

Logging in to terminal four to log in to the content management system.

Navigate to the log in web address. And it's the same as accessing any other web based application.

You can do this from wherever you happen to be in the world, in the username field, type in your username, and in the password field.

Enter the password. Click on.

Log in. And when you've successfully logged into the system, it will display the main menu screen click on site structure.

And it will show you the hierarchical list of the site or sites that you have access to.

Key icons are displayed along the top horizontal panel, and the content menu is displayed here in the left panel.

Clicking on content further displays the key tasks within it.

You can create content, edit content, delete content, and so on.

The corresponding actions menu displays all of the actions that you can carry out to a section or webpage within your site structure.

And from here you can also create content and edit content.

You can update your password by clicking on your username.

Choosing Profile. And clicking edit profile.

You can update your email address, your password, and then confirm the new password.

Either click on save changes, if you're happy with that, or I'm just going to cancel out of this a click on site structure.

Which brings me back into the main menu screen.

To log out, right click again on your username and choose log out.