

## CMS Login

If you have any questions, you can always log a help request by emailing [web.help@rch.org.au](mailto:web.help@rch.org.au)

### How to login

You can login from any page on the RCH site.

Before you login, make sure you are on the internal "[webedit.rch.org.au](http://webedit.rch.org.au)" site.



Figure 1, the right address

You cannot log in directly from the normal [www.rch.org.au](http://www.rch.org.au) site.



Figure 2, the wrong address

If you are on the "www" address, scroll to the bottom of the page and find the "Webedit" button. When you click this you will be redirected to the same page, but on the internal Webedit server.

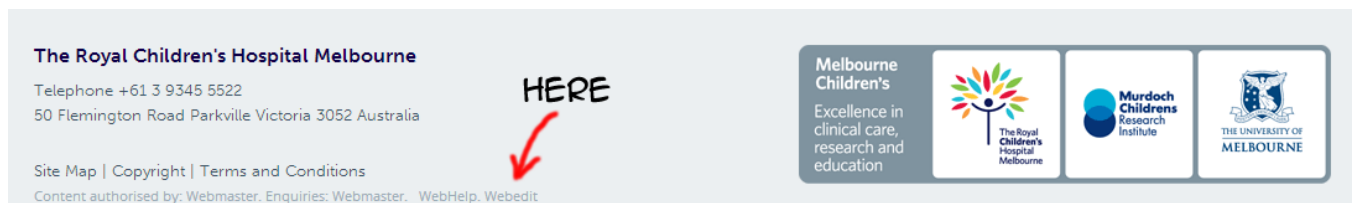


Figure 3, the Webedit link

To login, scroll to the bottom of the page again and find the "CMS login" link.

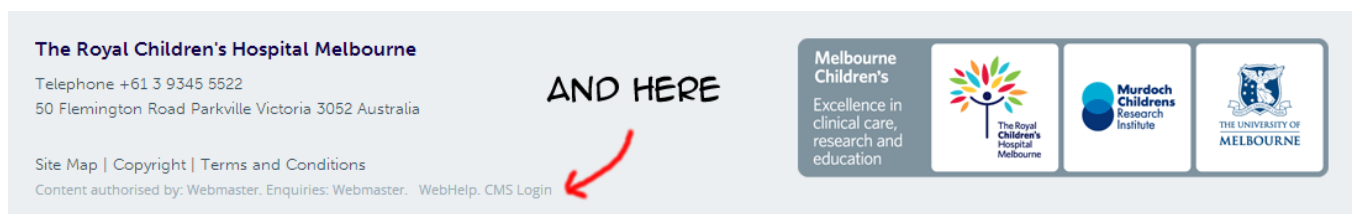


Figure 4, the CMS Login link

Once you click on this link, a new browser window will appear. This is the login window.



Figure 5, the login screen

You need to type your normal Windows user name and password here. This is the same detail you use to log in to any RCH computer, or access your webmail.

**Do not** type "domain" before the user name.

Once you are logged in, the link at the bottom of the screen will change from "CMS Login" to "CMS Logout".