Portals in Learnifier – How They Work

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In this article, we explain what portals are in Learnifier, how they work, and how administrators can use them to organize learners, content, and access within their platform.

What Is a Portal?

A portal in Learnifier is a separate learning environment within your platform.

It allows you to organize learners, courses, and branding for different audiences while still managing everything from the same Learnifier system.

Portals are commonly used when organizations want to:

- Separate different target groups
- Create different learning experiences
- Manage content access independently

Each portal can have its own:

- Users
- Courses (projects)
- Catalog structure
- Branding and interface
- Access rules

This makes portals a powerful way to structure a learning platform when working with multiple audiences.

Example: How Portals Are Used

Here are some common ways customers structure their portals.

Example 1 – Internal vs External Training

Employee Portal
Audience: Employees
Content: Onboarding, compliance training

Partner Portal
Audience: Partners and resellers
Content: Product training

Customer Portal
Audience: Customers
Content: Product onboarding

Each audience sees only the courses and information relevant to them.

Example 2 – Different Companies or Departments

Organizations with multiple subsidiaries or departments can use portals to keep training separated.

Example:

Portal A – Head Office
Portal B – Subsidiary Company
Portal C – External Contractors

Each portal can have its own administrators and course catalog.

What Is Shared Across Portals?

Even though portals are separate environments, they still exist within the same Learnifier platform.

This means administrators can manage multiple portals while maintaining central control.

Shared across the platform:

- Platform administration
- Overall system settings
- API integrations

Portal-specific:

- Users
- Courses (projects)
- Catalog visibility
- Communications

How Users Access a Portal

Users normally access a portal through a specific login URL.

Example:
company.learnifier.com

Once logged in, the user will only see the content available in that portal.

User accounts are typically created through:

- Manual creation by administrators
- Imports (Excel or API)
- Integrations (for example HR systems)

- Invitations to courses

Managing Content in a Portal

Courses are created and managed within a specific portal.

Administrators can:

- Create courses (projects)
- Assign learners
- Publish courses to the catalog
- Manage communications and reporting

Users inside the portal will only see the courses that are published or assigned to them.

When Should You Use Multiple Portals?

Using multiple portals is recommended when you need to:

- Separate different learner groups
- Use different branding or learning structures
- Restrict access between organizations
- Provide training for partners or customers

If your audiences share the same courses and structure, one portal is often enough.

Best Practices for Structuring Portals

To keep your platform organized, we recommend:

- **Define your audiences first**
  Decide who your learners are (employees, partners, customers).
- **Keep portal structures simple**
  Avoid creating too many portals unless there is a clear need.
- **Use teams and automations inside portals**
  These help you manage users and course assignments efficiently.
- **Plan reporting needs**
  Reports are usually generated per portal, so consider how you want to track learning activity.

Summary

Portals allow you to structure your Learnifier platform for different audiences while still managing everything centrally.

They help you:

- Separate learners and training programs
- Customize learning environments
- Manage complex training structures efficiently

Tip: If you are unsure whether you should create additional portals, contact your Learnifier Customer Success Manager or support team for guidance.