Using the Epic Organization Portal

www.unrealengine.com/organization

What is the Organization Portal?

The Organization Portal (*Org Portal*) is a private web page provided by Epic Games, Inc. (*Epic*) which allows the administrators at a company or development team to manage their teammates' access to various private products and services provided by Epic.

How do I get access?

The initial setup needs to be prepared by Epic's *Developer-Access team* (developer-access@unrealengine.com), and occurs after your company/team has purchased or been approved for access to certain private products or services which the Org Portal supports. Generally, the initial access will only be available to a single individual within your company/team (this person is the Organization Owner), but if additional Administrators are added to the Organization, they will gain access as well.
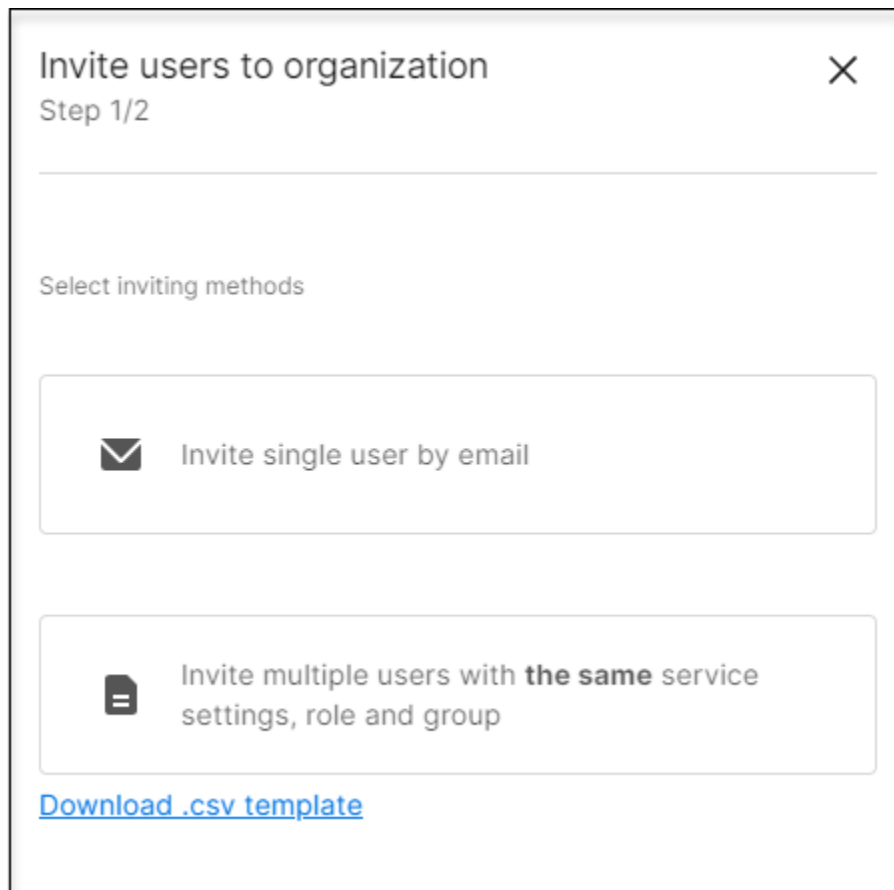
In some scenarios, non-admins can also gain limited access to the Org Portal, for the sole purpose of accessing private downloads.

When access has been granted to a person, it is applied to that person's Epic Games Account (*Account*). That person may follow a link to www.unrealengine.com/organization, and will be required to log into their Account.

The Org Portal may only be accessed by direct link from emails or other sources, as there is no website navigation directing to it at this time.

How do I add teammates to my Organization?

1. From the Org Portal landing page, choose the appropriate Organization. Any products or services which have been applied to the Organization that the Org Portal supports will be listed on the card.
2. On the **TEAM** page, click the **INVITE** button near the upper right
3. Choose whether you want to invite people individually, or perform a bulk invite for multiple people at the same time. This documentation will cover the first option.

> **Invite users to organization**   ✕
> Step 1/2
>
> ---
>
> Select inviting methods
>
> ┌───┐
> │   ✉   Invite single user by email   │
> └───┘
>
> ┌───┐
> │   ▤   Invite multiple users with **the same** service │
> │   settings, role and group   │
> └───┘
>
> Download .csv template

      a.
4. Enter the person's email address in the "Email Address" field

a.

5. Choose whether they will be a basic **Member** of the Organization, or if they will be an **Administrator** who can help manage team access for others.

    a. Note: Access to download *Offline Installers* is only available to Administrators

b.

6. *{Optional}* You may choose to set the person's permissions to products or services now, and once they accept the invitation, the permissions will be applied and they will be notified about their access. If you wish to do this, enable the appropriate checkbox.

    a. *Note: Some products or services may only be available for a limited number of seats. If all seats are already assigned to other users, you will be unable to assign more.*
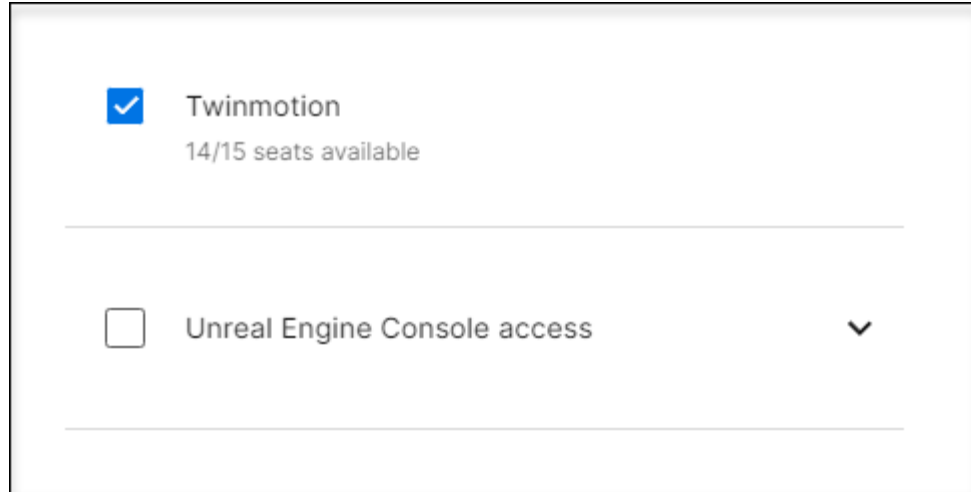
b.

7. Click the **SEND INVITATIONS** button. You will be notified that the invitation has been sent.
8. On the **TEAM** page, the invitation will appear at the bottom in the **Pending Invites** section.
9. The person has received an email inviting them to join the Organization at your request. They have one week to accept the invitation before it expires.
    a. If the invitation has expired, you can click the [**…**] button and choose **Resend**
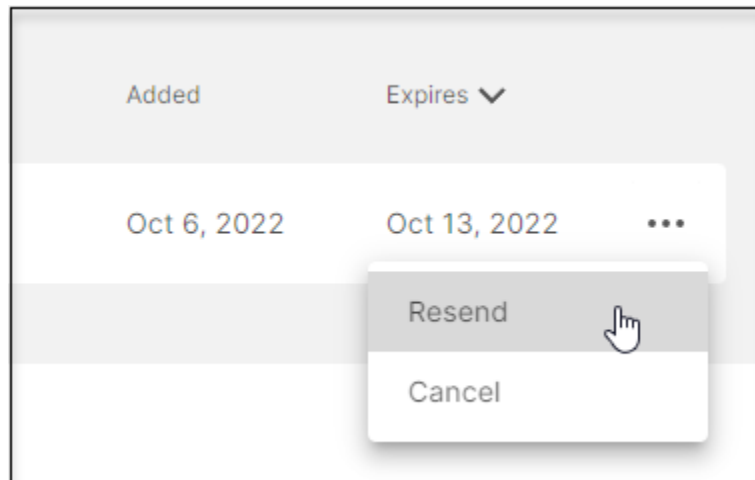

    i.

10. After the person has accepted the invitation, they will be shown in the **Members** list up top, along with their Role and any assigned permission.

How do I add or remove product/service permissions for a Member?

1. On the **TEAM** page, ensure that the **Services** dropdown near the top is set to the appropriate product or service which you want to manage access for.

Team

Services
Twinmotion
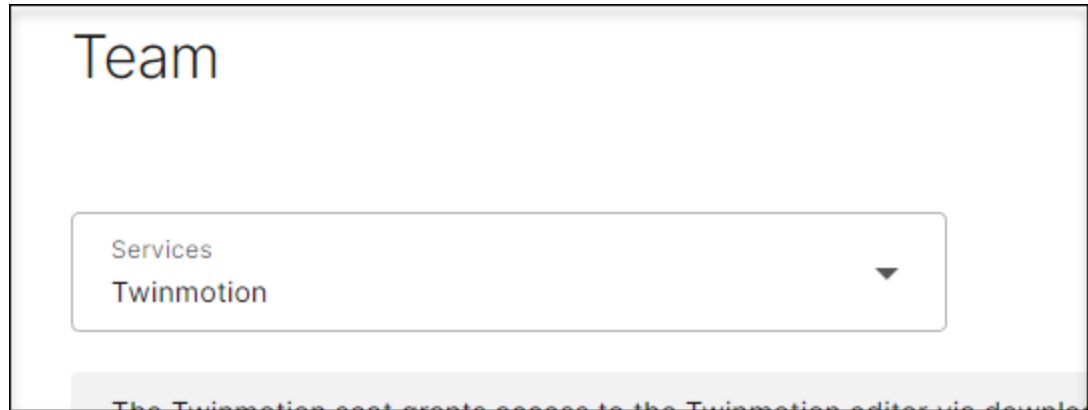
a.

The Twinmotion seat grants access to the Twinmotion editor via double

2. Find the person in the **Members** list. You can also use the **SEARCH** button on the right side of the page.
3. For each person, the **Seat** column will display whether they already have the permission or not.
4. To change their permission, click on the three dots [**…**] located on the right side.
5. Choose either the **Add {service}** or **Remove {service}** option depending on the situation.
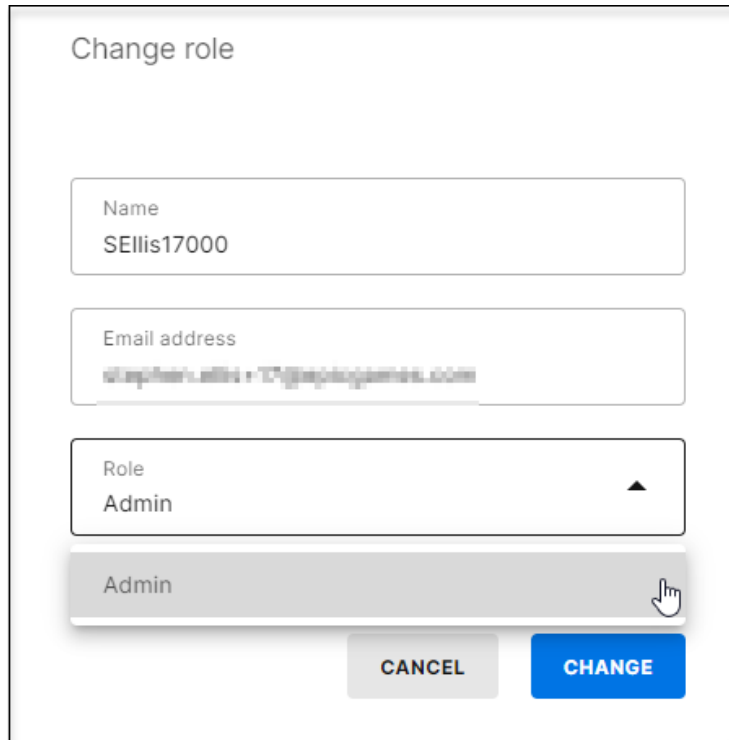

Change role

Remove member

Add Twinmotion
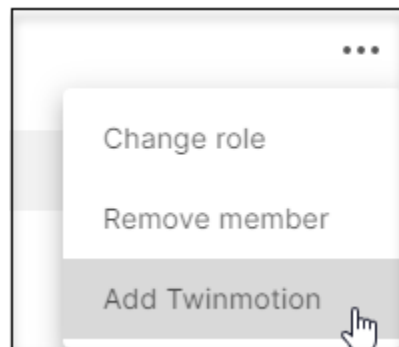
a.

    i.   If adding a permission, confirm by clicking the **ADD SEAT** button

Change role

Remove member

Remove Twinmotion
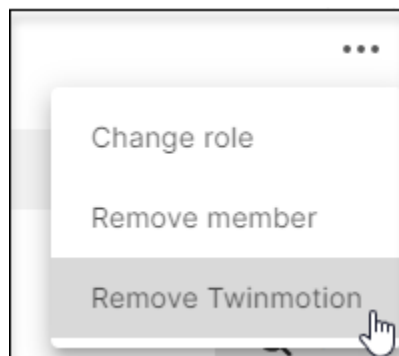
b.

    i.   If removing a permission, confirm by clicking the **REMOVE SEAT** button

6. In both situations, the user will be notified by email about the change in their access.

How do I update a Member to an Administrator?

1. On the **TEAM** page, find the person in the **Members** list. You can also use the **SEARCH** button on the right side of the page.
2. Click on the three dots [**…**] located on the right side.
3. Choose **Change Role**
4. Set the **Role** dropdown to **Admin**.

    a.

5. Click **CHANGE**
6. The **Role** column will now display that they are an Admin, and the person will receive an email notifying them about their new access.

How do I downgrade an Administrator to Member?

The Org Portal does not support this currently. You will need to remove the person from the Organization, and re-invite them as a basic Member.

How do I remove a person from the Organization?

1. On the **TEAM** page, find the person in the **Members** list. You can also use the **SEARCH** button on the right side of the page.
2. Click on the three dots [**…**] located on the right side.
3. Choose **Remove member**
4. You will be asked to confirm the choice; click **Remove**

5. They will no longer appear in the Member list, and any permissions that had been granted to them from the Org Portal will be revoked.
    a. *Note: If your Organization is also used on the Epic Dev Portal, the person will lose all access on the Dev Portal as well.*

How do I access the private downloads?

If your organization has been granted access to *Offline Installers* for Unreal Engine or Twinmotion, then access is automatically available to the Organization Owner and any Administrators. Access to the Offline Installers is not possible to be shared with Members.

If your organization has been granted access to console development files for Unreal Engine, access to the downloads will be available to anyone who has been assigned a seat of the specific access for each console.

Anyone who has the necessary permissions to access the private downloads will see a **DOWNLOADS** link on the sidebar navigation.
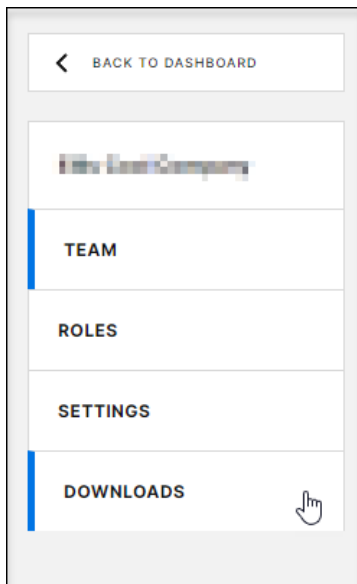
The Downloads page displays a list of files, sorted by date, which can searched, and downloaded by clicking on the ⬇ icon.

If you have access to multiple types of downloads, use the **Type** dropdown up top to swap between them.

How does Org Portal relate to other team-management solutions provided by Epic?

If your company/team is using the Dev Portal (dev.epicgames.com/portal) for Epic Online Services or publishing your games on the Epic Games Store, then the same Organization record with its member list will be used on the Org Portal. The Org Owner and Administrators will have full access to both portals.

If your company/team is using the private Enterprise Management page for the Unreal Enterprise Program, the same Organization record and member list will also be used on Org Portal; however users set as Administrators on the Enterprise Management page will not be set as Administrators for the Org Portal, and may not be able to access it.

If you are using any other team management solution provided by Epic, then there is currently no connection between it and the Org Portal.