



## Logging into your VMobility Administration Manager for the First Time

**Step 1:** Enter your **Organization**, **Username**, and **Password** you received in your administration email. Click **Log In** to proceed to the next step.

### User Login

Organization

Username

Password

[register](#)

[Forget Username?](#)  
[Forget Password?](#)

Once logged in, you will be directed to the **VMobility Administration Manager Portal**. In the example below, the network is “**abcdecorp.network**.” It shows that the number of members/PCs that can be added to this network is 3, and the number of **Open Positions** (available licenses) is 3.

https://server.getvmobility.com - yPN Manager :: Members - Mic

## VMobility Administration Manager

Your Portable Network

Your VMobility Network: abcdecorp.network

Members:	Account Summary:	Important Inform:								
	<table border="1"><tr><td>Max Members</td><td>3</td></tr><tr><td>Allocated Members</td><td>0</td></tr><tr><td>Suspended Members</td><td>0</td></tr><tr><td>Open Positions</td><td>3</td></tr></table>	Max Members	3	Allocated Members	0	Suspended Members	0	Open Positions	3	<b>Instructions</b> <ul style="list-style-type: none"><li>• Add a Mem</li><li>• Edit a Mem</li><li>• Delete a Me</li><li>• Suspend a changes.</li></ul>
Max Members	3									
Allocated Members	0									
Suspended Members	0									
Open Positions	3									

**Step 2:** Select **Add Member** to begin adding members to your network.



Your VMobility Network: abcdecorp.network

**Step 3:** Enter the **Member Name**, a **Password**, **Confirm the Password**, and provide an **Email** address for the person you are adding. Make sure you enter an active email address, as they will receive an email invitation with instructions on how to join the network. If all the PCs in the network are yours (e.g. your notebook, home PC, work PC etc) then you can use the same email address for each member.

Select **Add** when you are done.

# V Mobility Administration Manager



Your Portable Network Add Member

Your VMobility Network: abcdecorp.network


Members:	Add Member:
	<p>Member Name: <input type="text" value="jane"/></p> <p>Password: <input type="password" value="●●●●●●"/></p> <p>Confirm Password: <input type="password" value="●●●●●●"/></p> <p>Email: <input type="text" value="JaneH2009@gmail.com"/></p> <p>Type of System: <input type="text" value="Desktop PC"/> <input type="button" value="v"/></p> <p>Note: if you need help understanding each field, click on the label for help.</p> <hr/> <p><input type="button" value="Cancel"/> <input checked="" type="button" value="Add"/></p>

In this example, Jane has been added to this network.

# V Mobility Administration Manager

 Your Portable Network  Add Member

Your VMobility Network: abcdecorp.network

Members:	Add Member:
 jane	<p>Member Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p>Email: <input type="text"/></p> <p>Type of System: Desktop PC <input type="button" value="v"/></p> <p><small>Note: if you need help understanding each field, click on the label for help.</small></p> <hr/> <p><input type="button" value="Cancel"/> <input type="button" value="Add"/></p>

**Note:** If you or the person you added to the network does not receive an email invitation, check the SPAM or Junk folder. This could happen depending on the email settings.


We are now adding another member to the network. (Follow the previous steps above to add additional members.) You can specify the type of system the member is using. In this case "johnc" will be using his Laptop PC to connect to the network.

# V Mobility Administration Manager

Your Portable Network

Add Member

Your VMobility Network: abcdecorp.network

Members:	Add Member:
 jane	<p>Member Name: <input type="text" value="johnc"/></p> <p>Password: <input type="password" value="••••••••"/></p> <p>Confirm Password: <input type="password" value="••••••••"/></p> <p>Email: <input type="text" value="johnc@gmail.com"/></p> <p>Type of System: <input type="text" value="Laptop PC"/></p> <p>Note: if you need help un... ld, click on the label for help.</p> <p><input type="button" value="Cancel"/> <input checked="" type="button" value="Add"/></p>

- Desktop PC
- File Server
- Laptop PC
- Mail Server
- Printer
- Server

Jane and johnc are both added to the network.

# VMobility Administration Manager

**Your Portable Network**      **Add Member**

Your VMobility Network: abcdecorp.network

Members:	Add Member:
<ul style="list-style-type: none"><li>jane</li><li>johnc</li></ul>	<p><b>Member Name:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/></p> <p><b>Confirm Password:</b> <input type="password"/></p> <p><b>Email:</b> <input type="text"/></p> <p><b>Type of System:</b> Desktop PC <input type="button" value="v"/></p> <p><small>Note: if you need help understanding each field, click on the label for help.</small></p> <hr/> <p><input type="button" value="x"/> <input type="button" value="check"/></p> <p><b>Cancel</b>      <b>Add</b></p>