

# Access and Login

Prior to logging into the system an account must be created for you. To login to your account, use the data provided. Depending on the account, the data required to login can be several fields.

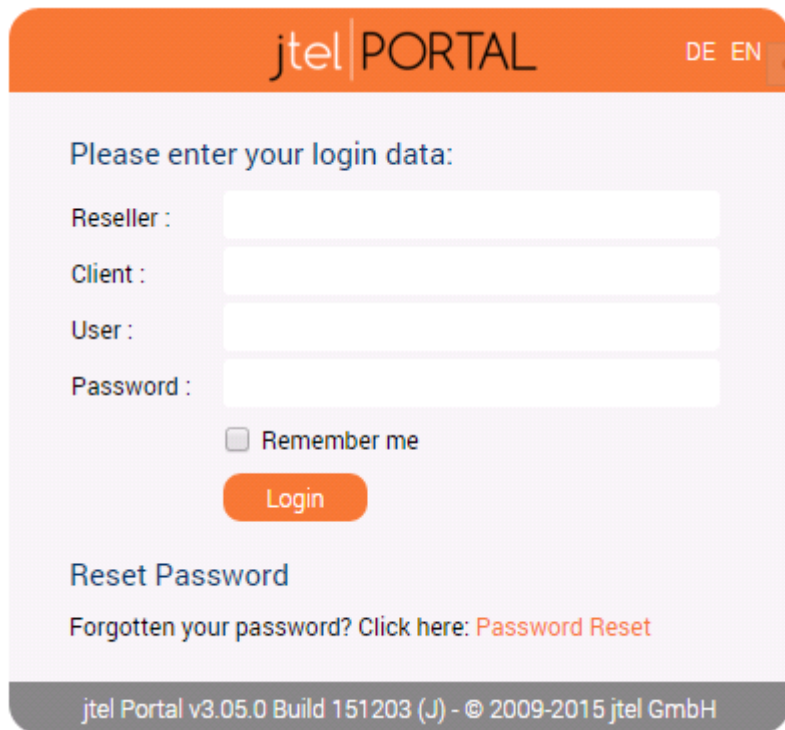
## Access and Login

To access the system, open a web browser and access the system URL. The URL address is provided by an administrator with the details of your account.

Example: <http://myServer/mySystem:8080/login/myResellerUID>

## Login

Accessing the URL will open the login page. Depending on the URL, this may contain different fields. Here, all possibilities are listed:



jtel PORTAL DE EN

Please enter your login data:

Reseller :

Client :

User :

Password :

☐ Remember me

Login

Reset Password

Forgotten your password? Click here: [Password Reset](#)

jtel Portal v3.05.0 Build 151203 (J) - © 2009-2015 jtel GmbH

Reseller	Reseller This field may not be required, if the client is provided with a special login URL from the administrator, in which providing the reseller account name is not required.
Client	The login name for your client, i.e. your organisation. This field may not be required, if the client is provided with a special login URL from the administrator, in which providing the client account name is not required.

<b>User</b>	The user name of the administrator or user account.
<b>Password</b>	The password
<b>Remember me</b>	If you select this option, the browser remembers your login data and you will not need to authorize yourself the next time round.

Using **Password Reset** you can request a new password for your account. You will be asked to provide your account details, or your email address. In both cases, when you select **Continue** you will be notified that an email has been sent to your account. Check your email inbox afterwards. The email contains a link, which you can click to set a new password. You can immediately then use the new password to login. Note, that a link to reset your password is only valid for 2 hours. After this time it is reset and cannot be used. You can, however, request a new link at any time.

You can logout from the system using the **Logout** link. If you have selected the option *Remember me* then your login cookies will be deleted when you logout.

**Note:** Users who have a LDAP account can be authenticated by the LDAP server when they log in to the portal or when they use the SOAP interface. For this purpose, the LDAP server has to be registered in the basic data of the client. For further information, visit [this page](#)

**Note:** Specific functions and system pages cannot be "bookmarked". The login URL which you are provided by the administrator, is the only URL you can save.