





## Hey, I'm Thea!

I grew up bi-lingual in Germany and I'm currently learning my 5th language.

Here at Babbel, I work in content, that means we create and publish stories, videos, and helpful content about language learning. Together with our linguistic experts, I present this practical guide to help you on your way to mastering language learning within your company.

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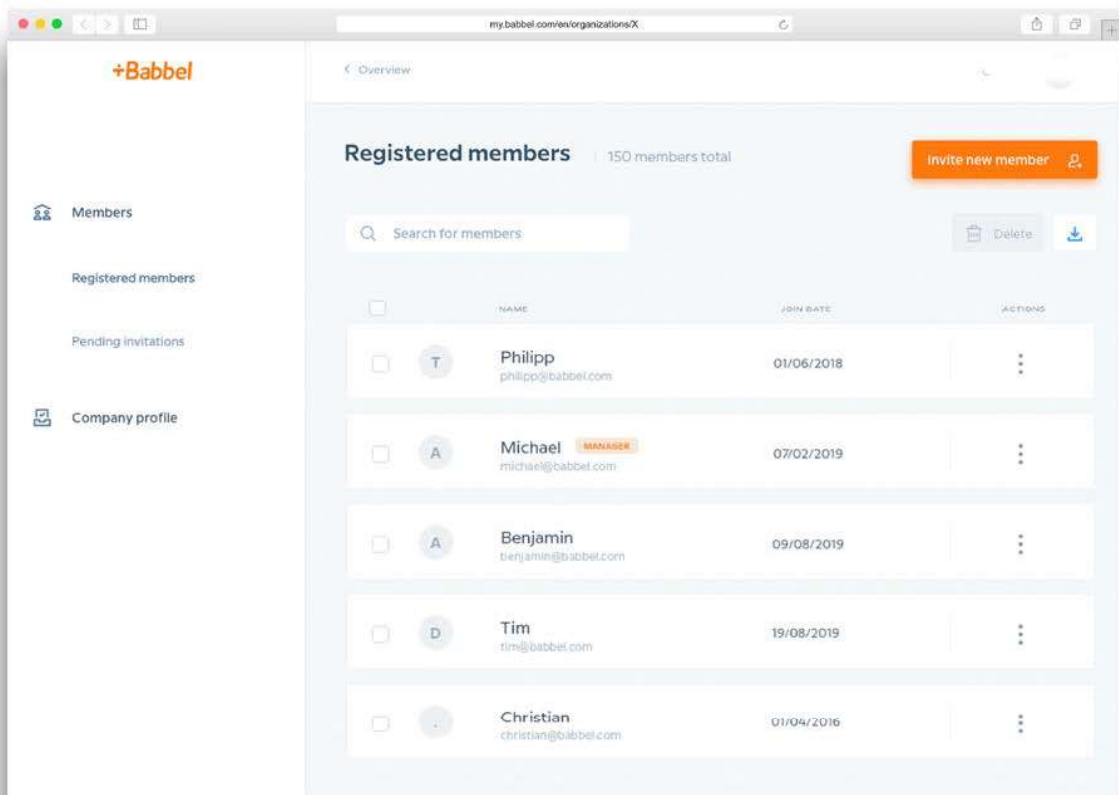
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# What is the Babel Admin Portal?

The Babel Admin Portal allows you to manage your company's Babel access.

During your Babel subscription, you have the right to add learners, revoke access to the platform, and transfer access. In addition, you gain insights into which employees are actively learning. Babel accounts are flexible. For you, this means that you can freely manage which employees actively benefit from language learning.



# Your Organization

You will have access to this portal once you have been added as an admin. After registration, you can find your company account under <https://my.babbel.com/en/organizations/>.

## Registered members:

Contacts who have registered and have access to the Babbel platform.

## Invite new member:

Use this option to invite new learners. You have the option of inviting multiple contacts at once (see next page).

**Pending invitations:** Contacts who haven't activated or registered their accounts.

The screenshot displays the organization's member management interface. On the left, a sidebar contains navigation options: 'Members', 'Registered members', 'Pending invitations', and 'Company profile'. The main area shows a table of registered members with the following data:

NAME	JOIN DATE	ACTIONS
Philipp philipp@babbel.com	01/06/2018	⋮
Michael <b>MANAGER</b> michael@babbel.com	07/02/2019	⋮
Benjamin benjamin@babbel.com	09/08/2019	⋮
Tim tim@babbel.com	19/08/2019	⋮
Christian christian@babbel.com	01/04/2016	⋮

Callout boxes highlight the 'Invite new member' button and the 'Delete' and 'Download' buttons in the Actions column.

## Adding new Learners

After you click “Invite new Members”, you can give access to Babbel by sending email invitations. Invitations that are pending appear under “Pending Invitations”.

Learners who have activated their account through the invitation appear under “Registered members”.

You can add single email contacts manually (and assign Live Credits, if relevant) or you can upload multiple contacts via CSV lists.

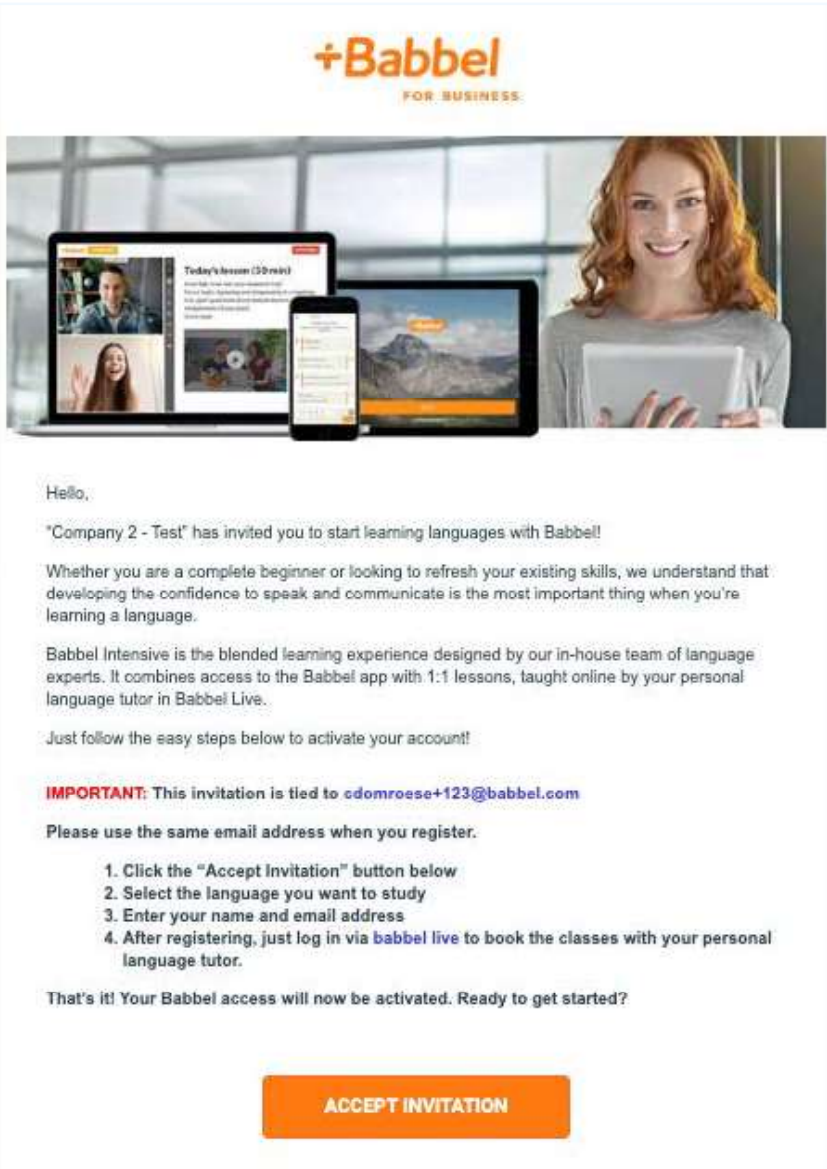
The screenshot shows the 'Invite New Members' interface. A callout on the left highlights the 'Upload CSV' button and a sample CSV table:

	A	B	C	D
1	user1@example.com			
2	user2@example.com			
3	user3@example.com			
4				

A second callout on the right points to the 'Credits' field, which is currently set to 0. The main interface includes a 'Credits' input field, an 'Upload CSV' button, and an 'Invite New Members' button. The page title is 'my.babbel.com/en/organizations/X' and the page content includes 'Company', 'Invite New Members', and 'Enter the email addresses or upload a CSV file:'.

# Inviting Learners to Babbel

Every learner will receive an email with the subject line “Your invitation to start learning languages with Babbel!”



**+Babbel**  
 FOR BUSINESS

Hello,

"Company 2 - Test" has invited you to start learning languages with Babbel!

Whether you are a complete beginner or looking to refresh your existing skills, we understand that developing the confidence to speak and communicate is the most important thing when you're learning a language.

Babbel Intensive is the blended learning experience designed by our in-house team of language experts. It combines access to the Babbel app with 1:1 lessons, taught online by your personal language tutor in Babbel Live.

Just follow the easy steps below to activate your account!

**IMPORTANT:** This invitation is tied to [cdomroese+123@babel.com](mailto:cdomroese+123@babel.com)

Please use the same email address when you register.

1. Click the "Accept Invitation" button below
2. Select the language you want to study
3. Enter your name and email address
4. After registering, just log in via [babel live](#) to book the classes with your personal language tutor.

That's it! Your Babbel access will now be activated. Ready to get started?

**ACCEPT INVITATION**

After accepting the invitation and registering, learners will be given full access to the Babbel learning platform.

This invite and the registration link don't expire, so learners can accept the invitation at a later date.

# Sending Personalized Invites

You can send personalized invites, which are shown in a different language. This can be done simply by changing the URL. Depending on the target language, you can use the following links:



Invite in [English](#)



Invite in [Spanish](#)



Invite in [German](#)



Invite in [Polish](#)



Invite in [French](#)



Invite in [Schwedish](#)



Invite in [Italian](#)



Invite in [Portuguese](#)

Or you can simply change the URL manually in the browser:

<https://my.babbel.com/en/organizations/all>

de  
fr  
it  
es  
pl  
sv  
pt

**Hinweis:** Die Ansicht des Admin-Portals ändert sich nicht, lediglich die Sprache der Einladung.





# Re-assigning Access

You can re-assign access to Babel (i.e. in case of inactivity). Simply remove the learner from the portal and assign the space to another learner via invite.

**Side note:** The user account and the progress are **not deleted** when removing a learner and can be re-activated through the portal again at any point.

Click on **“Actions”** and **“Delete”** next to the account that you would like to remove from the portal.

