Set Up Access to Meeting Hub

 This article covers how to set up access to Meeting Hub. The icon for Meeting Hub may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Meeting Hub is part of the StrataMax suite, and subsequently available to all clients. However, you will first need to configure access and *type* of access in the StrataMax *Security Setup* menu. This is where you will enter the staff member's details including their e-mail address, which will be their login/username. This menu is also where their level of privilege (access) will be set.

> Access to the *Security Setup* screen is restricted to StrataMax users with the appropriate permissions. Usually this would include users who are members of the built-in Administrators group.

Your browser does not support HTML5 video.

Meeting Hub Account | Security Setup

This guide will step through setting up access to Meeting Hub for an existing StrataMax user. The user may or may not already have a StrataMax Portal account - these steps are required either way.
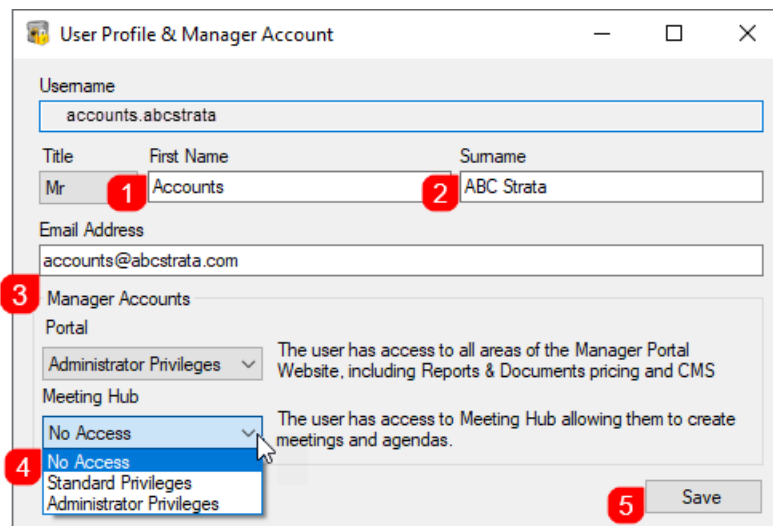
1. Open the *Security Setup* menu.
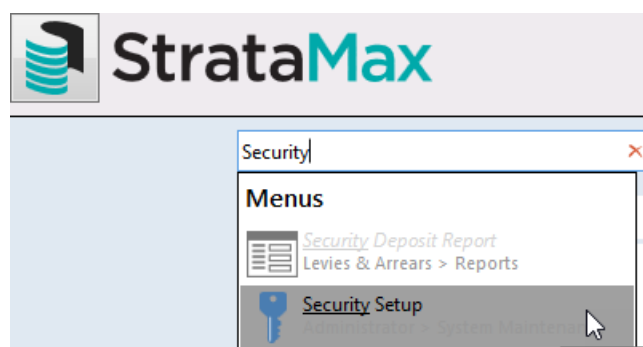
2. In the *Security* window, locate the staff member's *Username* in the list, right-click their entry, and select *Edit User Profile & Manager Account*.
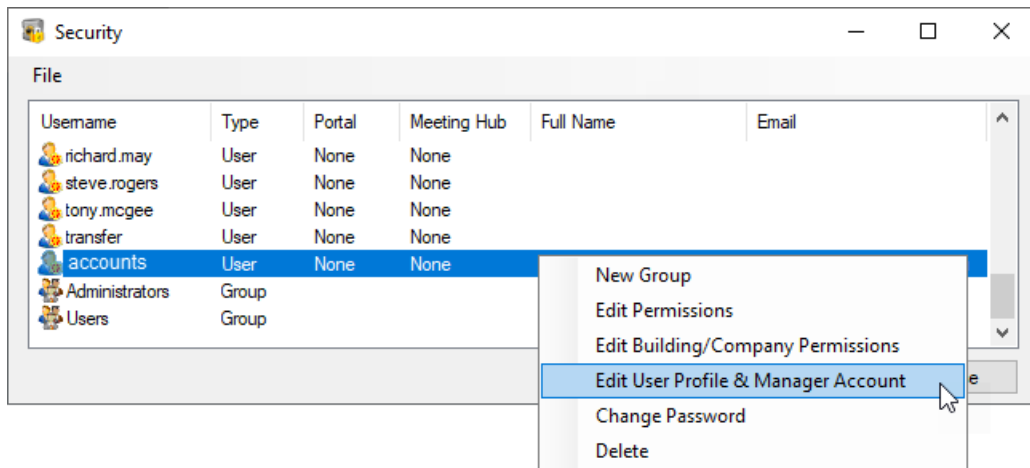
3. In the new window, if the fields are blank (no previous portal account), populate the *First Name*, *Surname*, and *Email Address* fields.

4. From the Meeting Hub drop-down menu, select the required level of access from the Manager Account:
   - **Standard Privileges** allows a staff member to create and manage meetings using the Meeting Hub. The meeting may be created using pre-defined components such as standard agenda items, motions, and document templates for easy generation of the meeting notice and minutes.
   - **Administrator Privileges** will provide the same functionality as Standard Privileges, as well as the ability to create and manage re-usable meeting components.
5. Click the *Save* button and close the **Security Setup** menu.

> It is not necessary for a user to have Portal access in order to access the Meeting Hub. However, if Meeting Hub access is granted, a Portal account will be created - it just won't be able to access any Portal features or functions.

6. If the user does **not** have an existing Portal account, an e-mail will be sent to create one. Click the **CREATE ACCOUNT** button.
   - If the user **does** have an existing Portal account, then the e-mail will simply confirm that new access

has been granted.

Original recipient: account@abcstrata.com

StrataMax

Create Account

We have received a request for a new account linked to this email address.

To create an account with this email address, please follow the link below;
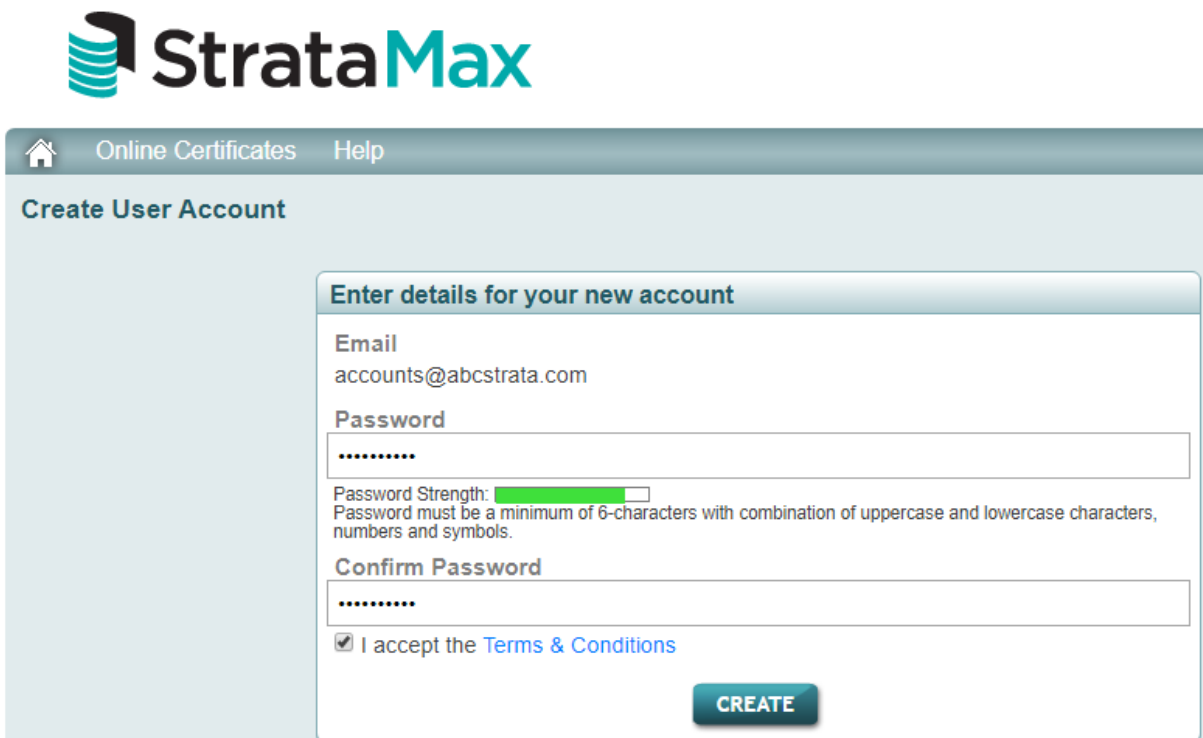
CREATE ACCOUNT

If the link does not open it may have been blocked by your browser, please copy the link and paste it into the address bar of your browser.

https://www-stratamax-com-au/Portal/UserSecurity/CreateAccount.aspx?Token=bdbbdb01-c1b5-

For security purposes, the above link will expire in 30 mins.

This is a system generated email. Please do not reply directly to this email as it may not be delivered.

7. A browser window will open with the *Create User Account* page for the user to create a password and tick the *I accept the Terms & Conditions* box before clicking the *CREATE* button.

StrataMax

Online Certificates   Help

Create User Account

Enter details for your new account

Email
accounts@abcstrata.com

Password

••••••••••

Password Strength:
Password must be a minimum of 6-characters with combination of uppercase and lowercase characters, numbers and symbols.

Confirm Password

••••••••••

☑ I accept the Terms & Conditions

CREATE

8. After clicking the *CREATE* button the user will be automatically logged into the Portal.

> If Portal access wasn't granted in the **Security Setup** menu in step 4, then the user won't have any Portal functionality.

9. Close the Portal browser tab or window, and then proceed to open Meeting Hub from within StrataMax.

Meeting Hub | Security Setup Permissions

In order launch Meeting Hub from with StrataMax, you need the 'Allow' permission on the 'Meeting Hub' menu icon. See Security Setup for more guidance on amending permissions.