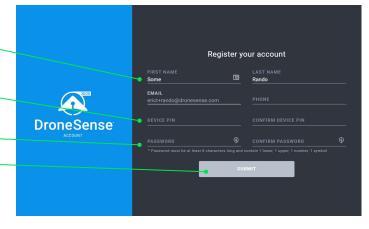# Setting Up Your Organization

Welcome to DroneSense! This document will guide you through the basic steps for setting up your profile and adding new users to your organization.

Setting Up Your Account Profile

First, create your profile with your organization using the link in the Welcome email:

1. Click the link to launch the registration page.
2. On the page that appears, fill in your name and phone.
3. Choose a unique PIN. You will use this when you log in to the DroneSense flight control app.
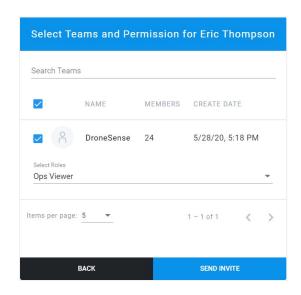4. Create a password.
5. Click **Submit**.

Logging In

Open your browser to **https://web.dronesense.com** and log in using your email and password.

Click the user icon in the upper right and select **My Profile** and complete your user setup.

Adding New Users

Complete the following steps to add new users to your organization.

1. On the left side of the page, click **Administration** at the bottom of the side menu.
2. At the top of the **Members** page that appears, click **Invite Member**.
3. In the dialog that appears, enter the name, and email for the user. Click **Next**.
4. On the next pane, choose a team and select a role.
5. Click **Send Invite**.
6. Repeat these steps for each new user you want to add to your organization.

Each new user will receive a Welcome email to set up their own profile. You can check on the status of these new users from the **Administration > Members** page.

Teams & Roles

As you get started with DroneSense, we recommend sticking with the default user roles and the single default team. When you're ready to use Teams, refer to the **support.dronesense.com** for more info or reach out to us at **help@dronesense.com** for assistance in getting set up.

Setting Up Your Organization

Setting Up Your Organization Details

After you've set up your user profile, you can update your organization settings:

1. On the left side of the page, click **Administration** at the bottom of the side menu.
2. Click the Settings link at the top of the page.

Organization Details

You can change your logo, name, phone, and website information by clicking **Edit Details**.

Location

The location shown is from the address provided during your initial setup form. To *change* this:

1. Click the X to delete the current location.
2. Click **Add Location**.
3. Use the Location editor that appears to specify a new address.

Password Requirements

Define minimum password complexity for your users by clicking **Edit Details**.

Multi-factor Authentication

Click **Edit Details** to enable or configure multi-factor authorization (MFA) for your organization.

UAS Operations

Use these settings to define defaults for filing UAS operating areas (NOTAMs) and notify specific members when UAS areas are added or modified.

More Information

Detailed documentation for these and other features of the DroneSense platform is available from our Support site at **https://support.dronesense.com** or by clicking your user icon in the upper right and selecting **Help**. You will need to create a new login ID to access the full site.