EST. 1997

MINT

AESTHETICS

How To
Add Your Team

Follow these step-by-step instructions on how to add your team members and staff to the practice within MINT's site. By adding your team, they will get access to the E-courses associated with your subscription.

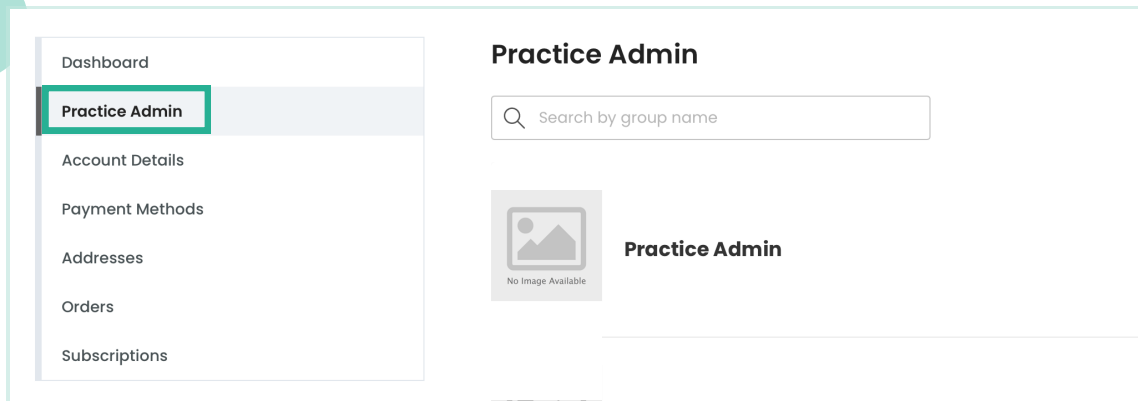**1** From the MINT website, click My Account in the top right corner of the screen.

🔍 🛒 🖥️   👤 My Account

TRAINING OPTIONS ⌄   PRICING ⌄   **TRAIN WITH MINT**
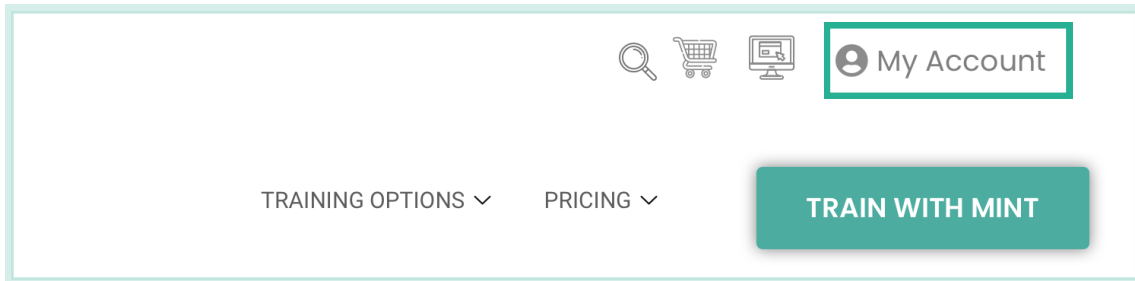
2 If you are not logged in, enter the credentials for your account into the fields. If you are logged in, move on to Step 3.

Login

Username or email address

Password

☑ Remember me

LOG IN

Lost your password?

Tip: If you would like to expedite the login process, you can select the Remember Me checkbox to stay signed in until you log out or clear your browsing data.
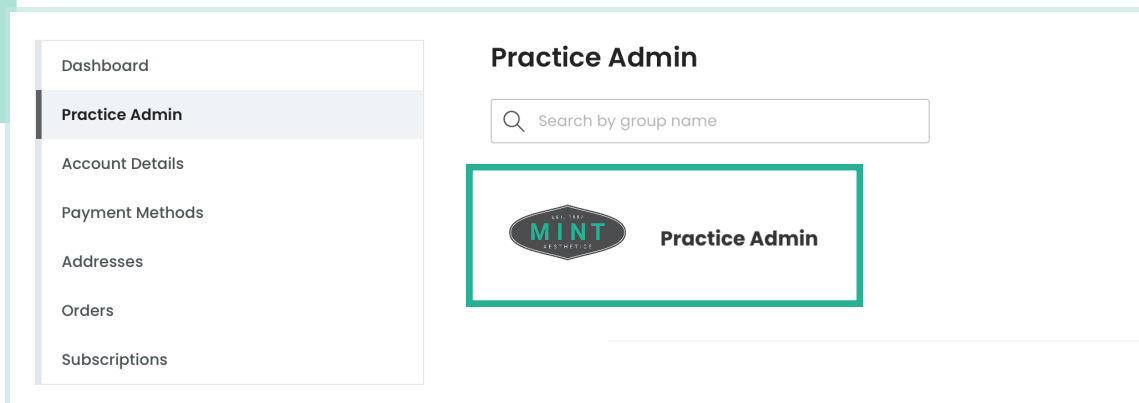
3

From the My Account Dashboard, navigate to the Practice Admin tab located on the left side of the screen.
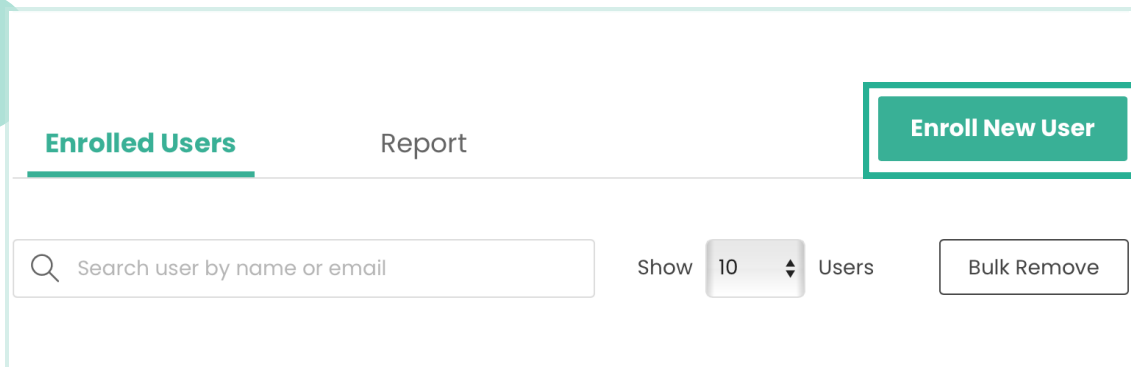
Dashboard	**Practice Admin**
Practice Admin	🔍 Search by group name
Account Details	
Payment Methods	
Addresses	No Image Available **Practice Admin**
Orders	
Subscriptions	

4

Select the Practice Admin you would like to add members to.

Dashboard	**Practice Admin**
Practice Admin	🔍 Search by group name
Account Details	
Payment Methods	
Addresses	MINT **Practice Admin**
Orders	
Subscriptions	

5

Click the Enroll New User button.

Enrolled Users   Report   **Enroll New User**

🔍 Search user by name or email   Show [10 ▲▼] Users   Bulk Remove

MINT
EST. 1997
AESTHETICS

6 In the popup window, you can manually enter the contact details for each member you would like to add or upload a CSV file to add in bulk. When you're done, click Submit.

Enroll New Users   ✕

Add Users   Upload via CSV

FIRST NAME   LAST NAME

[   ]   [   ]

EMAIL

[   ]   🗑 Remove User

[+] Add more users

[Cancel]   [**Submit**]

After adding them to your practice, each user will receive an email inviting them to join and will provide them with credentials to log in.