

# Registration

Before registering a Teleport or creating an organisation account, you must register a personal account.

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## Register a Personal Account

### From a Computer or Tablet Browser

1. Go to <https://teleport.aubot.com/register/> in your web browser.
2. Create a personal account by completing the required information on the registration page:

Username\*

Required. 150 characters or fewer. Letters, digits and @/./+/-/\_ only.

First name

Last name

Email\*

Password\*

Confirm Password\*

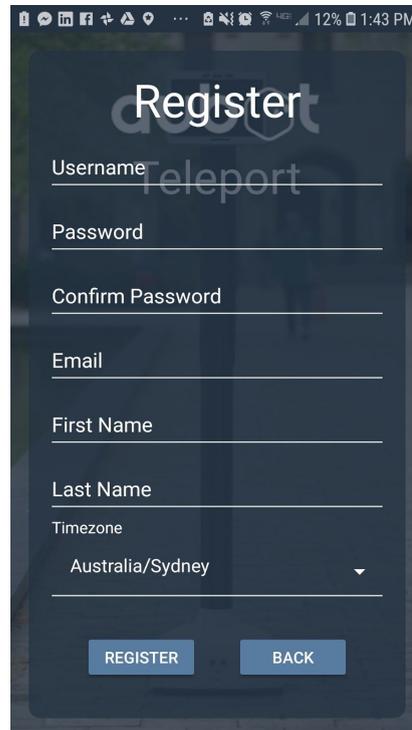
Timezone\*

Register

3. Click "Register".

## From an Android Device

1. Download the app suitable for your device (see Controlling the Teleport via Android or Controlling the Teleport via iPhone).
2. Open the app on your device.
3. Click “Register” and fill in the required details as shown.



The screenshot shows the 'Register' screen of the aubot app. The screen has a dark background with the aubot logo and 'Teleport' text. The registration form includes the following fields: Username, Password, Confirm Password, Email, First Name, Last Name, and Timezone. The Timezone dropdown menu is currently set to 'Australia/Sydney'. At the bottom of the form, there are two buttons: 'REGISTER' and 'BACK'.

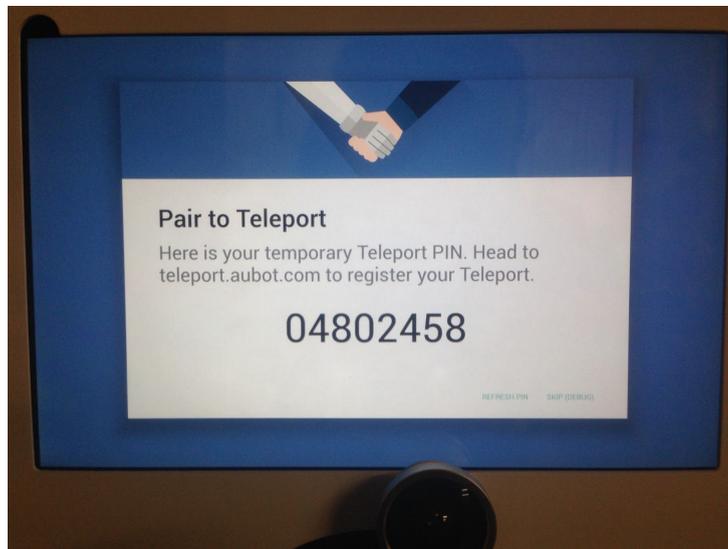
4. Click “Register” to finish.

## Register Teleport(s)

1. Click “Register a Teleport” on the homepage of a personal or organisation account. From an Android app, Teleports may be registered from the home screen by tapping the following icon.



2. Select if Teleport is for personal use or for use within an organisation.
3. Enter the name of your Teleport (you can choose to name your Teleport anything you want), and the Teleport pin, which can be seen on the screen of the Teleport as shown.



If the Teleport is for use in an organisation, an option to assign it to a group will be present. The name and group of the Teleport may be edited later.

### Register Teleport

Teleport's PIN (seen on Teleport Screen):\*

Teleport's Name\*

Location

Timezone (used for scheduling bookings)\*

UTC ▼

Who will have access to this Teleport?

This Teleport is for personal use ▼

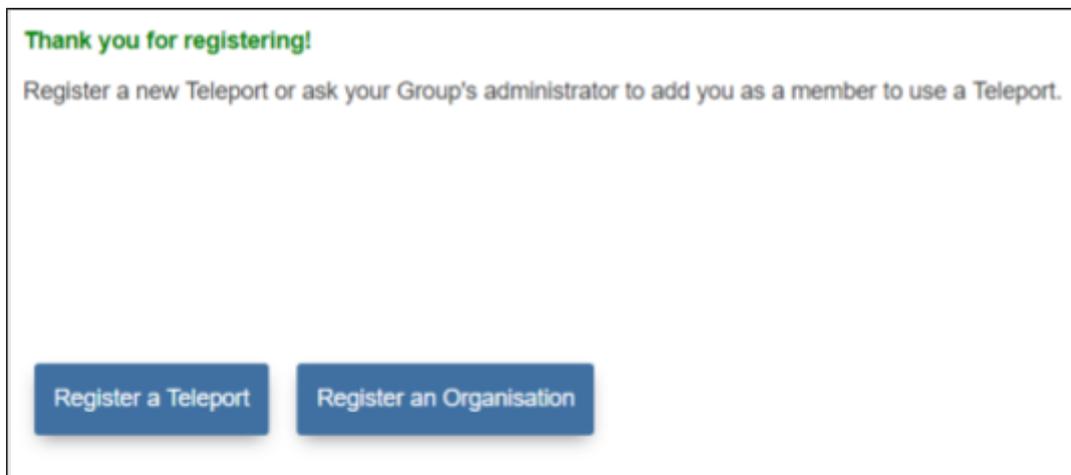
4. Click “Register”. Congratulations! Your Teleport is now registered and ready to use.
5. To register another Teleport, click “Register Teleport” or tap the icon from the Home page, and repeat the above steps.

## Register an Organisation

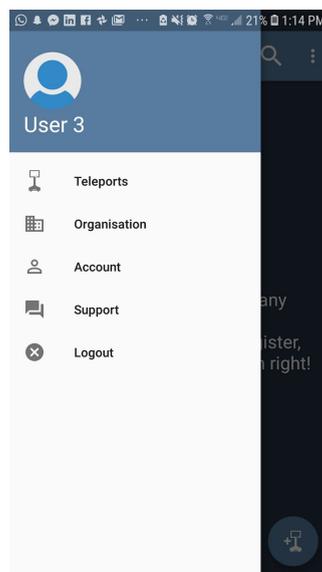
After creating a personal account, it is possible to register an organisation. Multiple Teleports, users and admins may be managed using organisation tools.

If you are already part of an organisation, you will not be able to register another organisation.

1. Click “Register an Organisation” on the Home page of the account if using a web browser.



If using the Android app, click the top left-hand corner to display the following menu, and select “Organisation”.



2. Complete the required details (shown below).

## Register Organisation

Company/Organisation\*

Address 1

Address 2

City

State/Province/Region

Zip/Postal Code

Country

Phone number

Email

Register

3. Click "Register". It is now possible to register new users within the organisation (or to add existing users to the organisation). For more details, see Organisation Features and Settings.