Logging into the Administration Portal

Administration Portal login Instructions.

There are two ways to login to the Administration Portal. The most convenient way to login is using the automatic Login feature. This is only available if you are using a computer that logged into the UCO domain.

For automatic logon without seeing any user name and password prompt, the following is needed:

- The user must be logged into a UCO domain computer on campuse.
- They should be using Internet Explorer 7, not 6.
- The particular website must be added to their Local intranet zone (Tools -> Internet Options -> Security -> Local intranet -> Sites -> Advanced -> Add -> Close -> OK -> OK).
- Click the Refresh button to try again with these credentials.

For those who cannot meet the above requirements, here is what’s necessary to log in using the popup user name and password box:

- Internet Explorer 7, as well as all the latest Windows Updates and service packs, is *very* strongly recommended. This resolves a lot of problems.
- The user name must be in the form of DOMAIN\USER (i.e. uco\jzosel).
- You must use your UCO Windows logon password as the password.
- If you still cannot log in, try to reset your Internet Explorer settings (Tools -> Internet Options -> Advanced -> Reset… -> Reset -> OK), as well as deleting your browser history (Tools -> Delete Browsing History… -> Delete All… -> Yes), followed by a restart of their computer.