

SIGN-IN SETUP · FOR IT ADMINS

Clouddraw accounts (no directory)

For small offices and workgroup computers: invite people by e-mail, no directory needed.

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When to use Clouddraw accounts

Clouddraw accounts are for organizations without a central directory: small offices, workgroup PCs, branch offices, or a few contractors. Clouddraw keeps the accounts. You add people and invite them by e-mail, and each person chooses their own password.

Every sign-in has two steps: the person's e-mail address and password, then a one-time code that Clouddraw e-mails to them.

NOTE

Invitations are only available when no identity provider (Microsoft Entra ID, Google, Okta or OpenID Connect) is connected to the workspace. If one is connected, people sign in with their existing account there and need no invitation.

1. Add people

1 Open People

In the Clouddraw admin console, open **People** and click **Add a person**.

2 Enter their details

Enter the person's **e-mail address** (required, and it must be one they can read) and their name. You can put them in groups now or later.

3 Save

The person now uses one seat. The **People** page shows how many seats you use out of your plan's total.

TIP

In onboarding step 3, *Sign-in for your users*, the option **Clouddraw accounts (no directory)** takes you through adding and inviting people.

2. Invite them

1

Send the invitation

On the **People** page, choose the person and click **Invite**. You can invite several people at once.

2

Check the status

The person shows as *Invited* until they sign in for the first time.

The first invitation also turns on sign-in for your workspace and makes the e-mail code the second step for every sign-in in that workspace. This includes Active Directory users, if you also use Active Directory.

What your people receive

An e-mail with the subject "**You're invited to your workspace**", sent from `noreply@cloudraw.com` or from your own sender address if you have set one up (see [Send codes from your own domain](#)). It says:

1. **Set your password** with the button in the e-mail.
2. **Install Cloudraw Connect** from the download link in the e-mail.
3. **Open Cloudraw Connect, choose "Sign in"**, and sign in with their e-mail address and password. A one-time code is e-mailed to them every time they sign in.

The password link expires after a while. If it has expired, send the invitation again.

IMPORTANT

Also tell your people your **workspace name**. Cloudraw Connect asks for it before the sign-in window opens. You find it under **Settings** → **Identity & SSO**, and onboarding step 6 has a **Copy text** button with a ready-made message for your users.

Their first sign-in

1

Set a password

The person clicks **Set your password** in the e-mail and chooses a password.

2

Install and open Cloudraw Connect

See [Install Cloudraw Connect and enroll your computer](#).

3

Sign in

They type the workspace name, click **Sign in**, then enter their e-mail address and password in the browser window.

4

Enter the e-mail code

They type the one-time code from the e-mail "*Your sign-in code for workspace*".

Resend an invitation

Click **Invite** again on the person (the console shows *Invited · resend*). Each resend e-mails a fresh *Set your password* link. You can resend once a minute.

Common reasons to resend: the link expired, the e-mail went to spam, or the person deleted it. If the e-mail address was wrong, correct it on the person first.

Alternative: create an account with a starting password

If a person cannot receive e-mail yet, open **Settings** → **Identity & SSO**, go to **Users** and click **Add a user**. Clouddraw shows a starting password **once**. Pass it on securely. The person must change it at their first sign-in. Invitations are the better choice, because nobody but the person ever knows the password.

Organize people with groups

Without a directory, you create the groups yourself. Groups decide what people can reach, through access rules.

1 Create a group

Click **New group**, give it a name such as *Finance*, and pick its members. Group names must be unique.

2 Change members or rename

Open the group to add or remove members or rename it. Membership changes apply to people's devices right away.

3 Use it in an access rule

In **Access rules**, choose the group as *who* can reach an app or network.

4 Delete a group

You can delete a group only when no access rule uses it. If one does, the console lists the rules to change first.

TIP

No groups yet? An access rule can also name **people** or **devices** directly, for example "dana@yourcompany.com" or "Reception PC". This suits very small teams. Switch to groups when you have more than a handful of people.

Suspend or remove someone

Action	Where	What happens
Suspend	People , the person, Suspend	The person can no longer sign in or enroll a computer, and their devices lose access. Use it for leave, a lost laptop, or an investigation. Unsuspend to restore access. A suspended person cannot be invited.
Disable sign-in	Settings → Identity & SSO → Users , Disable	Blocks the sign-in account only. Enable turns it back on.
Remove	People , the person, delete	Removes the person and frees their seat. Also remove their sign-in account under Settings → Identity & SSO → Users , Remove .

IMPORTANT

For a leaver, suspend first so access stops at once. Then remove the person and their sign-in account. Also remove or re-assign their computers under **Devices**.

Common questions

Can people reset their own password?

Sending the invitation again gives them a new *Set your password* link.

Can I use the same e-mail address in two Cloudraw workspaces?

Yes. Each workspace has its own account and password for that address. Cloudraw Connect can hold several workspaces on one computer.

Can I switch to Microsoft Entra ID or Google later?

Yes. Read [Changing method later](#) first. Accounts are not linked automatically.

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