Admin portal training guide: Accessing and navigating your admin dashboard

This guide will show you how to open your admin portal and get familiar with your dashboard.

What you'll learn

- How to open your Admin Portal
- What you will see on your Admin Dashboard
- Where to find important information about your organization

Step-by-step: Open and explore your admin portal

1. Log in
- Open your web browser and go to the MirrorTalk.ai platform.
- Enter your username and password. Click Log In.
- If you just created your account, follow the steps in the confirmation email.

2. Switch to Admin view
- Look at the left sidebar.
- Find the two arrows and click the Switch to Admin button.
- The screen will refresh—now you're in Admin View!

3. See your Dashboard

The Dashboard is your home base.You'll see:
- Organization details: Your organization's name, license end date, and where your data is stored.
- User activity: A quick look at who's using M2 and MirrorTalk.
- License distribution: How many spots each type of user is using (teachers, students, admins).

Need more help?

- If you can't find the Switch to Admin button, or your dashboard looks wrong, double-check you're logged in with the correct email by selecting change email in Profile Settings and verifying the email address.

Still stuck? Email support@mirrortalk.ai or visit the Swivl help center for articles titled "Navigating the Admin Portal" for more step-by-step guides

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