

Signing In and Accessing the Admin Portal

August 25, 2026

Understanding Who Can Open the Admin Portal

The admin area in **Sherkety ERP & Website Platform** is not open to public visitors. You can only open admin pages if you have an approved account and sign in successfully. Until your session is verified, the portal does not show editing screens, management pages, or admin navigation.

Two roles are specifically used for admin access:

- **Content Editor** — usually allowed to work with website content and related admin pages
- **Administrator** — usually allowed to manage broader admin areas, including settings and user-related tasks

If you try to open an admin page without being signed in, Sherkety ERP & Website Platform sends you to the **Login** screen instead of showing the dashboard or any management screen. This applies to protected pages such as the dashboard, content management, user management, settings, SEO, services, and pricing areas.

Before you start, make sure you already have:

- The admin portal sign-in page
- Your approved **email or username**
- Your **password**
- Access details provided by the site owner or the person who manages admin accounts

If you do not have valid credentials, you will not be able to continue past the sign-in screen. You also will not see the admin menu or protected page content.

[SCREENSHOT: Login screen for Sherkety ERP & Website Platform showing the sign-in form before access is granted]

This separation helps keep the public website experience different from the admin experience. Visitors can browse service pages and ERP pages freely, but only authorized users can enter the administration area and work with protected content.

Signing In with Your Admin Credentials

Use these steps to sign in to the admin portal in **Sherkety ERP & Website Platform**:

1. Open the admin **Login** page.
2. Find the sign-in form on the screen.
3. Enter your **email or username** in the account field.
4. Enter your **password** in the password field.
5. If needed, review the **Remember Me** option before continuing.
6. Click **Sign In**.

The login form is the starting point for every protected admin session. The most important parts of the screen are the account field, the password field, and the **Sign In** button. Enter your details exactly as they were given to you. If your password is case-sensitive, make sure uppercase and lowercase letters are correct.

After you click **Sign In**, Sherkety ERP & Website Platform checks your account and password. If the details are valid and your account has permission to enter the admin area, you are taken away from the login screen and into the administration area. You should no longer remain on the sign-in page after a successful login.

What you see next depends on your account, but in general you are taken into the protected admin layout, where admin navigation and management pages become available.

If the form does not accept your details, stay on the login screen and check what you entered before trying again. A failed sign-in means access has not been granted yet, so the admin pages remain unavailable.

[SCREENSHOT: Completed login form with email or username field, password field, Remember Me option, and Sign In button]

Choosing Whether to Stay Signed In

On the **Login** screen in **Sherkety ERP & Website Platform**, you may see a **Remember Me** option. This setting controls whether your sign-in is kept for future visits or only lasts for the current session.

Turn on **Remember Me** when you regularly use the admin portal from your own private device and want to avoid entering your credentials every time. After you sign in with this option enabled, Sherkety ERP & Website Platform can keep your session

available across later visits, so you may return directly to the admin area instead of seeing the login form each time.

Leave **Remember Me** turned off when you are using:

- A shared office computer
- A public device
- A teammate's workstation
- Any browser you do not personally control

When **Remember Me** is not selected, your access is more temporary. You may need to sign in again after closing the browser, after your session ends, or after returning later.

When **Remember Me** is selected, the usual return experience is simpler:

- You revisit the admin portal
- Your saved session is still recognized
- The portal opens the protected area without asking for your credentials again, unless the saved session has expired or been cleared

If you expected to stay signed in but still see the **Login** page, your browser may have cleared saved session data, or the remembered session may no longer be valid.

[SCREENSHOT: Login form highlighting the Remember Me checkbox before clicking Sign In]

Choose this option carefully. For Content Editors and Administrators, convenience is helpful on a personal device, but it should not be used on computers that other people can access.

Entering the Administration Area After Login

Once your sign-in is accepted, **Sherkety ERP & Website Platform** switches from the public-facing login experience to the protected administration area. This is the clearest sign that your session has been validated.

After login, you are typically taken into the main admin layout. In that layout, you can expect to see:

- A protected admin page such as the **Dashboard**
- Navigation for admin sections
- The main content area where management screens open

Protected pages only become available after Sherkety ERP & Website Platform confirms that your account is signed in and has the required access. Before that point, the portal does not reveal admin-only screens. This is why opening an admin address directly without a valid session sends you back to the **Login** screen.

The transition is usually straightforward: you submit the login form, the login screen disappears, and the portal opens the admin landing page or dashboard. From there, you can move to areas such as content, services, pricing, settings, SEO, or user management, depending on your permissions.

The admin area is separate from the public website. Public visitors browse pages about services, company types, ERP apps, and contact options. Signed-in users instead see admin navigation and protected work areas intended for internal updates.

What appears in the menu may vary by role. A **Content Editor** may see content-focused destinations, while an **Administrator** may see additional options for broader control. If a menu item is missing, that usually means your account does not include access to that area.

[SCREENSHOT: Admin dashboard or landing page shown immediately after successful login, with navigation and main content area visible]

The next document, [Using the Admin Dashboard for Navigation](#), explains how to move through these admin sections once you are inside.

Recognizing Access Limits and Permission-Based Views

Signing in to **Sherkety ERP & Website Platform** gives you access to the admin portal, but it does not automatically unlock every admin page. What you can see and do depends on the role attached to your account.

In practice, this means the portal may show different navigation options for different users. A **Content Editor** will usually have access to content-related areas needed for website updates. An **Administrator** may see a wider set of admin destinations, including screens related to users, settings, and other configuration tasks.

You may notice permission-based differences in several ways:

- Some menu items appear for one user but not another
- A page link may be visible only to certain roles
- A signed-in user may reach the admin area successfully but still be unable to open a specific section

Typical examples of protected admin sections include:

Admin area	Access behavior
Dashboard	Opens only after successful sign-in
Content	Available to approved editing roles
Users	Usually limited to higher-permission accounts
Settings / SEO / Services / Pricing	Visibility depends on assigned role

If you try to open a restricted admin page without the required permission, Sherkety ERP & Website Platform does not treat that the same as a normal public page visit. Instead, access is limited because your account is signed in but not authorized for that destination.

This distinction matters:

- **Not signed in** usually sends you to **Login**
- **Signed in but not allowed** means you may enter the portal but still not reach that specific screen

If you believe an option is missing by mistake, compare your view with the role you were assigned and check with the person who manages admin access.

Fixing Common Sign-In and Access Problems

If you cannot get into the admin portal in **Sherkety ERP & Website Platform**, start with the login form itself. Most sign-in issues come from either incorrect credentials or missing permission to use the admin area.

First, check the details you entered:

- Make sure the **email or username** is typed correctly
- Re-enter the **password** carefully
- Watch for typing mistakes, especially uppercase and lowercase letters
- Confirm you are using the correct admin account, not a public contact address or another unrelated login

A helpful way to understand the problem is to look at what happens after you try to sign in:

- If the form rejects your details and keeps you on the **Login** screen, the issue is usually your email/username and password combination

- If you can sign in but do not see the admin sections you expected, the issue is more likely your account permissions
- If opening an admin page always sends you back to **Login**, your session may not be active

If **Remember Me** does not keep you signed in between visits, check whether your browser is clearing saved site data. A remembered session may also stop working if it has expired or has been removed.

If you can enter the admin area but the expected menu items are missing, compare what you see with your assigned role:

- **Content Editor** accounts may have fewer admin options
- **Administrator** accounts may see additional areas such as user-related or settings-related pages

When the problem is clearly not a typing mistake, the fastest fix is usually to contact the person who issued your admin access and ask them to confirm:

- Your account is active
- Your role is correct
- You were given the right sign-in details for the admin portal

Overview

This document covers the first step in using the admin side of **Sherkety ERP & Website Platform**: getting into the protected administration area with an approved account.

The key points are:

- The admin portal is restricted to authorized users
- You must sign in through the **Login** screen before any admin page is shown
- The sign-in form uses your **email or username** and **password**
- The **Remember Me** option can keep you signed in on future visits
- After a successful login, Sherkety ERP & Website Platform opens the protected admin area instead of leaving you on the login page
- What you can see after login depends on your role, such as **Content Editor** or **Administrator**

This matters because the admin portal is separate from the public website. Public visitors can browse service pages, ERP module pages, company-type guidance, and

contact options without signing in. Admin users follow a different path: they authenticate first, then work inside protected screens such as the dashboard and other management areas.

If you are just starting with admin access, focus on three things:

- Use the correct login details
- Decide whether **Remember Me** is appropriate for your device
- Expect role-based differences in the menu after you sign in

[SCREENSHOT: Side-by-side view of the Login screen and the admin dashboard to show the change from public access to protected access]

From here, the next step is learning how to move around once you are inside the portal. Continue with [Using the Admin Dashboard for Navigation](#).

Prerequisites

Before you try to sign in to the admin portal in **Sherkety ERP & Website Platform**, make sure you have the items below ready. Without them, the **Login** screen may open, but you will not be able to continue into the protected admin area.

- An approved admin account
- A role that allows portal access, such as **Content Editor** or **Administrator**
- Your assigned **email or username**
- Your assigned **password**
- Access to the admin sign-in page
- A browser that allows your session to stay active after login

It also helps to know which kind of access you were given. If you were told that you can edit website content, your account may be limited to content-related admin areas. If you were given broader administrative responsibilities, you may see additional destinations after login.

Before signing in, confirm the following:

What you need	Why it matters
Email or username	Required to identify your account on the login form
Password	Required to complete sign-in
Correct role	Determines which admin pages appear after login

What you need	Why it matters
Admin portal access	Needed to open protected screens instead of public pages

If you plan to use **Remember Me**, make sure you are on a device you trust. On a shared computer, skip that option and sign in only for the current session.

If your account has already been created and you can reach the **Login** page, you are ready to continue to [Using the Admin Dashboard for Navigation](#).