

Log into Cobweb CORE

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To get you started with Cobweb CORE, we've prepared a number of guides for you.

Login

1. In your web browser, navigate to

<https://core.cobweb.com>

2. Login using your admin email address and password

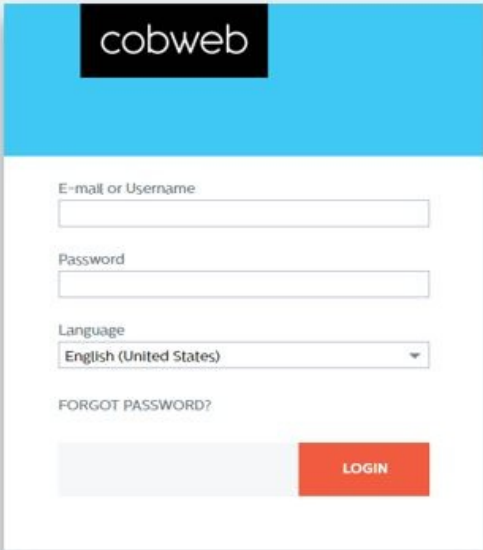
Note: If you need to reset your password, use the **FORGOT PASSWORD?** option and enter your email address. This will send you a link to issue yourself a new password.

3. If this is the first time you have logged in, you may be asked to change your password. Simply enter a password of your choice, making sure that

- The password is longer than 8 characters
- Your password contains a mixture of letters (uppercase and lower) digits and punctuation

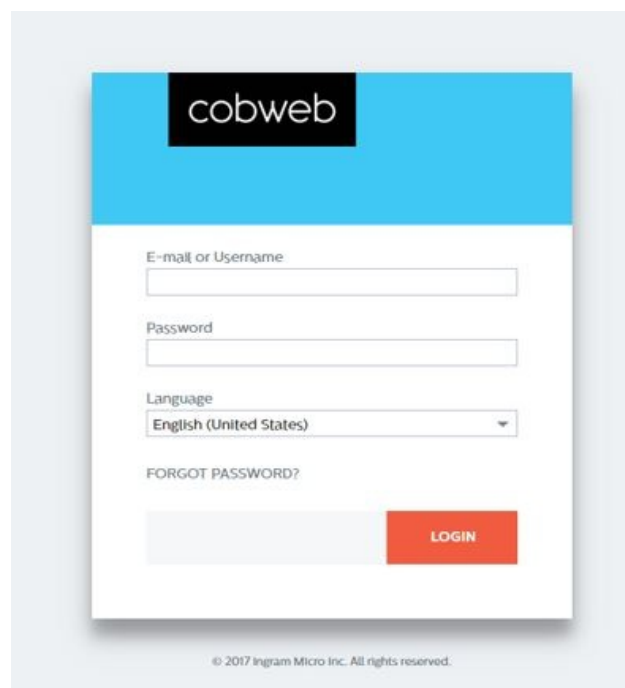
4. Once logged in, you will land on the Cobweb CORE homepage

Edit your Profile

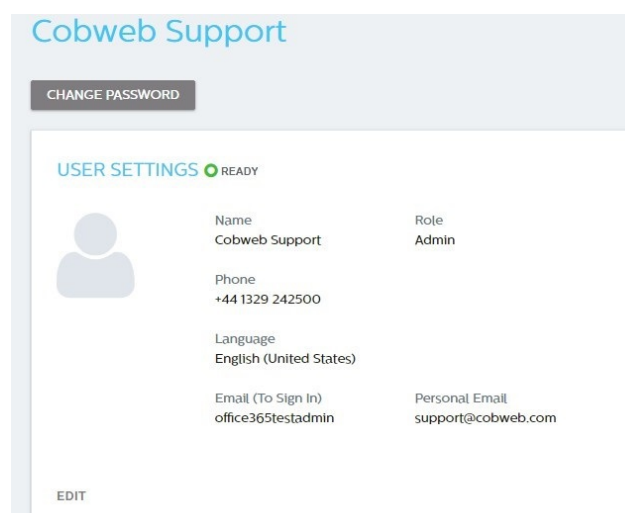


The image shows a screenshot of the Cobweb CORE login interface. At the top, there is a blue header with the 'cobweb' logo in white. Below the header is a white login form. The form contains the following elements: a text input field labeled 'E-mail or Username', a text input field labeled 'Password', a dropdown menu labeled 'Language' with 'English (United States)' selected, a link labeled 'FORGOT PASSWORD?', and a red button labeled 'LOGIN'. At the bottom of the form, there is a small copyright notice: '© 2017 Ingram Micro Inc. All rights reserved.'

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2. Login using your admin email address and password



3. Click on your Name in the top right corner
4. Select My Profile
5. Select **Edit** under User Settings



This will give you the ability to change your name, upload a photo, change your preferred language, phone number, and personal email address details.