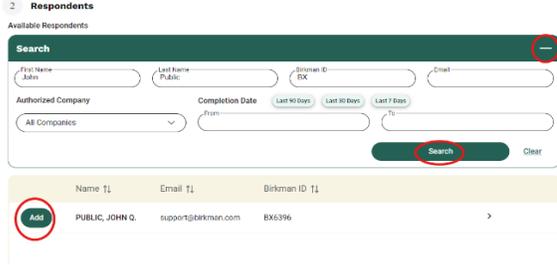
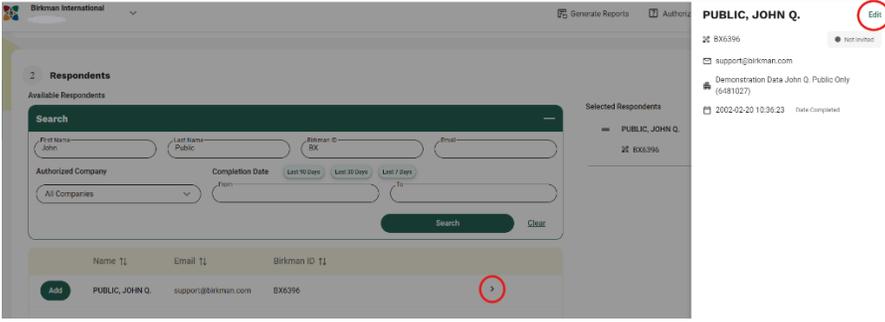
**Purpose:**

Use these steps when you are ready to send invitations to the participants in your organization that will be registering for the MyBirkman platform:

**Need help?**

- For technical assistance with BirkmanDirect or MyBirkman - [support@birkman.com](mailto:support@birkman.com)
- For strategy and implementation assistance – your Birkman Account Manager.

Step	Action	Result
1	<p>Log in to BirkmanDirect <a href="http://direct.birkman.com">direct.birkman.com</a>.</p> <p>Note: To reset your password, click <b>Forgot Your Password?</b></p>	
2	<p>In the Birkman Enterprise section, select <b>Send Invitations</b>.</p> <p>Note: There are two buttons that will take you to the same screen.</p>	
3	<p>Select your Company name and click <b>Next</b> at the top of the page.</p>	

Step	Action	Result
4	<p>Click <b>Add</b> next to each person you wish to send the invitation to. Continue to click <b>Add</b> for each person, one at a time.</p>	 <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• To search/filter, click the <b>+</b> in the green Search bar. Enter the name, Birkman ID, email or date range.</li> <li>• To remove someone, click <b>Remove</b> under “Selected Respondents”.</li> </ul>
5	<p>To change a participant’s email address, before clicking Add, click the <b>arrow</b> to the right of the name.</p> <ul style="list-style-type: none"> <li>• Click <b>Edit</b> in the top right-hand corner</li> <li>• Update the email address and click <b>Save</b></li> <li>• Continue by clicking <b>Add</b></li> </ul>	
6	<p>Scroll to the bottom and click <b>Send Invite</b> to send invitations to all.</p>	
7	<p>Participants receive an email from <a href="mailto:support@birkman.com">support@birkman.com</a> with instructions on how to register for a MyBirkman account.</p>	<p>Click <a href="#">here</a> to view email.</p>