

# How to Log in and out of ProPorfs Knowledgebase

## Log in

To log in to ProPorfs you must have a valid login including a username and password. Your administrator must first add you as a user of the application. To log in to the system:

1. **Enter the URL** <http://www.proporfs.com/knowledgebase/login/>

The login window displays on this page. If the login screen does not display, verify that you have typed the URL correctly.

2. **Enter your username and password.**

If you cannot log in, take one of the following actions:

- Verify that the username and password are correct, including any capital letters. If you have forgotten your password, see [Retrieving forgotten or lost passwords](#)
- Verify with your administrator that you have the correct username and password.
- Contact your system administrator to ensure that your account has not been disabled.

3. Click **Login**.

## Log-Out

Click the **log-out** link located at the top right of every screen. If you are using [your own custom header](#), you will need to include the {login} variable where you want the log-in/log-out link to appear.

**Suggested Reading:** [How to Create a Knowledge Base](#)