

www.widgit.com/support 01926 333680 support@widgit.com

How to Set Up a Group Account

A group account is a single Widgit Online account with multiple users, making it easy to work collaboratively and share documents.

Users can have different roles and permissions assigned to them (please see the separate guide for this).

Converting a Trial Account

If you already have a trial account set up, you can convert this to a full account.

1. Log in to Widgit Online.



2. Go to the **Settings** page from the link in the top right corner.



3. Click on the Subscriptions link from the menu.



Subscriptions

4. With your purchase you will have received a 24 digit serial/licence key.
To use this key scroll to the Licence key input box.

Licence key

Enter a licence key here to upgrade your account or add extras to it. You can also use a promotional key or a SymWriter key to extend your account.

Submit key

5. Enter your licence key and click **Submit key**.

xwnl-rhlh-rflp-rywf-pgjj-yjbq

Submit key

6. Your account will now be valid for the duration of your subscription.

The **Subscriptions** page always gives you an overview of the size and time remaining on the subscription.

Subscriptions

You are an administrator for the Widgit Small School account.

You currently have a **1-year** subscription which will expire on **30** November **2025**.

Licence Agreement

View all recent invoices

Setting Up a Brand New Account.

To create a new account, go to www.widgitonline.com

 With your purchase you will have received a 24 digit serial/licence key. To use this key, click on the blue **Activate** button.

Have a licence key?

If you have purchased Widgit Online by invoice or from a reseller, you may have a 24-character licence key. You can use this to set up and activate your account.

Activate

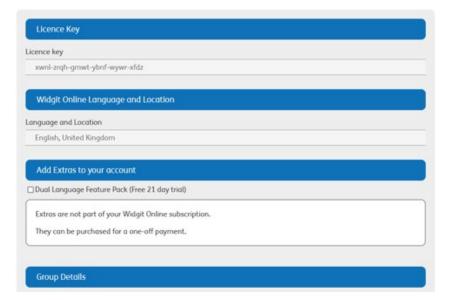
2. Enter the key in the box and click **Next**.



3. Complete the Sign Up Form with your chosen details. The first parts will be completed based on the licence key.
You can add a trial of the Dual Language add-on here.

Sign up for a Widgit Online group account

You are signing up for a 1-year Class / Teachers Group account.



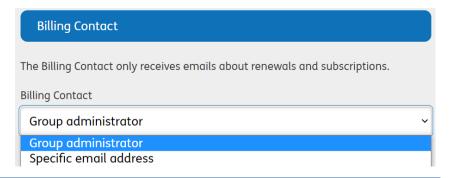
4. Create a **group name** and an **ID** (make this easy to remember).

Account type Class / Teachers Group Group Name This is the descriptive name for your group. Group ID This will be the start of the login ID for all users in this group. Letters and numbers only, no spaces.

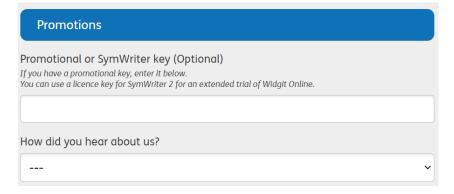
5. Fill in the required information for the main Administrator for the group – this person will "run" the account.

Group Administrator Details
The Group Administrator manages the group's users and sets permissions.
Email
Password
Confirm Password
Username Used for logging in Letters and numbers only, no spaces
Display Name How your name appears to other users in your group
Telephone (Optional) We only use telephone numbers for technical support. We do not make sales calls.

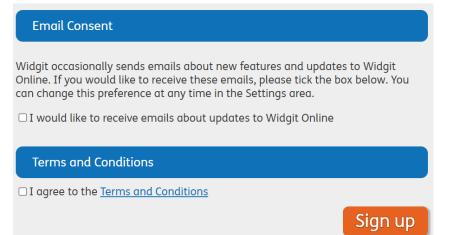
6. Enter the Billing Contact – this can be the Administrator on the account, or you can add a specific email address, for example bursar@myschool.com



 If you have a promotional key, you can add it here. Please also answer the drop-down question.



The final section of the form is to tick if you wish to receive updates, and to agree to our Terms and Conditions.



9. You will now see the Welcome screen.
We HIGHLY RECOMMEND that you watch the video.

