Site Administrator
Step-by-Step

The **SwiftConnect™ Device Manager is designed to give your residents the freedom to control the devices they have connected to your WiFi offering on their own. Follow these steps to get your residents connected.**

STEP 1

Log in to the Site Administrator Portal by browsing to the URL provided to you by your WiFi network service provider and using the username and the password you set up through the invitation email.

STEP 2

Click on **Manage Users** in the left-hand menu and find the account associated with the resident unit number you are looking to set up online. You can search for their unit number is the Search box.

User/Info ⇕	Registered Since ⇕	Last Sign-in ⇕	Status/Actions ⇕

STEP 3

Using the dropdown menu to the right of the unit account you are editing, click on **Edit User**. Here you can change the email on the account to the resident's personal email address. We also recommend entering in their name in the space labeled **Title** (it may currently say "New User"). You may also edit the number of devices that user is allowed to have online at one time. *The more devices allowed online the more congested the network may become. We recommend keeping your device limit to 4 or 5.
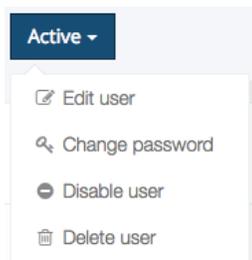
STEP 4

When finished, click on the **Update User** button.

STEP 5

Lastly, in the drop down menu to the right of the unit account, click on **Change Password**. In the box that pops up, select **"Send the user alink that will allow then to choose their own password"** and **Submit.**

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Should the situation call for it, you can also **disable a user account** from the drop down menu mentioned above. This will prevent the resident from being able to access their device manager page.

WAIT, THERE'S MORE...

The SwiftConnect™ Device Manager is also a place for you to monitor usage on your WiFi network. Using the charts and graphs provided you can gain insight into the health and success of your network.

To view a video tutorial on this process and learn more about what you can do within the Manager, visit: myswiftconnect.com/videos