Create a workspace Guide

Getting started · Version 1.0 · Updated 14 October 2026

What this screen does

Create a private workspace and its business owner account.

Before you start

Use a unique work email and prepare a strong password.

Fields explained

- Name: owner identity
- Business: workspace name
- Email: unique login
- Password and confirmation: at least 10 characters

Step by step

Landing page and registration

Path / and /register. Use the landing page to enter the application or open Create workspace. Enter your name, business name, unique work email, password and matching confirmation. Use at least 10 characters for the password; the server enforces this even if a screen placeholder mentions eight. Select Create workspace. Successful registration signs you in as the business owner of the new workspace.

How to check it worked

Registration signs you in as the business owner.

Common problems and solutions

The server enforces 10 characters even if a placeholder mentions eight.