

Getting started with Umbraco

Umbraco is the content management system (CMS) we use to make changes to the website. You will be set up as a content editor to get access.

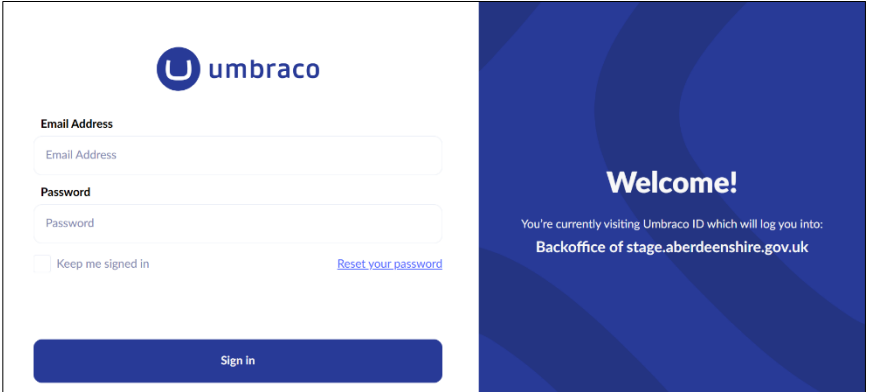
View a general [overview of Umbraco](#) to familiarise yourself with the system. The overview is aimed at admin users so editors will not be able to see all the tabs and settings.

As an editor you will be working on the stage website. This is not the live website that public can see. Find out more about [stage and live websites and how they are different](#).

Logging in and out

To log in:

1. Open Umbraco: <https://stage.aberdeenshire.gov.uk/umbraco>.
2. Type your corporate email address in the email address bar.
3. Type in your password.



The screenshot displays the Umbraco login interface. On the left, there is a white panel containing the Umbraco logo at the top. Below it are two input fields: 'Email Address' and 'Password'. Under the password field is a checkbox labeled 'Keep me signed in' and a link that says 'Reset your password'. At the bottom of this panel is a blue button labeled 'Sign in'. The right panel has a dark blue background with a white 'Welcome!' message. Below this, it states 'You're currently visiting Umbraco ID which will log you into:' followed by the URL 'Backoffice of stage.aberdeenshire.gov.uk'.

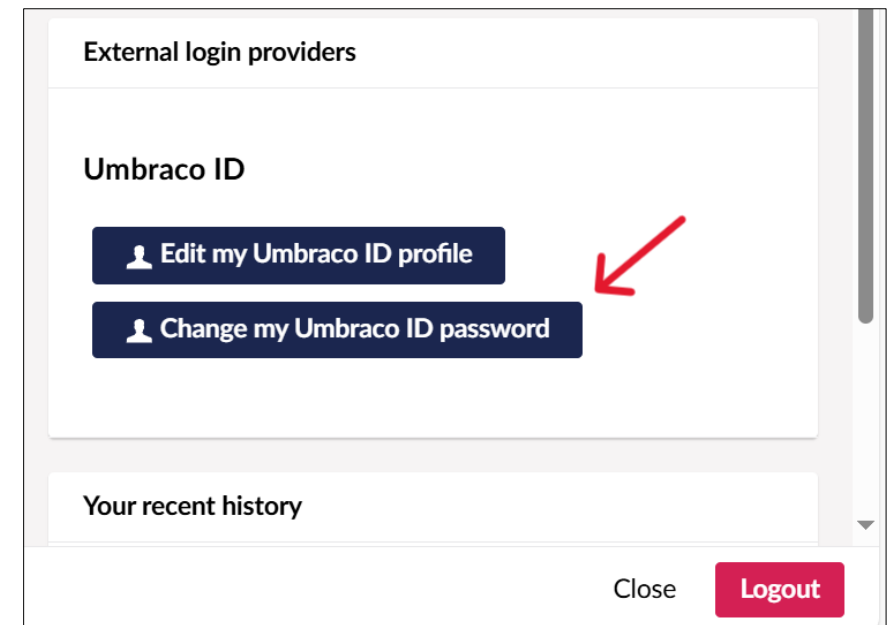
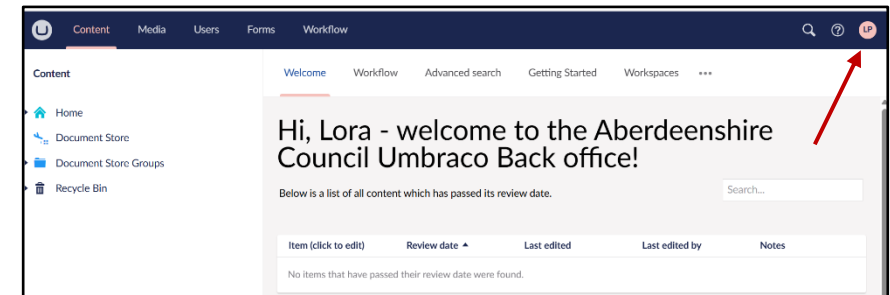
To log out:

1. Select your profile in the top-right of the screen (this will be your initials unless you have added a profile picture).
2. Click **Logout**.

Changing your password

If you would like to change your password:

1. Select your profile in the top-right of the screen (this will be your initials unless you have added a profile picture), this will open a side panel.
2. Select **Change my Umbraco ID password**.
3. Type in your old password, then the new password you would like to change it to and select **Continue**.



Resetting forgotten password

If you have forgotten your password and need to reset it:

1. Open the back office:
<https://stage.aberdeenshire.gov.uk/umbraco>
2. Select the **Reset password link**.
3. Enter your corporate email address and select **Request verification code** button.
4. Type in the **verification code** from your email and select **Verify code**.
5. You should get a confirmation message that says the code has been verified, select **Continue** again.
6. Create a new password, then select **Continue**.



Email Address

Password

☐ Keep me signed in

[Reset your password](#)