

1. Activate your ME5 license (once)

1 Go to <https://my.jabbla.com/register>

2 Enter the serial number you received via mail
or in the package of a speech generating device

Serial number *

ME

SPR####-##### or ME####-
#####

3 Fill in the first name, last name and mailadress of the person that will
be the **administrator** of your ME5 license(s)

4 Choose a username & password for the administrator (= also a login for ME)

Username *

This field is mandatory.

Password *



This field is mandatory.

Confirm password *



1. Activate your ME5 license (once)

5

Click on Register.

Register

6

Your ME license is activated.

From now on, you (the administrator) can always log in at <https://my.jabbla.com/login> to manage your license(s).



Login

Username *

Password *



Forgot your
password?

Need help?

Login

1. Activate your ME5 license (once)

7

Remember and save these details for the future

Serial number:

ME

-



E-mail (administrator):



Username (administrator):



Password (administrator):



Tip 1

Don't lose these details.
They could be asked when
you contact
customer support.

Tip 2

Discuss with your team,
where you will store this
info, so that it doesn't get
lost.

2. Manage your ME5 license



Want to view and manage your license(s)?

The administrator can go to <https://my.jabbla.com/login> and sign in with their details (see previous page)

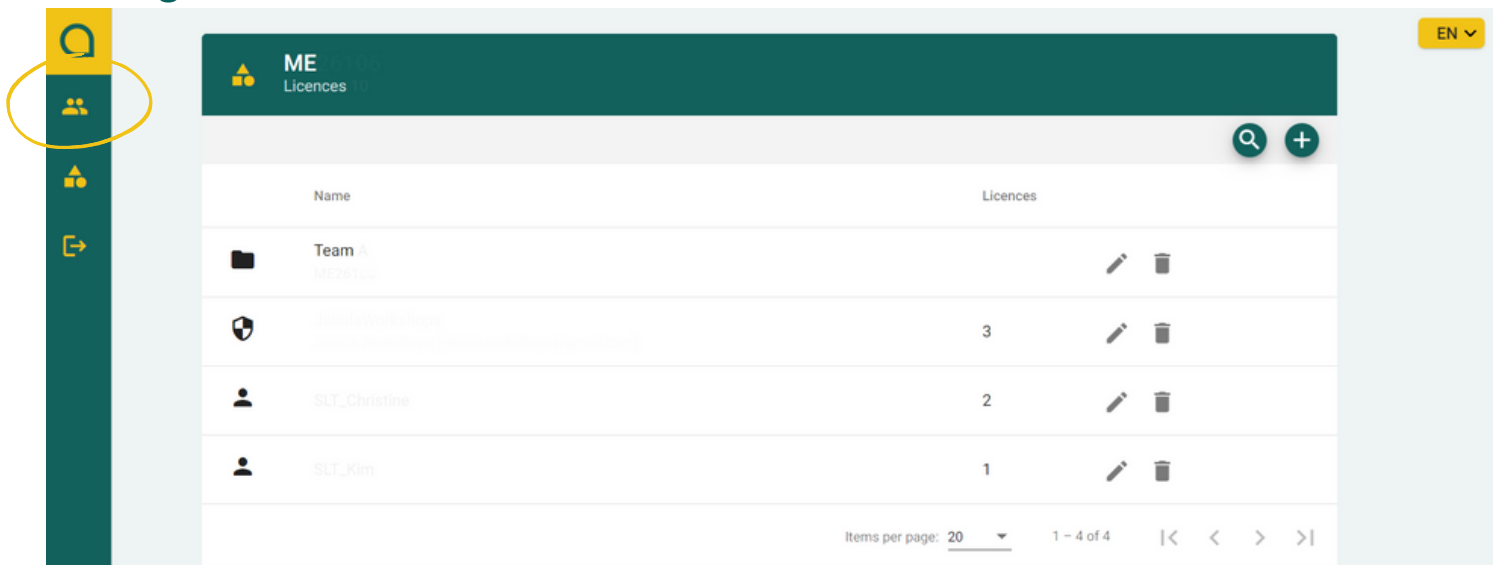
 Login

Username *

Password *



Manage

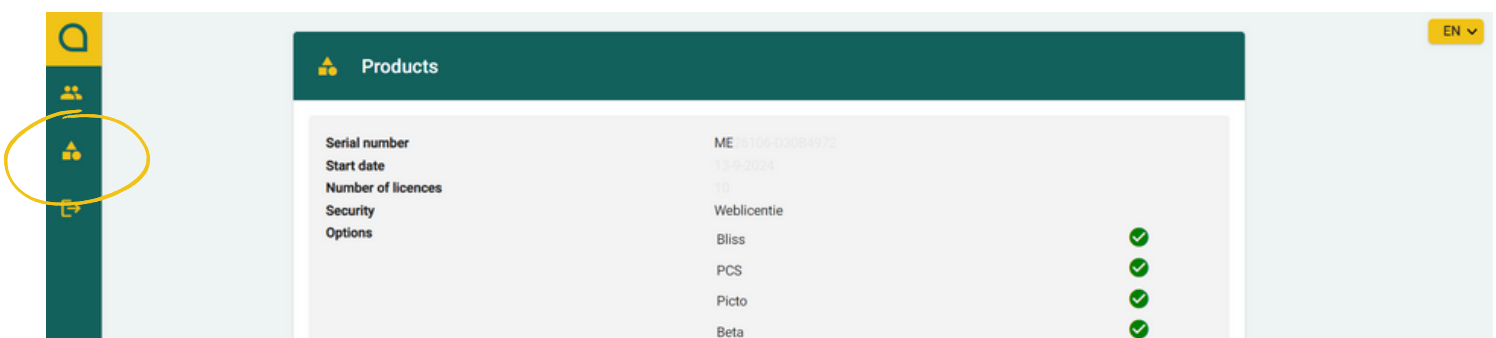


ME Licences

Name	Licences	
 Team ME261...		 
  Weblicentie Weblicentie (2024-2025)	3	 
 SLT_Christine	2	 
 SLT_Kim	1	 

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View



Products

Serial number	ME106-03084972	
Start date	13-9-2024	
Number of licences	10	
Security	Weblicentie	
Options	Bliss	
	PCS	
	Picto	
	Beta	

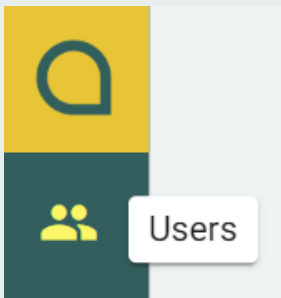
3. Manage your users



As an administrator you can:

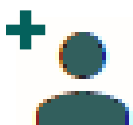
add, edit, delete users/groups/administrators and reserve licenses for a user or group ([see further](#))

view the product details (number of licenses, licensed symbolsets, licensed pagesets ...)



You can create as many accounts as you want. However, the [number of licenses](#) activated on your Mind Express 5 serial number determines [how many users will be able to login at the same time](#).

E.g. : if you have a subscription for 5 licenses, 5 users will be able to login at the same time.



You can create 1 login for all your team members, or [you can create different logins for different team members \(best approach\)](#).



You can manage all your users individually or you can create and manage groups of users (and assign an own administrator to this group, if desired).



Default, you have one administrator. You can add extra admins, if you wish so. For example: one administrator per faculty, campus, team ... of the organisation.

3. Manage your users - good to know



You can create 1 login for all your team members,
or **you can create different logins for different team members**

1 login for all users

✓ ***Limiting administration & logistics***

Edit all licenses in one action.

We do not advise this approach.

1 login for each user individually

✓ ***Control over your own account***

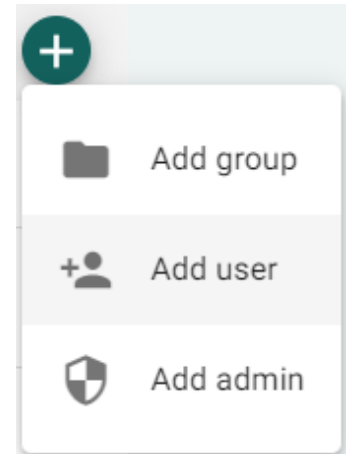
E.g. when you get the notification that all ME5 sessions are in use, you have the possibility to check on which devices your ME5 is still running and close the program. You can be sure that no other person is occupying your account.

✓ ***Individualised management of accounts***

The administrator can easily delete or edit an individual account. E.g. at any moment you can deny one person's access to the ME5 license (for example an intern)

3.1. Add a user (login ME5)

1 Click on + and then on 'Add user'



2 Choose a username & password.



- After creating the user, you can **edit some details** via the pencil icon (password, rights ... (not the username)).
- You can add the mailadress of the user, so they can **request a new password** themselves.

3 With this login you (and/or all the team members with this login) can enter Mind Express 5.

Log in

Username

Password



Remember this account

3.1. Add a user (login ME5) - advanced

4 Via the pencil icon, you can set specific rights for the added user(s), in my.jabbla.

1

You can decide how many users can log in using this specific username and password.

2

You can reserve the licence(s) of this account, so that ME5 can always be used, with this login, when needed.

3

Put a time limit on how long a specific user can access ME5 (for example: until the end of a contract or internship period.)

4

You can list a user as an admin, to give the user rights to manage the license(s).

Edit

...

user

Account

Advanced

Number of licences

1

...

Licences

2

☐ Reserve licences

3

☐ Expiry date for software use

4

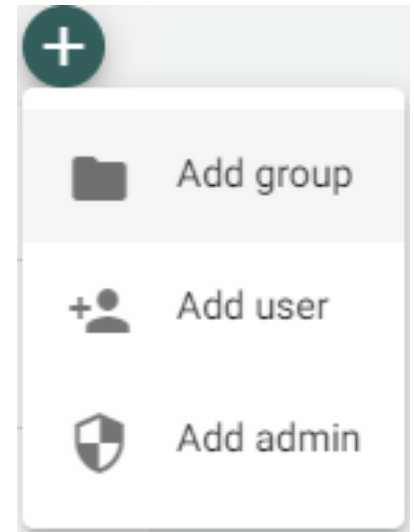
☐ Admin

Cancel

Save

3.2. Create a group to manage multiple users

1 Click on + and then on Add group.



2 You can create one or more users in a group



- After creating a user in a group, you can edit the password (not the username) with the pencil icon.
- Tip: add the mailaddress of the user, so they can request a new password themselves.

3 With these logins the members of the group can enter Mind Express 5.

Log in

Username

Password



Remember this account

3.2. Create a group to manage multiple users - advanced

4 Via the pencil icon, you can set specific rights for the whole group.

1

Reserve the license(s) so that the group can always use ME5, with their login, when they need it.

2

Put a time limit on how long a specific group can access the software (for example: during of one school year)

Edit

...

group

Name *

...

1

☐ Reserve licences for this group

2

☐ Expiry date

Cancel

Save



You can list a user in a group as an admin, to give the user rights to manage the license(s) in this group (and any possible subgroups).

4. Organise Mind Express for your organisation

Learn how to tailor ME5 for your organisation.



Mind Express 5 for multi-users

Mind Express 5 can be downloaded, so you don't have to order DVDs anymore. This way, you can install Mind Express 5 'unlimitedly' on different...

[Q Jabbla /](#)