

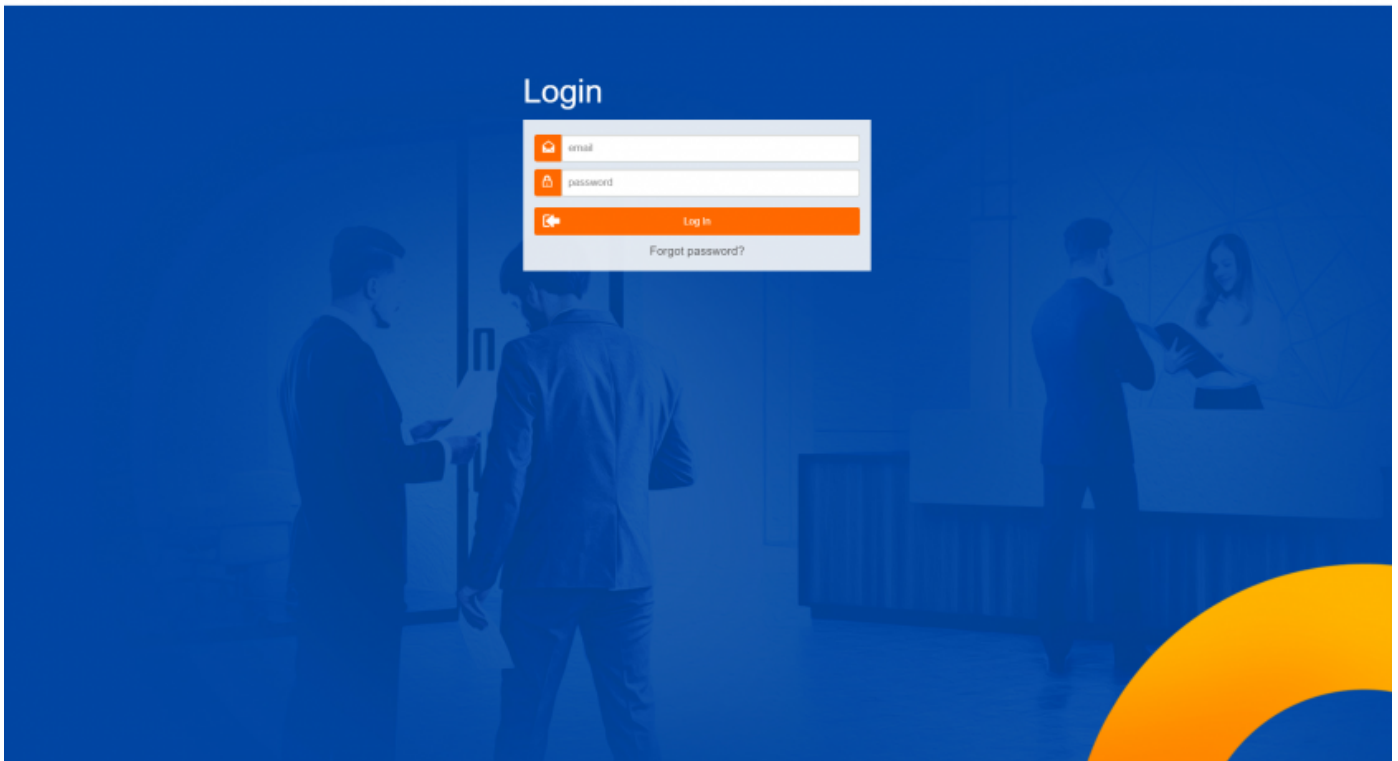
# System Administrator

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# How do I get set up as an Administrator?

1. You will receive an email with login instructions from TIKS for **TIKS Visitor Admin**. Contact your TIKS Account Manager if you have not received your login instructions.
2. You can log into the TIKS admin portal using the URL provided by your account manager. It will be in the format *https://**your company name**.visitor.tiks.com.au/dashboard*
3. By using the credentials that have been sent out to you via email, type your email into the first field, and your password into the second field, and select the 'Log In' button. See below.

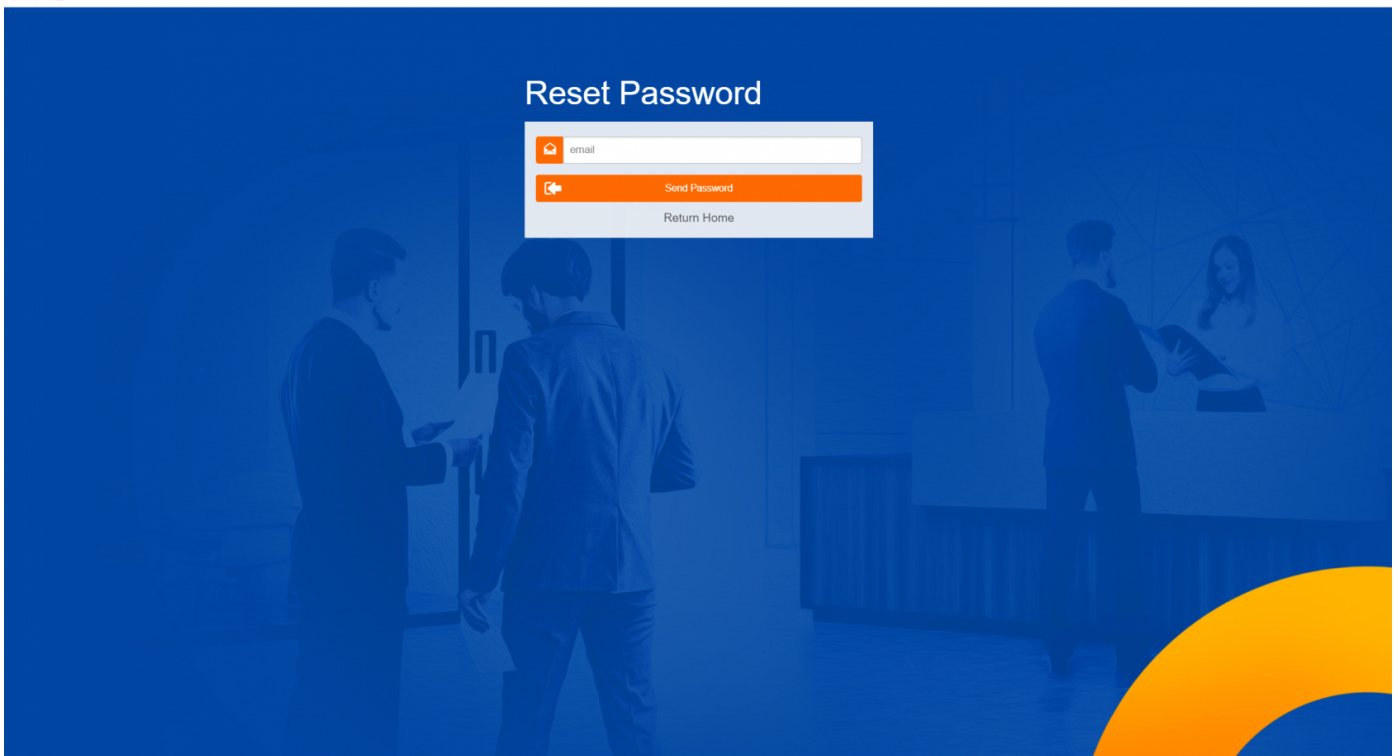
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# I forgot my admin password, what do I do?

- If you have forgotten your administrator password, simply select '**Forgot password?**' underneath the coloured '**Log In**' button.
- Re-type your email linked to your TIKS admin portal account. Once you have done this, select the coloured '**Send Password**' button, this will re-send you an email with instructions to reset your password. See below

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- You will receive a "Password Reset Link" email. Click on the link within the email instructions to take you to the password reset.
- First re-type your email linked to your TIKS admin portal account. Then the new password you would like to change it to, and simply retype this password to confirm.