Client Center: Accessing the Client Center

- **Product:** 360 Core Client Center

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**How do I access the Client Center?**

The Client Center is the administrative interface for your 360, Intota Assessment, Summon, and Ulrich’s services.

To log on to the Client Center, enter the following URL in a browser to open the Client Center Login page:


![Client Center Login Page](image)

In the Login dialog box, enter your user name and password. You will find this information in the New Client Welcome letter that is sent via email after the creation of your account. The password is temporary and should be changed.

**Note**

If you forgot your password or you cannot find the Welcome Letter, you can click the **Forgot your password?** link to have an email sent to you with a new temporary password.

If you are looking for information on how to **create** a Client Center account for a new user, see [Client Center Accounts (Users) - Add, Edit, and Delete](#).

When you select **Log In** for the first time, you will be prompted to create a new password.

Once logged in, you can log out using the **Log Out** link that appears in the Navigation Menu at top of every Client Center page.

**Note**

If your browser is not configured to accept cookies, you will likely be logged out of the Client Center after a short period of time because the Client Center relies on cookies to ensure the correct interaction between your login/profile and the Client Center server.
The system will also log you out if your connection with the Client Center has been inactive for an extended period of time. For more about Client Center inactivity timeouts, click here.

**Note**

Several features of the Client Center require your web browser to have Javascript (a cross-platform scripting language related to Java). If your browser doesn't support Javascript, some features on various pages of the Client Center may look or function differently than they do in examples shown here in the Support Center.

If you are unable to log on to the Client Center, see our troubleshooting page.

- **Date Created:** 9-Feb-2014
- **Last Edited Date:** 19-Apr-2016
- **Old Article Number:** 7498