

# 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	<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:

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.