



# SALAMANDER UNIVERSITY USER ACCESS QUICK REFERENCE GUIDE

Version 1.0

## 1 OVERVIEW

SalamanderLive Account Administrators can now give mobile app and pc-based solution users strict access to Salamander University, Salamander Technologies' online library of training resources, by way of setting them up with a basic user profile in SalamanderLive. This new user setup allows the individual to only view their profile, update their username and password, and access the assortment of interactive video tutorials and user guides offered in Salamander University.

## 2 SETTING UP A NEW USER FOR SALAMANDER UNIVERSITY ACCESS

Step 1: Log into [app.salamanderlive.com](http://app.salamanderlive.com).

Step 2: From the Admin menu at the top of the page, click "Security Users".

Step 3: Click on the "Add" icon  to create a new user.

Step 4: Under the User Profile section, enter in the individual's information, making sure all required fields are completed.

Step 5: Click on the "Save" icon  to create a basic SalamanderLive user profile account for the individual.

**NOTE:** Do NOT assign any features or security roles to this user.

Step 6: Send the individual their login information and the directions for accessing Salamander University.

## 3 ACCESSING SALAMANDER UNIVERSITY FROM A BASIC PROFILE USER ACCOUNT

Step 1: Log into [app.salamanderlive.com](http://app.salamanderlive.com) using the credentials provided by the SalamanderLive account administrator.

Step 2: From the Welcome menu at the top of the page, click "Salamander University".

**NOTE:** To view video tutorials, make sure Flash Player is up-to-date and is enabled on the viewing computer.

## 4 CONTACT US

Salamander Technologies, LLC.  
122 West State Street  
Traverse City, MI 49684

877.430.5171

[training@salamanderlive.com](mailto:training@salamanderlive.com)  
[www.salamanderlive.com](http://www.salamanderlive.com)