



Core

Basic User Guide

Welcome to the Core Cloud App!

Joining Core

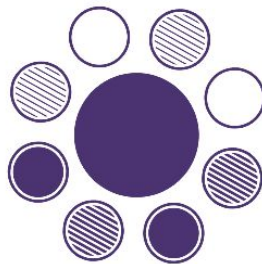
In order to use Core, an administrator must first create an account for your organization. When the administrator invites you to join Core, you will receive an email from **developers@corecloudapp.com**.

developers@corecloudapp.com via sendgrid.net
to me ▼

Hi [name@company.com](#)

You've been invited to join CORE by Your Administrator! Click [here](#) to accept.

Click the link to accept the invitation and to go to the site. You will be prompted to enter your name, job title as well as choose a password before connecting to Core.



Sign Up!

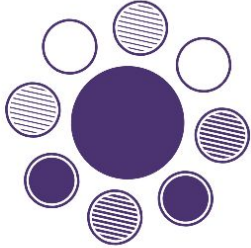


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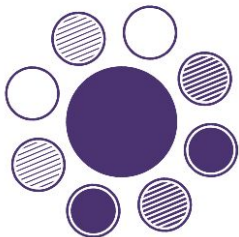
Logging in to Core

When you return to Core later, you will be taken to the login page where you will need to provide your email address and the password you created when you signed up.



[Forgot your login information?](#)

If you can't remember your password, click **"Forgot your login information?"** link and enter your email address to receive an email with instructions on how to reset your password.



[Back to Login](#)

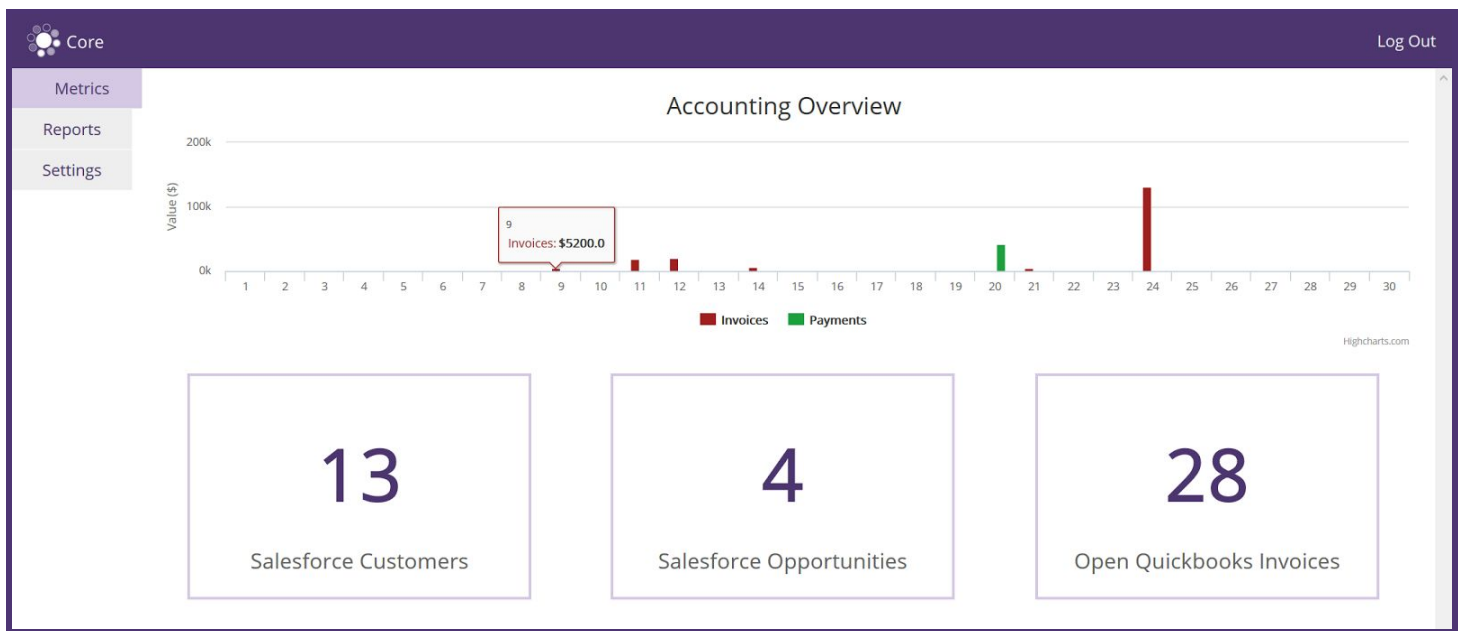


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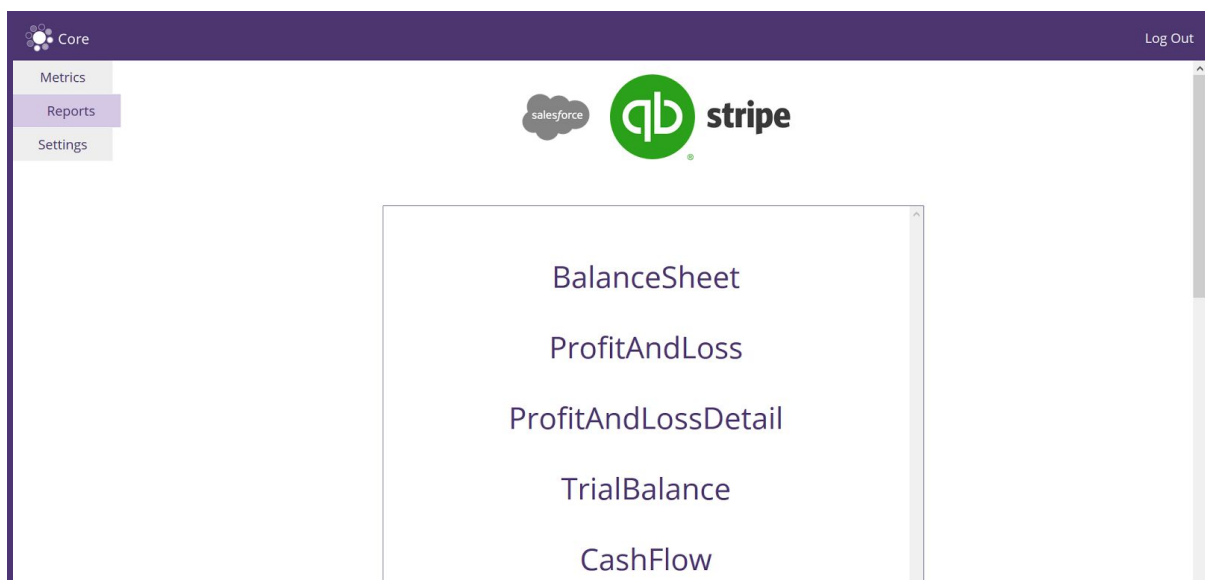
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Using Core

Once you log into Core you will be taken to the **Metrics** tab where you can see various real-time data from the cloud apps currently connected to your Core account. To access the other areas of core, click the navigation buttons on the left-hand side of the page.



On the **Reports** tab you will be able to access available reports for each of the apps connected to your Core account.





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Under **Settings** you can modify your personal information.

Core Log Out

Metrics Reports Settings

Edit

Your Name Edit

Company Name

To change your name, email address, or position click the **Edit** button on the right side of the page and enter the new information in the form that appears.

Your Name

Change Name

Change Email

Change Position

Submit Changes

Cancel



To add or modify a profile picture, click the **Edit** button located in the upper-left corner of the default profile picture. You will be taken to the Gravatar website where you will be able to create an account and add an image to be associated with your account.



Logging out of Core

Once you are finished using Core, you can log out of the system by clicking **Log Out** in the upper-left corner of the page. When you log back into Core, everything will be just where you left it!

