

# Web Portal Access Tips for Administrators

Dear Administrators,

We are pleased to provide you with some tips to ensure smooth access to our web portal:

## 1. Account Setup

Ensure that all administrators have completed their account setup. Verify email addresses and set strong passwords.

## 2. Browser Compatibility

Use the latest version of web browsers such as Google Chrome, Mozilla Firefox, or Microsoft Edge for optimal performance.

## 3. Clear Cache and Cookies

Before logging in, clear your browser's cache and cookies to avoid any loading issues.

## 4. Two-Factor Authentication

Enable two-factor authentication for an extra layer of security on administrator accounts.

## 5. Regular Updates

Stay informed about the web portal updates and new features by regularly checking the announcement section.

If you have any questions or need assistance, please do not hesitate to contact our support team.

Best Regards,

Your IT Support Team