phpMyAdmin is a web-based application used to manage a MySQL database. It is free and open-source software. We have modified phpMyAdmin so that it functions without errors on a shared hosting platform.
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Locate your Advanced Tools and Applications

Once you log into your Online Presence Portal you will find your name in the upper right corner of the blue task bar. When you place your mouse on the blue down arrow, a menu will open; select the Advanced Tools to open a new window with the list of all Advanced Tools that are available with your specific plan. You can also use the Quick Access menu to find Advanced Tools.

When the new window opens, you can choose from various Apps/Tools by choosing to view ALL or a specific category. Tiles for the tools are color coded based on their category. Note that only available tools based on product plan and purchases will be shown.
phpMyAdmin is found in the Utilities category.

phpMyAdmin is a web-based application used to manage a MySQL database. It is free and open-source software. We have modified phpMyAdmin so that it functions without errors on a shared hosting platform.

**To Launch phpMyAdmin:**

Click on the **phpMyAdmin icon**.
The application opens in a new window.
**Navigation**

The main menu is located on the top-right corner of phpMyAdmin:

- **phpMyAdmin**: links you to the page where you can manipulate your databases.
- **Support**: opens online help files for phpMyAdmin in a new window.
- **Feedback**: allows you to send feedback concerning phpMyAdmin.

**phpMyAdmin**

This application has been developed to automate the installation process of phpMyAdmin. phpMyAdmin is an open source application designed for the advanced management of MYSQL 4.1 and 5.0 databases.

**Install**

This wizard allows you to install phpMyAdmin to a directory you specify.

To Install phpMyAdmin:

1. Click **Install**.
2. Select or create a directory in which to install the phpMyAdmin files.

**Note**: We suggest naming the folder phpmyadmin. For better security you may wish to use something less obvious like ‘admin4678’.
3. Click **Next**.

4. Select the MySQL user and the associated database.

![](image1.png)

**Note:** Only a database hosted for this domain can be managed by our version of phpMyAdmin.

5. Click **Next**.

6. Create a user name and password for the phpMyAdmin interface.

![](image2.png)

**Note:** The username cannot be the database user name, as database user names are 16 characters long and phpMyAdmin allows a maximum of 15 characters. The user should create a unique user name and password for phpMyAdmin.
7. Click Next.

Note: Please copy this info to the file for future reference.

**Uninstall phpMyAdmin**
Uninstalling removes the phpmyadmin installation directory and all files therein, as well as the configuration files in /private/phpmyadmin. As noted below, uninstallation does not affect the database which is being managed.

To Uninstall phpMyAdmin:
1. Click **Uninstall phpMyAdmin**.
2. Enter the database password.

3. Click Next.

Note: If uninstalling fails, manual uninstall can be performed by deleting the phpMyAdmin symlink in public and the phpMyAdmin folder in /private.

4. Click Yes.
**Change Password**
Change password option allows you to setup a new password for access to phpMyAdmin.

To Change Password:
1. Click **Change Password**.
2. Enter current username and new password.
3. Click **Next**.

**Go To phpMyAdmin**
Launches phpMyAdmin in a new browser window.

**To Open phpMyAdmin:**
1. Click **Go To phpMyAdmin**.
2. Complete the fields on the login screen.
3. Click **Enter**.

Once logged in, you can start managing your database. All further support is available online by clicking the (?) icon as highlighted in the top-left corner.