

# Logging In

After FileCloud is installed, you need to log in using your admin account to perform administrative tasks.

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## Accessing the Admin Portal

In a supported web browser, open the following link depending on whether or not you are using SSL connection.



### Admin URLs

**http://<your filecloud address or IP>/admin (or)  
https://<your filecloud address or IP>/admin**

this redirects to

**http://<your filecloud address or IP>/ui/admin/index.html (or)  
https://<your filecloud address or IP>/ui/admin/index.html**

FILECLOUD

Admin Portal

Name  
admin

Password  
.....

Sign in

[Use Single Sign On \(SSO\)](#)

[+ More Options](#)

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If [Two factor authentication for Administrator](#) is enabled, then you will be required to provide a security code to continue.



Admin Portal

Security Code

Enter security code

Enter the security code to proceed

Verify

Cancel

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## Using Default Credentials

If the credentials were not changed during FileCloud install, admins can use the following information to login into admin UI.

Field	Default
Name	<b><i>admin</i></b>
Password	<b><i>password</i></b>

## Viewing and Clearing Checklist Notifications

Each time you log in, you are alerted of any system set-up recommendations that you skipped:

The screenshot shows two notification banners at the top of the admin UI. The first banner is red and contains an information icon, the text "Invalid Server URL", and the instruction "Go to Settings, Server to set a valid Server URL". The second banner is yellow and contains an information icon, the text "Set Email Server", the instruction "Go to Settings, Email to set a valid email server to send email.", and the note "Demo SMTP Server enabled during trial". Below the banners is a table with the following data:

Groups	2
My Files Items	15
Network Folders	1
User Shares	7
Devices	2
Audit Records	809

To avoid seeing the alerts again, correct the settings. To clear a recommendation for this session, click on it. To clear all recommendations for this session, click Escape.