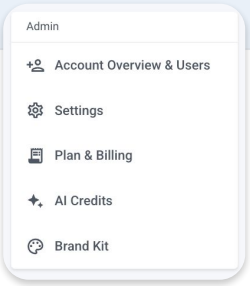
Quick Start Guide:
BioRender for Admins

Everything you need to set up, manage, and grow your BioRender organization license



Sign In to BioRender

1 Explore your Admin Panel



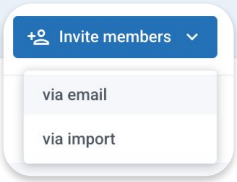
Check your inbox for a BioRender invitation email → Accept and log in → Click your profile name (top right) → Admin (this is your Admin dashboard)

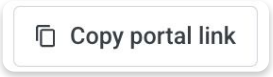
- Manage users in Account Overview & Users
- Monitor usage and manage billing
- Access your org's 2FA settings, notification preferences, security settings, etc.

Verify your email: Email verification is required to access your admin features

→ Full guides: Getting started as an Admin

2 Invite Users





Invite Users (when enabled):

1. **By Email** (1-by-1 or Import) → Click Invite Members
2. **By Portal Link** (Auto-join on)→ Copy, paste & share your custom portal link
3. **Setting up SSO** → Follow the steps in this article to set up SSO

Announce Access:

- Send our premade Announcement Email Template
- Share in relevant channels via Slack/Teams, intranet, newsletter, or lab listservs

→ Full guide: How to invite members

3 Build Awareness & Educate

Promote: Use our announcement email template / Post on social media / Add BioRender to your website / Add to your email signature / etc.

Educate: BioRender works best when your team knows how to use it.

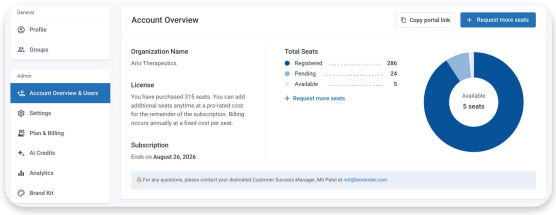
- Share this User Quick Start Guide & Quick Start Video
- Book a live session with your CSM to get everyone up to speed. Locate your CSMs email → Account Overview & Users.
- Share live webinar dates: Upcoming BioRender Webinars - encourage registration!



→ Full guide: User Quick-Start Guide

4 Monitor & Enable

Once your team is on your license, use your Admin panel to monitor seats, and grow adoption across your org.



- Request more seats before you hit capacity
- Keep your CSM in the loop for renewals, upgrades and feedback
- Manage Graphing and AI Feature Add-On & licenses

Go further: Customize your org with Brand Kits, custom icon libraries, and team workspaces.

→ Full guides: Workspace Features

Quick Start Guide:
BioRender for Admins - AI

Getting your team started with your AI Package

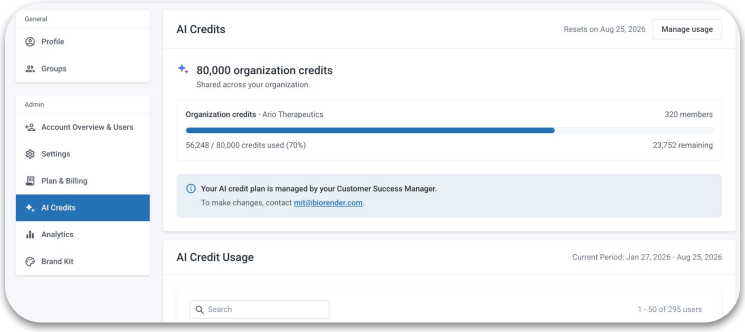


Sign In to BioRender

1 View & Manage AI Use

Monitor usage and set a usage limit from the AI tab in your Admin dashboard

- Connect with your CSM to purchase additional usage



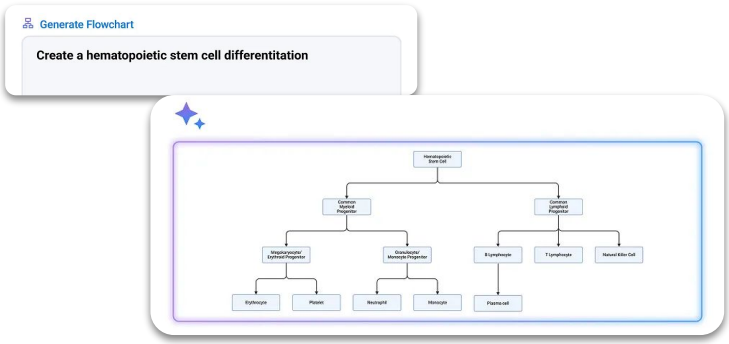
User Notifications: Your users will receive a welcome email when they receive access to credits!

→ Full guide: Managing your Org's AI

2 Build Awareness

Ensure your users know they have access to AI! Send an email announcement and make sure they know how powerful the tools are. Key Resources:

- AI Tools Overview landing page
- How AI works at BioRender, including Data & Security



AI built with security in mind: Your content is protected, and we do not use user-uploaded or any Customer-created content to train our models without your knowledge.

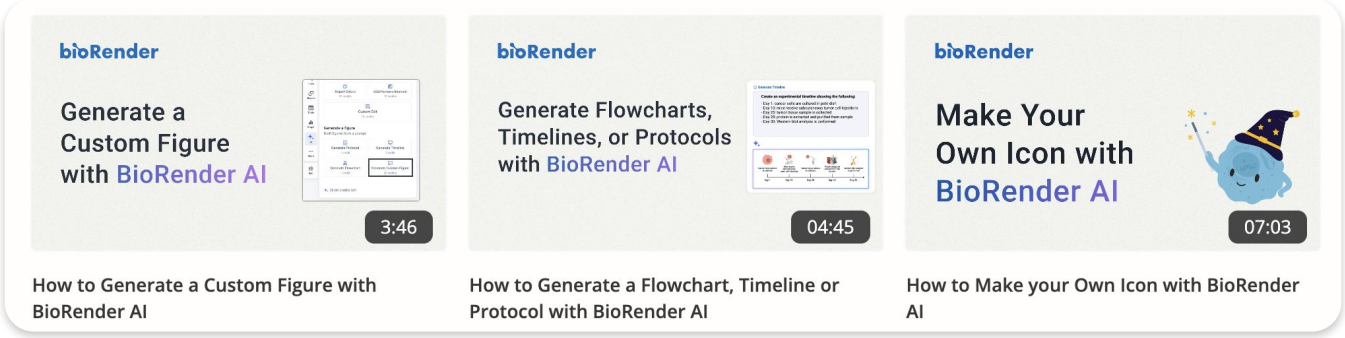
3 Educate & Empower your Users

Webinars & Live Trainings:

- Book a live session with your CSM to get everyone up to speed. Locate your CSMs email → Account Overview & Users
- Share our 30-minute recorded webinar: 30-minute BioRender AI webinar
- Share live AI webinar dates & encourage registration: Upcoming BioRender Webinars

Learning Resources:

- Tutorial Videos
- How to make your own icon with BioRender AI
- How to draft a protocol, timeline, flowchart, or custom figure with BioRender AI



Quick Start Guide: BioRender for Admins - Additional Resources



Sign In to BioRender

Tips & Tricks:

- Deactivate vs. Remove: Deactivating revokes access but holds the seat - the user can be reactivated later but loses access to their files and account. Removing frees the seat permanently - reverts the user to a Basic account, but they retain access to their files. Learn more here.
- Transfer files before removing members: Only admins can transfer ownership of files. All files associated with a member's account transfer with this action - do this before removing or deactivating anyone to avoid losing access. Learn more here.
- Members on existing Team or Lab plans should contact Support: Members on already-existing Team or Lab plans will not be able to join an institutional license - have them contact BioRender Support for a review of their account. Learn more here.
- Changing Admins: Need a new admin? Assign any member on your license and give your CSM a heads up. Learn more here.
- Unlock the PowerPoint Add-in: The Microsoft store must be accessible to download the PPT Add-in. Learn more here.
- Existing Plans & Billing : Members on a premium plan will continue to be billed until they cancel it manually - this is not automatic. Learn more here.

Help & Resources:

Security & Trust Center | Help Center - Admin Controls | Live Webinars | Learning Hub