

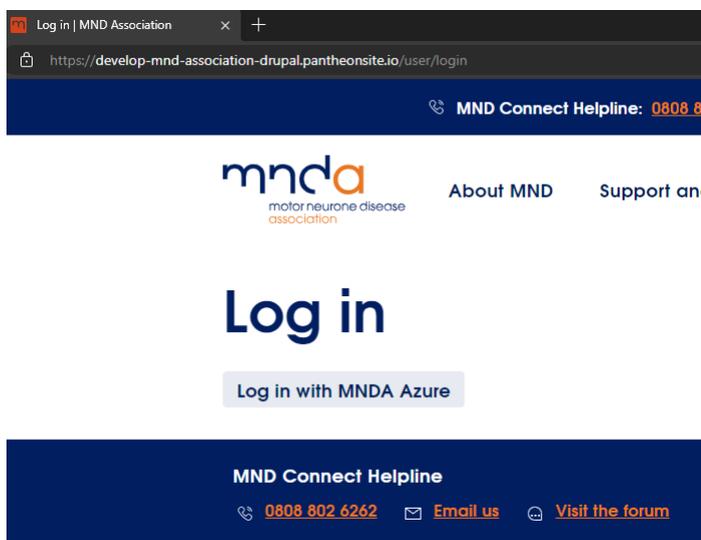
Logging into and navigating the Drupal CMS

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Logging into the Drupal CMS

To log into the CMS proceed to the login page <https://www.mndassociation.org/user/login> and please click on the "Login with MNDA Azure" button. This will enable you to login via a single sign on (SSO) method using your MND Association account details.



If you are already logged into your MNDAssociation account, then you should automatically get logged into your Drupal account.

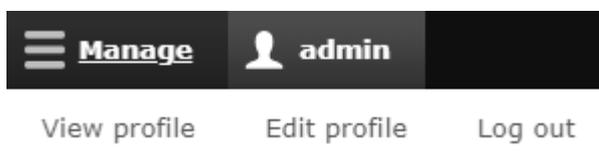
If you are not logged into your MNDAssociation account, then you will need to log in using your @mndassociation.org email and password.

After you complete the 2 Factor Authentication step, and successfully login, you will be redirected back to the Drupal site as a logged in user.

You can also watch this short video, which shows you how to login [MNDA-SSO-login-1.1.mp4 \(sharepoint.com\)](#)

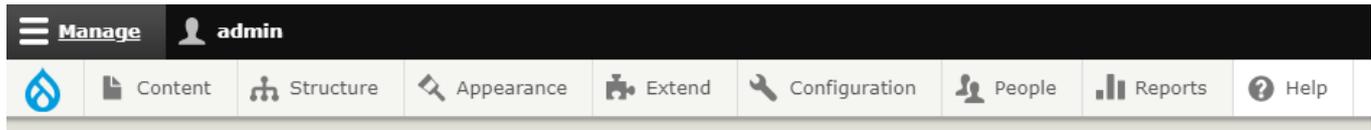
Log out

- Click on 'admin' in the top left
- Select 'Log out'
- You are now logged out



Navigation

When logged in, you can use the toolbar at the top of the screen to navigate through the backend of the Drupal CMS. Depending on your permissions, some of the links in the tool bar may not be visible.



The main areas for content editors to be aware of are:

Content

Here is where you can go to:

- add new content
- find existing content and pages
- upload files and media
- or visit the media library.

Structure

Here is where you can go to:

- manage webform submissions and form exports
- or manage tagging and categorisation of content, for example, resource categories on the care information finder tool.

Concurrent Sessions

You can now only have one active session as a logged in user of the website. If you have more than one active session, you will be shown the below message and asked to pick the sessions to end to ensure you only have one active session.

An active session is when you are logged in & exploring or editing the website.



The reason for this change is to ensure that editors can only have one live editing session. This ensures that login details can't be shared by individuals and helps prevent an account being compromised.

Help and support

If you have any questions or need additional support, please email digital@mndassociation.org.