

Logging In

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

- [Accessing the Admin Portal](#)
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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

Powered by FileCloud

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	<i>admin</i>
Password	<i>password</i>

Viewing and Clearing Checklist Notifications

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

Invalid Server URL
Go to Settings, Server to set a valid Server URL

Set Email Server
Go to Settings, Email to set a valid email server to send email.
Demo SMTP Server enabled during trial

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.