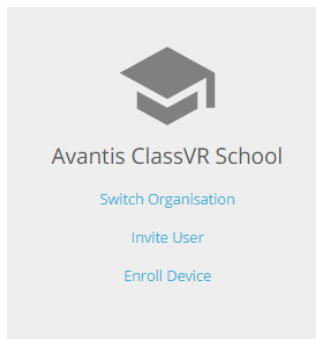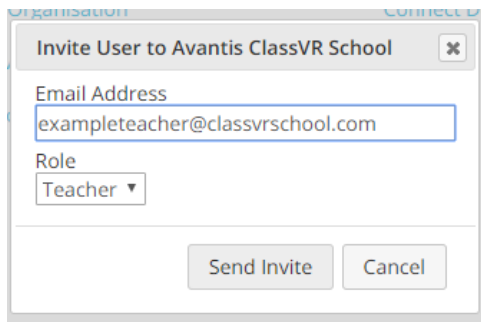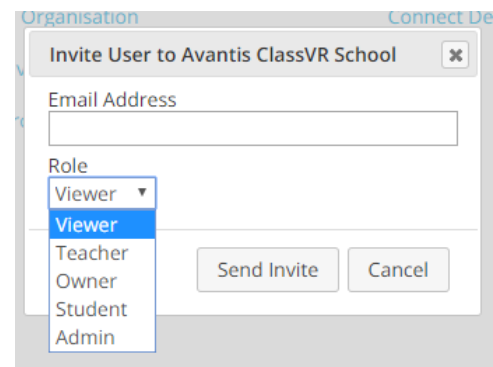# Inviting Your Colleagues to the ClassVR Portal

From the ClassVR Portal, click Admin at the top right of the page to access the management section.

From here, click 'Invite User' under the name of your school. When inviting colleagues, you have a number of user types to choose from.

Most colleagues should be invited as the 'Teacher' user type; this gives them the ability to use all the day-to-day functions of the ClassVR Portal.

IT Technicians and Computing Co-Ordinators should be invited as the 'Admin' user type.

Simply enter their email address and click 'Send Invite'.

If they don't receive the email invitation within a few minutes, make sure your colleagues check their Spam, Junk or Clutter folder.