

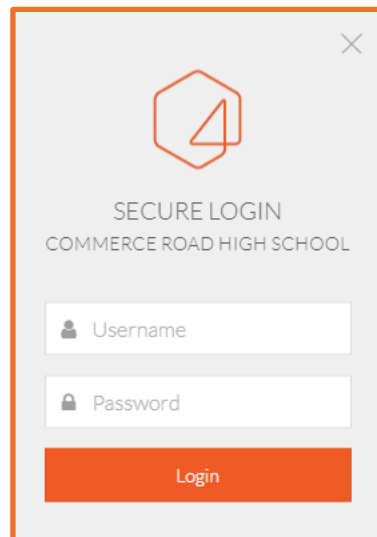
Logging into your Content Management System (CMS)

To login to your website Content Management System (CMS) you will need to go to your website address and type **/admin** at the end of the address.

For example: www.yourwebsiteurl.co.uk/admin

An orange and white pop-up box will then appear in the centre of the screen and ask you enter your credentials.

Once you have completed this, press the orange login button to gain access to your CMS.



The image shows a screenshot of a 'SECURE LOGIN' pop-up box. At the top center is the e4education logo. Below it, the text reads 'SECURE LOGIN' and 'COMMERCE ROAD HIGH SCHOOL'. There are two input fields: one for 'Username' with a person icon and one for 'Password' with a lock icon. At the bottom is an orange button labeled 'Login'. A close 'X' button is in the top right corner.

Please note that your username will be your email address and that the password field is case sensitive.

Forgotten your password?

If you have forgotten your password, you can click on the **'having trouble logging in'** text which will appear under the login box.

This will take you to a screen where you can submit your username (email address) to receive a password reset email for your account. If you do not receive the email instantly, please check your spam/junk folder.

Clicking on the link provided in the email will allow you to reset your password. You will then be able to login with your new credentials.