



Login with Administrator Account

At the end of this guide you will be able to access your Adxstudio Portal in the Administrator role.

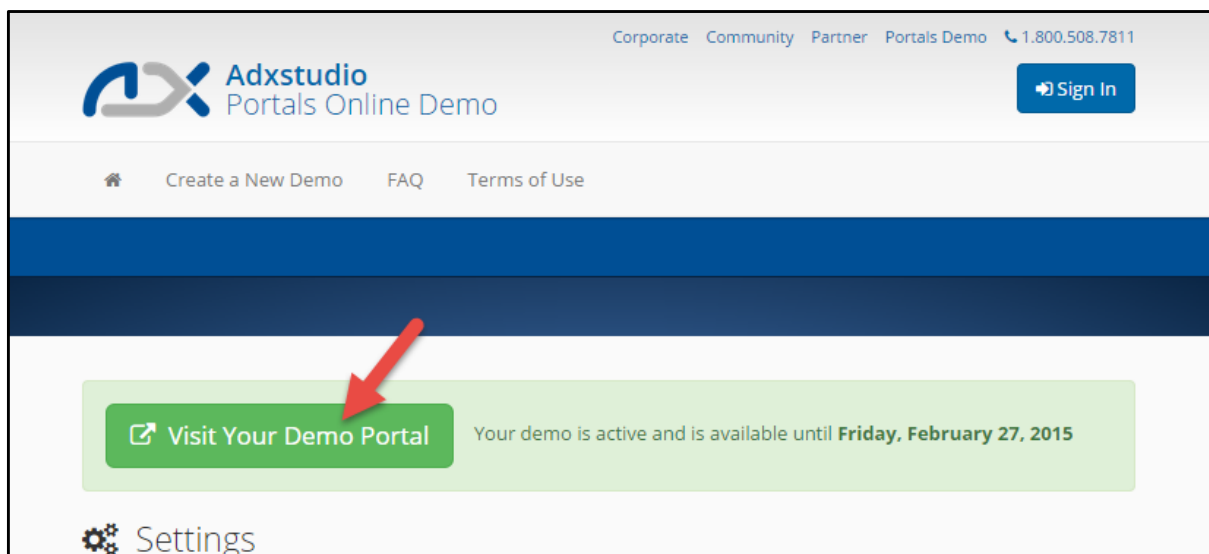
How to Login With Administrator Account

After your Demo Portal is created and ready to go, Adxstudio will send you a welcome email, included in this email are:

- your portal URL
- sample users and passwords
- some helpful links

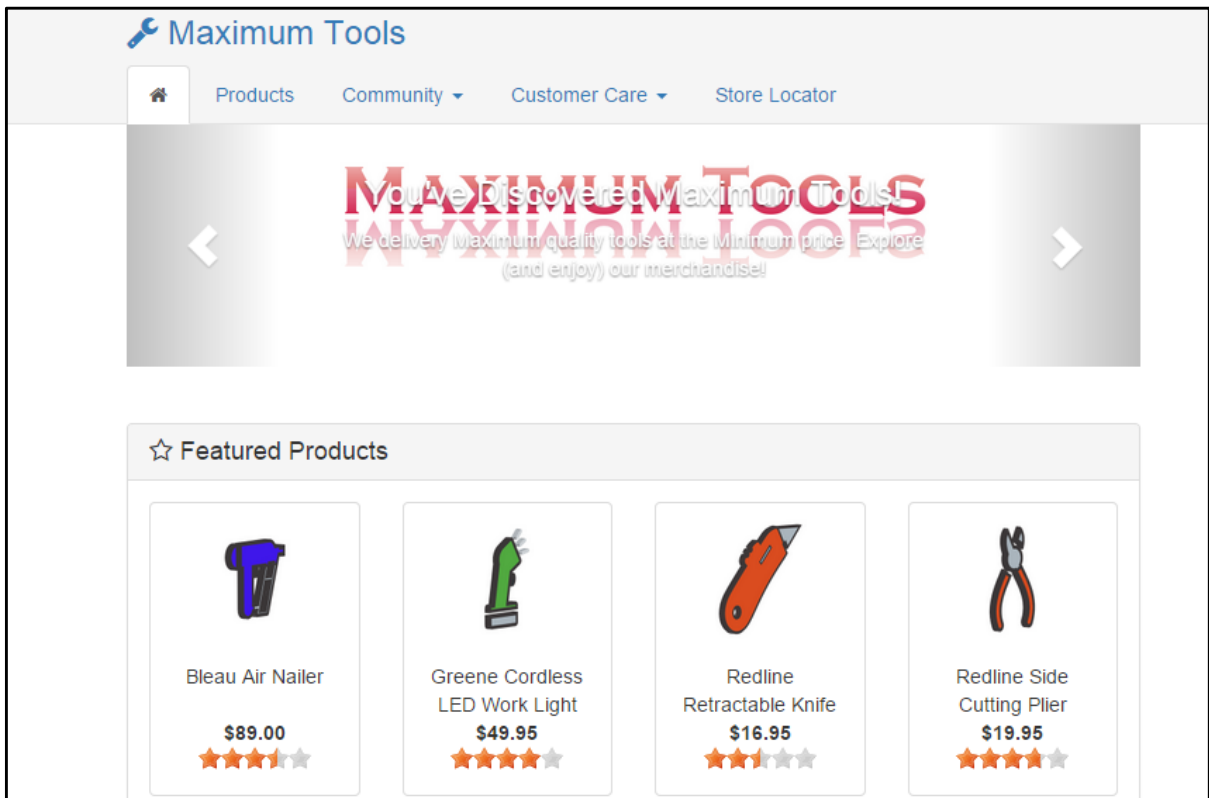
Make sure you have the credentials for the sample administrator before you get started with steps below.

- 1) With your browser, navigate to your Demo Portal <http://<portalname>.demo.adxstudio.com> replace <portalname> with your portal name.
- 2) Click on the Visit Your Demo Portal button.



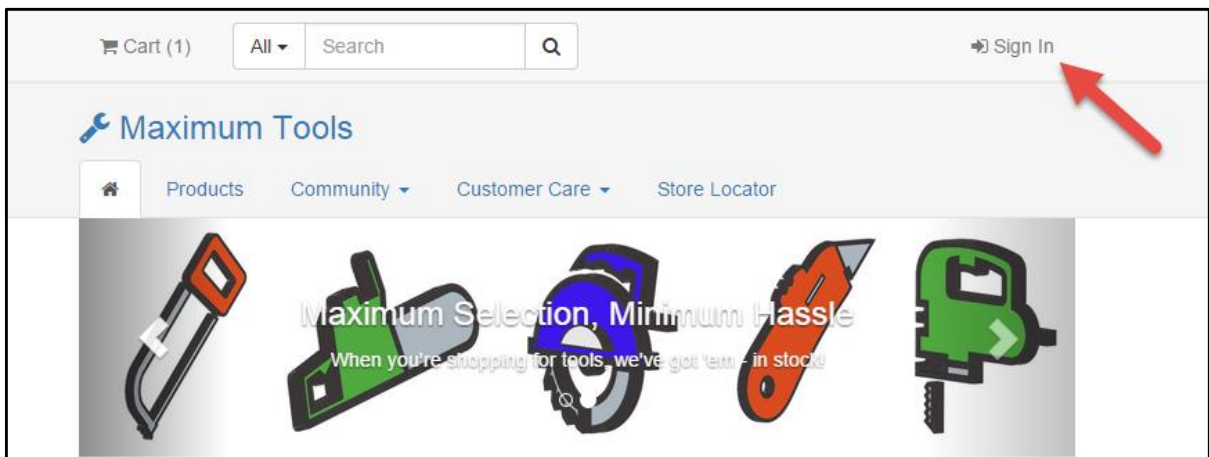
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- 3) Your Portal will be loaded. Your Portal homepage will vary depending on which template you select. If you selected the Retail Portal it will look like the image below.



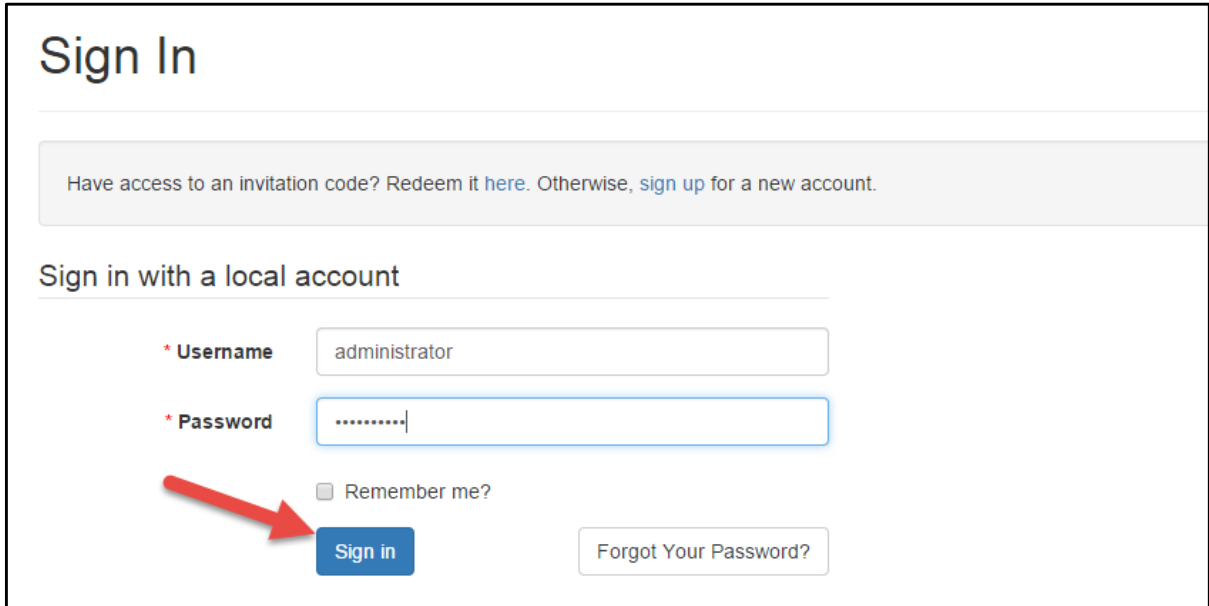
Note: You are not logged in yet. This is what every user who visits your portal will see.

- 4) Click on the Sign In button.



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- 5) You will log in using the Demo Portal administrator that was emailed to you by Adxstudio when you created the Portal. Enter "administrator" for Username, "pass@word1" for Password, and click on the Sign in button.



Sign In

Have access to an invitation code? Redeem it [here](#). Otherwise, [sign up](#) for a new account.

Sign in with a local account

* Username administrator

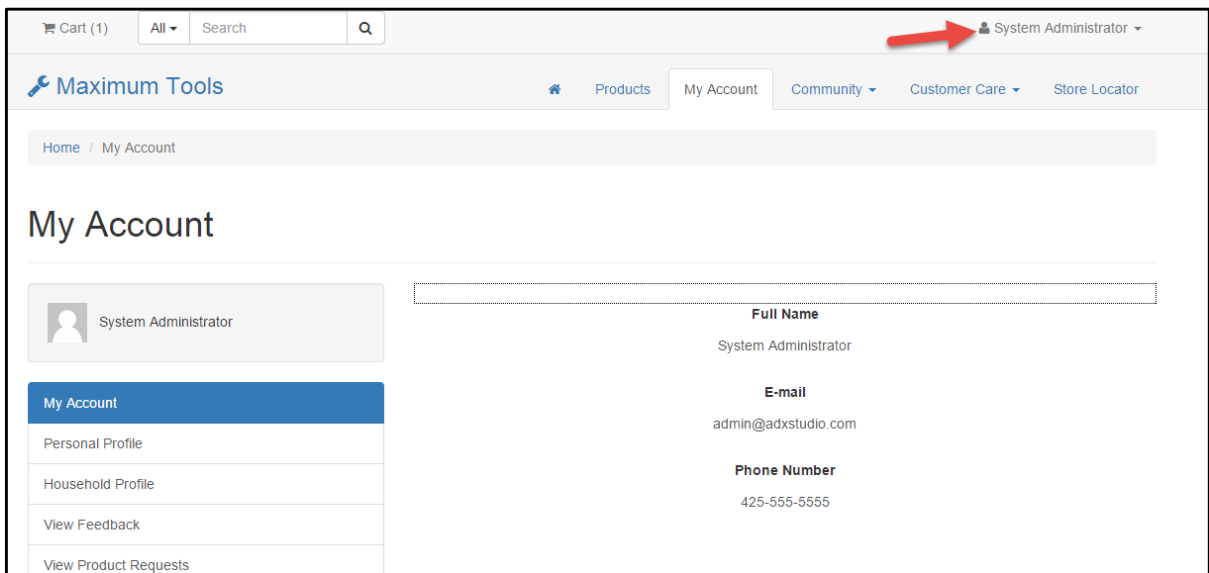
* Password

Remember me?

Sign in

[Forgot Your Password?](#)

- 6) You are now logged in to the Portal and the Portal will load your profile page. You may edit your profile here.




Cart (1) All Search

Maximum Tools Products My Account Community Customer Care Store Locator

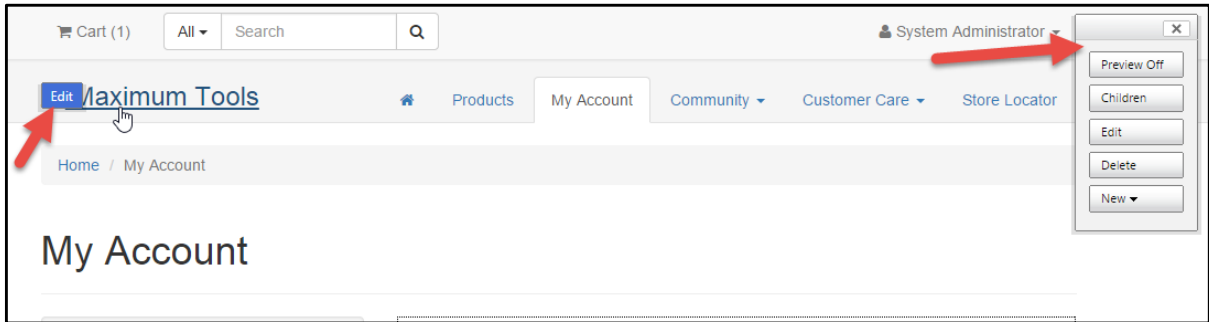
Home / My Account

My Account

 System Administrator	Full Name System Administrator
My Account	E-mail admin@adxstudio.com
Personal Profile	Phone Number 425-555-5555
Household Profile	
View Feedback	
View Product Requests	

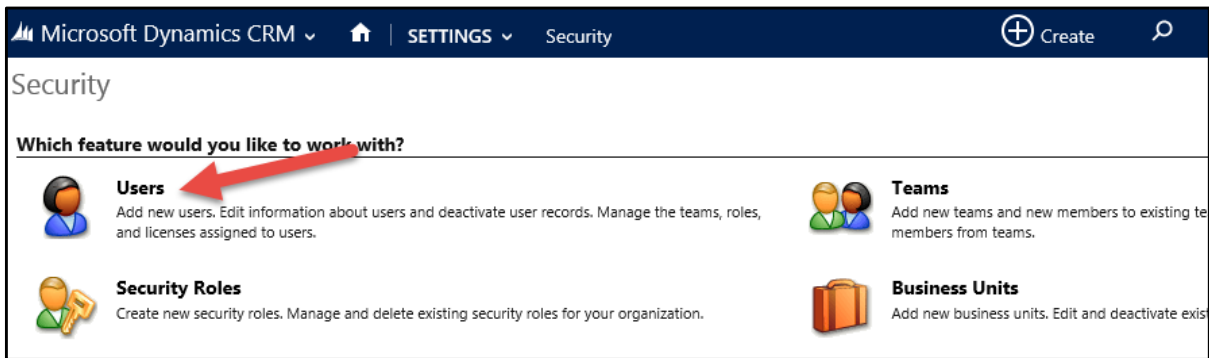
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7) When you are logged in as an administrator, you will see the edit control.

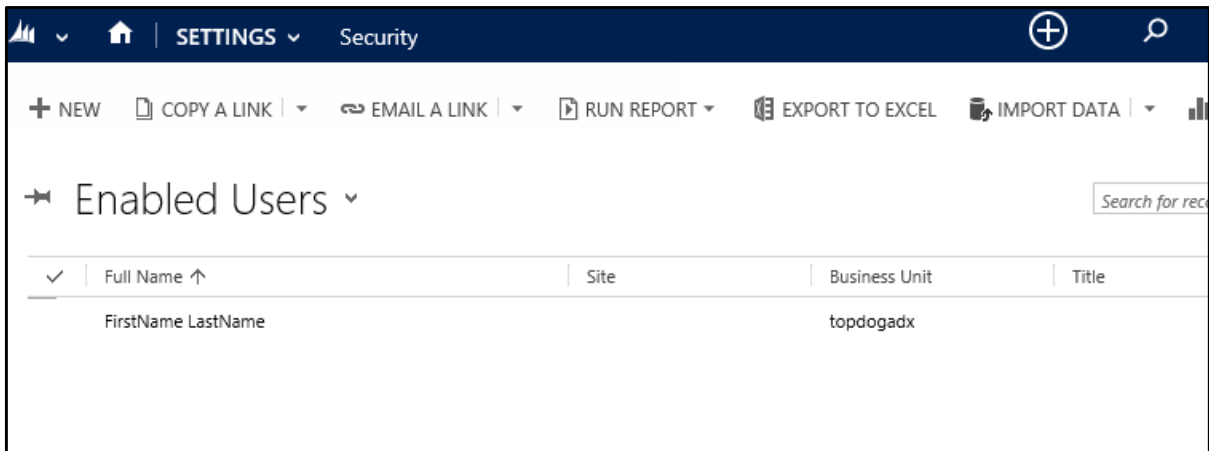


Note: The user you are logged in as and other Demo users are not Dynamics CRM Users.

8) Go to your Dynamics CRM organization and navigate to Settings | Security, click Users.



9) You will see that Adxstudio did not create Dynamics CRM Users.

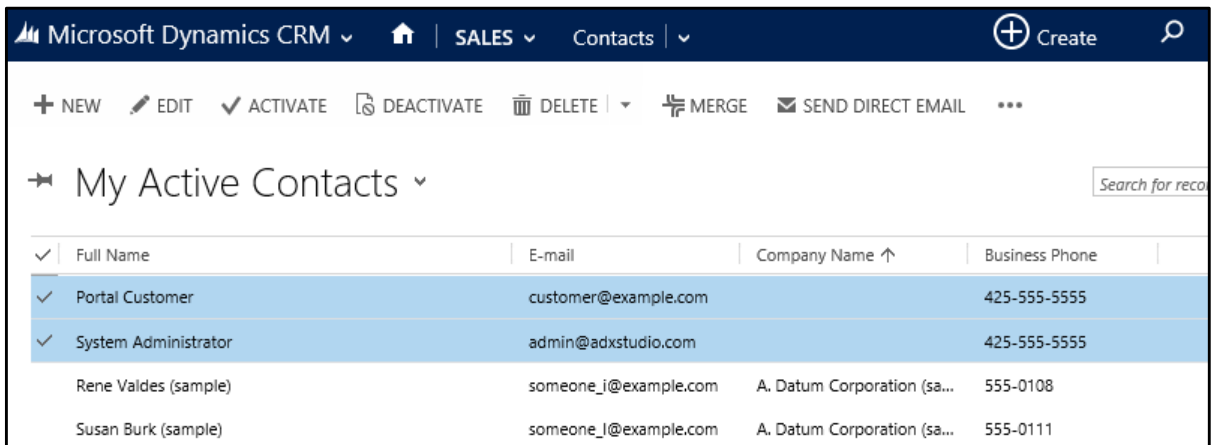


Note: Adxstudio Portal users are not Dynamics CRM Users.

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10) Navigate to Sales | Contacts.

Here you will find two Portal users, System Administrator and Portal Customer.

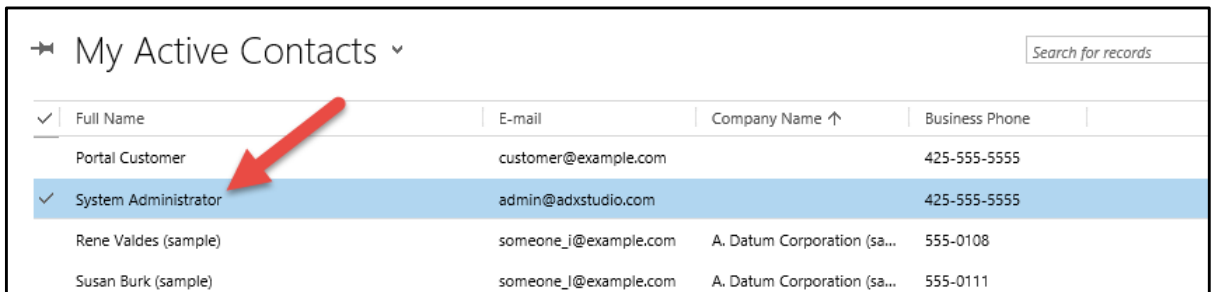


The screenshot shows the Microsoft Dynamics CRM interface. The top navigation bar includes 'Microsoft Dynamics CRM', 'SALES', and 'Contacts'. Below the navigation bar is a toolbar with options: NEW, EDIT, ACTIVATE, DEACTIVATE, DELETE, MERGE, and SEND DIRECT EMAIL. The main area is titled 'My Active Contacts' and contains a table with the following data:

Full Name	E-mail	Company Name	Business Phone
Portal Customer	customer@example.com		425-555-5555
System Administrator	admin@adxstudio.com		425-555-5555
Rene Valdes (sample)	someone_i@example.com	A. Datum Corporation (sa...	555-0108
Susan Burk (sample)	someone_l@example.com	A. Datum Corporation (sa...	555-0111

Note: Portal users are Dynamics CRM Contact records. Changing passwords and managing other account details is the responsibility of the Portal.

11) Click to open the System Administrator.



The screenshot shows the same 'My Active Contacts' view as above. A red arrow points to the 'System Administrator' contact row, which is highlighted in blue.

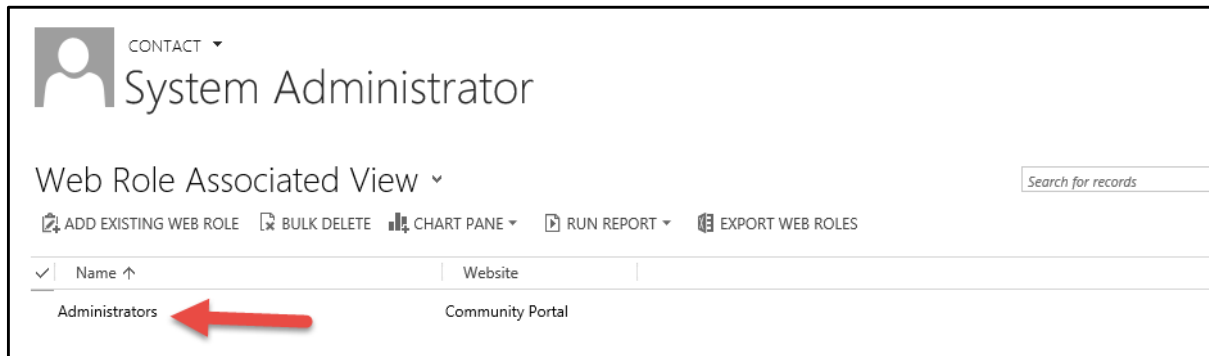
Full Name	E-mail	Company Name	Business Phone
Portal Customer	customer@example.com		425-555-5555
System Administrator	admin@adxstudio.com		425-555-5555
Rene Valdes (sample)	someone_i@example.com	A. Datum Corporation (sa...	555-0108
Susan Burk (sample)	someone_l@example.com	A. Datum Corporation (sa...	555-0111

12) From related entities click Web Roles.



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13) The System administrator is a member of the Administrators Role.



The screenshot shows a user interface for a System Administrator. At the top left, there is a profile icon and the text 'CONTACT' with a dropdown arrow, followed by 'System Administrator'. Below this is a section titled 'Web Role Associated View' with a dropdown arrow. To the right of this section is a search box labeled 'Search for records'. Below the search box are several action buttons: 'ADD EXISTING WEB ROLE', 'BULK DELETE', 'CHART PANE' with a dropdown arrow, 'RUN REPORT' with a dropdown arrow, and 'EXPORT WEB ROLES'. Below these buttons is a table with two columns: 'Name' and 'Website'. The table contains one row with the value 'Administrators' in the 'Name' column and 'Community Portal' in the 'Website' column. A red arrow points to the 'Administrators' text in the table.

Name	Website
Administrators	Community Portal

This concludes the *Login with Administrator Account* guide.

Please proceed to the *Creating Portal Administrators* guide.