How to access the CMS

To access the CMS, you will need a User to be created. This is done via the Update Users screen by a Super User.

> The user must be 'enabled' for them to log in

Login via a Password

Your user will navigate to WWW.YOURDOMAIN.CO.UK/cms and enter their username and password.

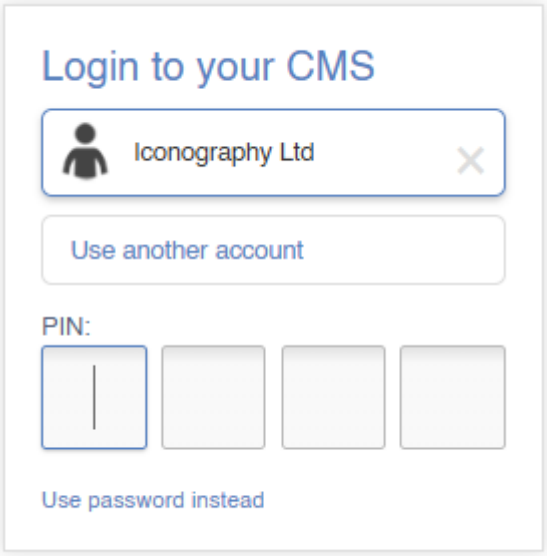
On first login, it is best practice for that use to immediately change their password and/or set up their pin.

This is done via the My Details screen.

Login via a Pin

From the My Details screen, it is also possible to set up a Pin (if the User has been granted permission to do so).

When logging into a Trusted Device, if a pin has been set, the user will be prompted to enter their pin, rather than their password.



Trusted Devices

A device will automatically be marked as trusted once a user has logged in via their CMS username/password for the first time.

This will expire every 30 days, and a user will have to log in properly again. Please not that on shared computers, it will not prompt the user to add a saved password.

> Trusted Devices do not override IP restrictions.

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