

HOW TO: Log into the AdQue Web Site

Introduction.

Having AdQue login credentials allows you access to special areas of the AdQue Web site. After you log in, you can download files from the **Support > Downloads** page, view tutorials on the **Support > Tutorials** page and manage your AdQue Systems in the **Manage My Sites** section.

Logging into www.adque.com.

1. Browse to the AdQue Web site www.adque.com.
2. Click either the **Manage My Sites** link or the **Login** link on the home page, circled in red below. The **LOGIN** window opens.



3. Enter your Username (for most users, the Username is your e-mail address) and password in the **LOGIN** window.

4. The **Remember me next time** box is not checked by default. Check this box if you want your login credentials saved on your computer. You can also allow Internet Explorer to remember your login credentials, if you are logging in from a computer that is used only by yourself or other trusted users.
5. If you cannot log in successfully, then click the **Forgot My Password** link to go to the **Request Password** page, shown below, where you should enter your Username in the **UserName** text box and click the **REQUEST PASSWORD** button. Your password will be sent to your e-mail address of record.

Please contact Data Concepts if you do not remember what e-mail address is associated with your account.

6. You can change your password by clicking the **Change Password** link in the **Login** window. The **Change Password** box will appear in a new window, as shown below:



7. Enter your Username in the **User Name** box and your current password in the **Current Password** box. Then enter your new password in the **New Password** and **Confirm Password** boxes. The password is case-sensitive.
8. Once you are logged in, you can do the following:
- Download files in the AdQue Download Center (<https://www.adque.com/DownloadCenter.aspx>)
 - View HOW TO videos on the Tutorials page (<https://www.adque.com/AdQueTutorials.aspx>).
 - Enter **AdQue Site Management** and have access to all AdQue features for which your account has assigned permissions. The following areas are located in AdQue Site Management:
 - ✓ Control Panel
 - ✓ Media Browser
 - ✓ AdStudio Express
 - ✓ InfoQue (including Whiteboard, Calendars, Rateboards, Albums, Twitter, Flickr, Facebook, and Weather)
 - ✓ Self-Service Coin
 - ✓ TV Scheduler
 - ✓ Pattern Scheduling
 - ✓ Auto Manage
 - ✓ QTunes
 - ✓ Audio Browser
 - ✓ Advanced