

Quick Guide to Logging Into Acumatica

Hi everyone. I'm Cailee Hanson from SVA Consulting, and in this video, I'll briefly walk through how you would log into Acumatica. So, whether it's your first time logging in or you just need a little bit of a refresher on how you log into Acumatica. We'll just walk through that briefly today.

So, the main thing I want to point out is this URL at the very top. So, your URL is specific to an Acumatica environment. So, remember, Acumatica is web or browser based, so really, the only thing you need to make sure you're in your correct Acumatica instance is that URL at the top. So this would be provided for you. And again, it's specific to the Acumatica environment or instance that you're logging into. So that's kind of the first component that you'll need, and you can type that into any browser, and it will take you to this login page. So it'll look something similar to what I have on my screen in front of me.

From there, you'll go ahead and enter in your credentials. So the credentials are typically provided to you the first time you're logging in, so go ahead and enter in the username and password that's been provided for you. And then if it's your first time logging in, typically, it will prompt you to create a new password. So then you'll go ahead, designate your new password, confirm it, and then that's the password you'll be using moving forward.

So again, really just need that URL and then that username and password, and you should be good to go. So once you have that information, you'll enter that in on the right hand side here and press that sign in button. And once you do, it's going to open up Acumatica for you, attached to your specific user. So pretty straightforward process there, but just a highlight of how you would log into Acumatica for the first time, for example. I hope that's helpful. Thank you.