Administrator Area

Logging In

The Administrator Interface (or **back-end**) of the HUB is where you do most of the work to set up, configure and maintain your website. As such it must be protected from access by casual visitors and will request a valid username and password before access to the Administrator Interface is granted.

Access the Administrator Interface of the HUB by entering a special URL into the address bar of your web browser. If the HUB is located at https://www.example.com then you will enter the address https://www.example.com/administrator will be shown the Administrator Interface login.

Enter your username and password into the relevant fields. Click the **Login** button. If you login successfully, you will see the Administrator control panel.

Logging Out

To log out of the Administrator Interface, locate the **Logout** link in the top-right corner of the Administrator Interface and click on it. Logging out will return you to the Administrator Interface login screen. If the **Logout** link is grayed out and nothing happens when you click on it, then you are probably in a screen where you have a page locked for your exclusive use. Please close out of the page by clicking **Save and Close** or **Close** to release the page, then click on the **Logout** link.