

# Subaccounts

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# Introduction

The module with subaccounts allows you to organize access of an unlimited number of users to the University under one Bitrix account. The data in the University application will be accordingly personalized by subaccounts.

The module will be useful, for example, in the following cases:

- When the organization has representative offices, stores, in which one Bitrix24 account is for the entire department.
- When the organization has external distributors, partners, who need to be learned en masse.
- Any other cases when one Bitrix account is used for a certain number of people, and it would be desirable to have personalized data on learning, testing.

Subaccounts can be both external users and employees of the organization.

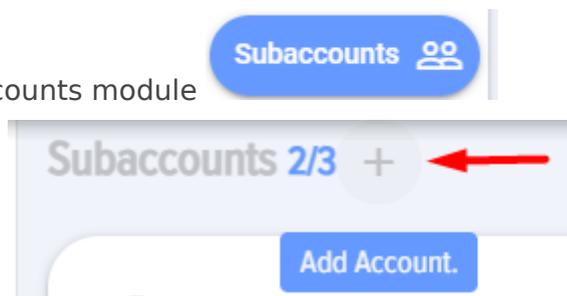
# Adding subaccounts

Adding an account.

## Important conditions:

- This is the Bitrix24 account to which the University subaccounts will be linked.
- Only the Bitrix24 portal administrator can create an account. Not the application moderator.
- The account cannot be a Bitrix24 Administrator or a University application moderator.

Open the subaccounts module

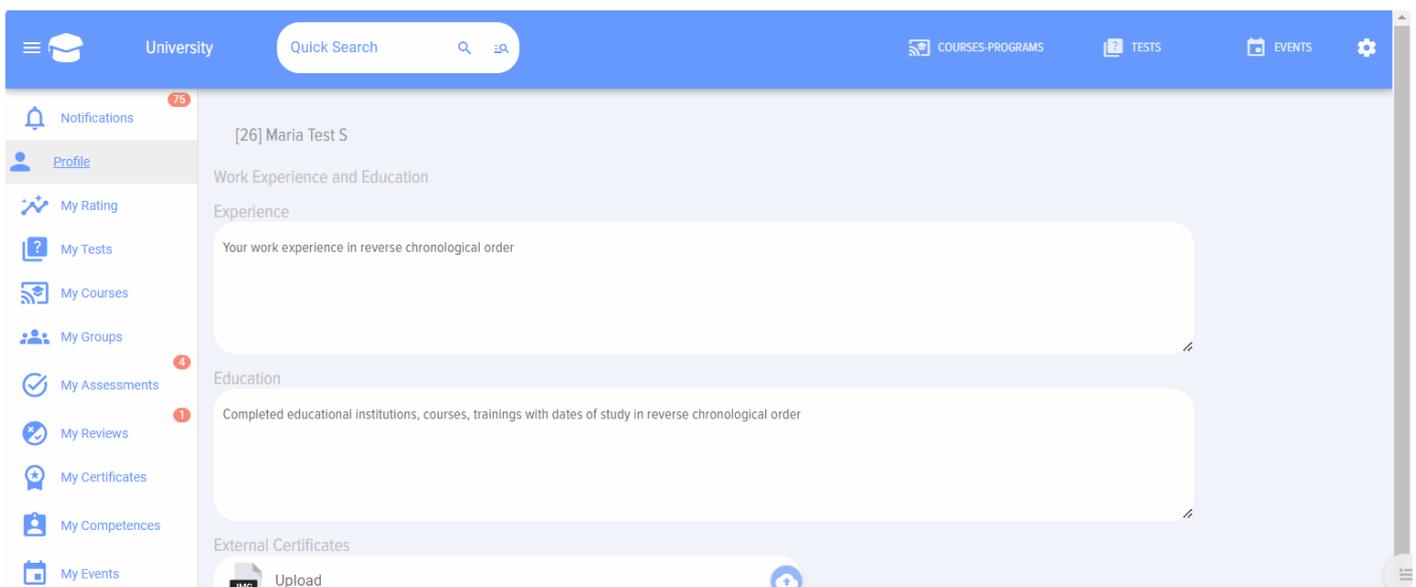


Click on the plus



Select the method of registering sub-accounts in the application

Independently. In this case, the portal administrator must enter only logins and communicate these logins to sub-accounts. When logging in, subaccounts will enter their login, then the application will offer to fill in the data (full name and position) and create a password.



By administrator. In this case, the administrator enters the login and fills in all the data (full name and position), transfers logins to sub-accounts. When logging in, the sub-account will be asked to create a password. The rest of the data (full name and position) will already be filled in by the Administrator.