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Portal Administration

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The Northstar Enterprise Recipe Portal consists of Tabs and Modules. Once a tab is created, users can easily add modules and organize them to fit the needs of your organization.

Account Login

User Number:

Password:

1	2	3
4	5	6
7	8	9
C	0	Enter

Logging into the web portal as an Administrator

The Recipe Portal default Administrative user is **9**. The default Administrative password is **13**. You will need to hit Enter after the user number and after the password.

Changing the Administrative Password

1. Log into the Recipe Portal as Administrator.
2. Click the Admin tab.
3. Go to the Manage Users Module and choose the drop-down arrow to find user number 9.
4. Highlight the user and click the edit icon .
5. Type in the new user password and click Apply Name and Password Changes. While the User ID field is not limited, the password field is limited to 20 digits.

Adding Recipe Portal users

1. Log into the Recipe Portal as Administrator.
2. Click on the Admin tab and go to the Manage Users Module.
3. Click on Add new user.
4. Enter the new user number and password.
5. Click Apply Name and Password Changes.
6. Choose the type of role your new user will have (admins or regular users).
7. Click the Add user to this role link.
8. Click on Save User Changes to exit. You can change a users role using the edit icon from the Manage Users module.