Create a SyncRoom Account

Last Modified on 11/10/2025 10:09 am EST

Overview

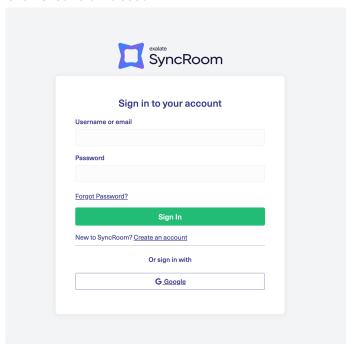
SyncRoom allows you to create your own account through a simple self-service registration process. You can register using your business email or sign in with your Google account.

Registration Methods

Option 1: Manual Registration with Email

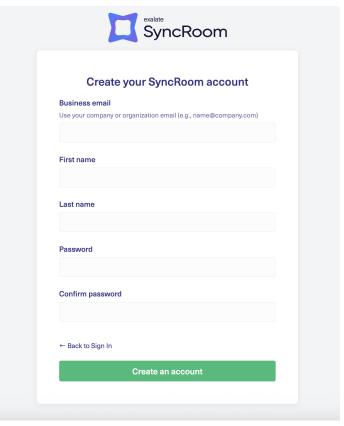
1. Access the Registration Form

- Navigate to the SyncRoom login page
- Click Create an account



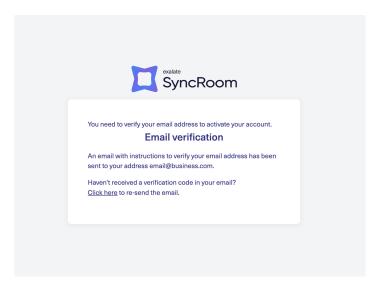
2. Enter Your Information

- Enter your business email address
- Provide your first name and last name
- Create a strong password (minimum 12 characters)
- Confirm your password



3. Submit Registration

• Click **Create an account** to submit your information. You'll see a confirmation message that a verification email has been sent.



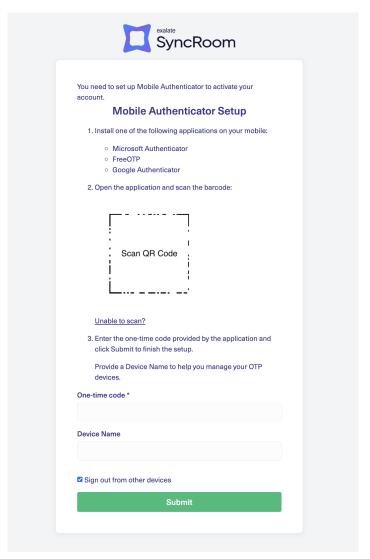
4. Verify Your Email

- Check your email inbox for a verification message from SyncRoom
- Note: The verification link expires after 2 hours
- Click the verification link in the email
- You'll be redirected to complete your account setup

5. Set Up Two-Factor Authentication (OTP)

- Follow the instructions to configure OTP using your mobile authenticator app
- Scan the QR code or enter the setup key manually

• Enter the verification code from your authenticator app



6. Log In

- Once OTP is configured, you can log in to SyncRoom with your email and password
- You'll need to enter the OTP code from your authenticator app each time you log in

Option 2: Sign In with Google

1. Access the Login Page

- Navigate to the SyncRoom login page
- Click the Sign in with Google button

2. Authenticate with Google

- Select your Google account
- Grant SyncRoom the necessary permissions

3. Verify Your Email

- $\circ~$ Check your email inbox for a verification message from SyncRoom
- Note: The verification link expires after 2 hours
- Click the verification link in the email

4. Set Up Two-Factor Authentication (OTP)

- Follow the instructions to configure OTP using your mobile authenticator app
- Scan the QR code or enter the setup key manually
- Enter the verification code from your authenticator app

5. Log In

- Returning to the SyncRoom login page, click Sign in with Google
- You'll need to enter the OTP code from your authenticator app each time you log in

Important Notes

- Business Email Required: Please use your business email address for registration to ensure proper account management and communication
- Password Requirements: Your password must contain at least 12 characters
- Verification Link Expiration: Email verification links expire after 2 hours for security purposes. If your link expires, simply restart the registration process
- Two-Factor Authentication: OTP setup is mandatory for all users to ensure account security

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