

Getting started with my 123-reg VPS running cPanel



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Logging into your 123-reg VPS running cPanel

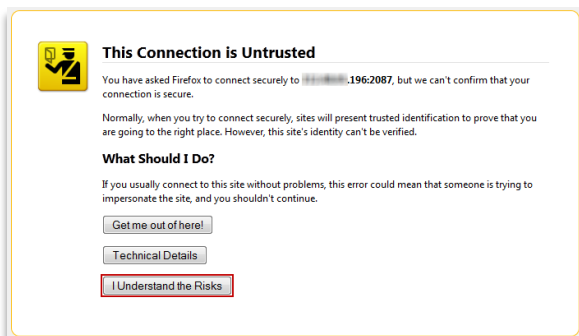
Before you can login to your VPS you need the IP address for your VPS which will have been sent to you in your welcome email.

1. Open your chosen web browser and go to the following URL in the address bar:

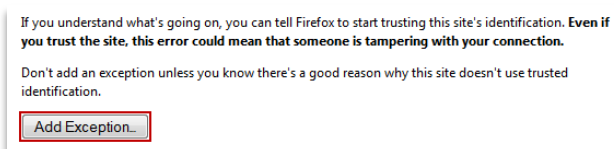
https://[[IP Address]]:2086

Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

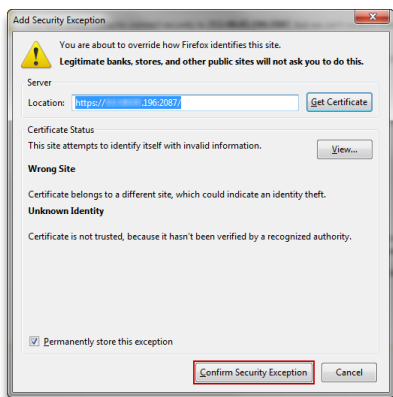
If you see the following screen, click on **I Understand the Risks**.



This box will then expand, and then click on **Add Exception...**



And finally click on **Confirm Security Exception**.



2. Enter your cPanel **Username** and **Password** from your welcome email.



Press on the **Log in** button to continue.

3. Next you will be asked to agree to the End-User License Agreement.

Agreement

It appears this is your first time using WebHost Manager®. This wizard will guide you through setting up your server. Please note that you may wish to configure other options depending on your system's setup, security requirements, etc.

Below is the End-User License Agreement for WebHost Manager and cPanel, which provides information about the terms of using this software. Please read the agreement carefully before continuing on.

[View Release Notes](#)

cPanel/WebHost Manager End User License Agreement


To accept click on the **I agree/Go to Step 2** button.

You must agree to the End-User License Agreement to proceed to the next step.

I Agree/Go to Step 2 **I Disagree**

4. Fill in the **Contact information** form and press the **Save & Go to Step 3** button.


Contact Information

Server Contact Email Address * 


Enter an email address where you can be reached in case a problem arises with this server. Examples: john@doe.com, john.q.public@anonymous.com, user@host.com

☐ **Subscribe to cPanel News mailing list**


☐ **Subscribe to cPanel Releases mailing list**

Server Contact SMS Address 

Enter a cellular phone or pager email address that can be messaged in case a problem arises with this server. Examples: john@cellphone.com, 8005551212@provider.com, user@host.com

☒ **Server Contact AIM Name** 

Enter one or more AIM names (comma delimited) you can be reached at in case a problem arises with this server. Examples: user54044,user7787. Don't have one? [Get a new AIM name](#)

☒ **Server Contact ICQ Number** 

Enter one or more ICQ user identification numbers (comma delimited) you can be reached at in case a problem arises with this server. Example: 12345678,1234567. Don't have one? [Get a new ICQ number](#)

Save & Go to Step 3 **Go Back**

5. On the next screen click **Skip This Step and Use Default Settings**.

Setup IP Addresses

Skip This Step and Use Default Settings

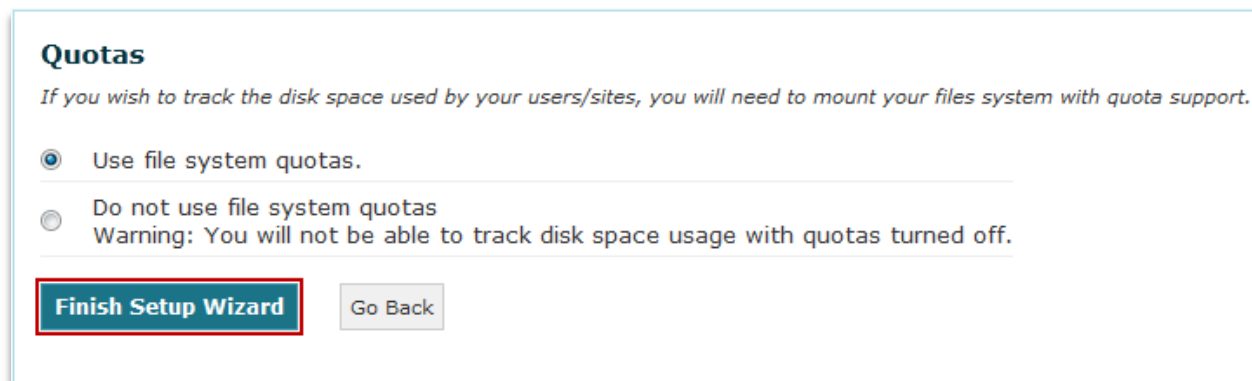
6. Select your chosen nameserver configuration and click **Save & Go to Step 5** button when you are ready to continue.

Save & Go to Step 5 **Go Back**

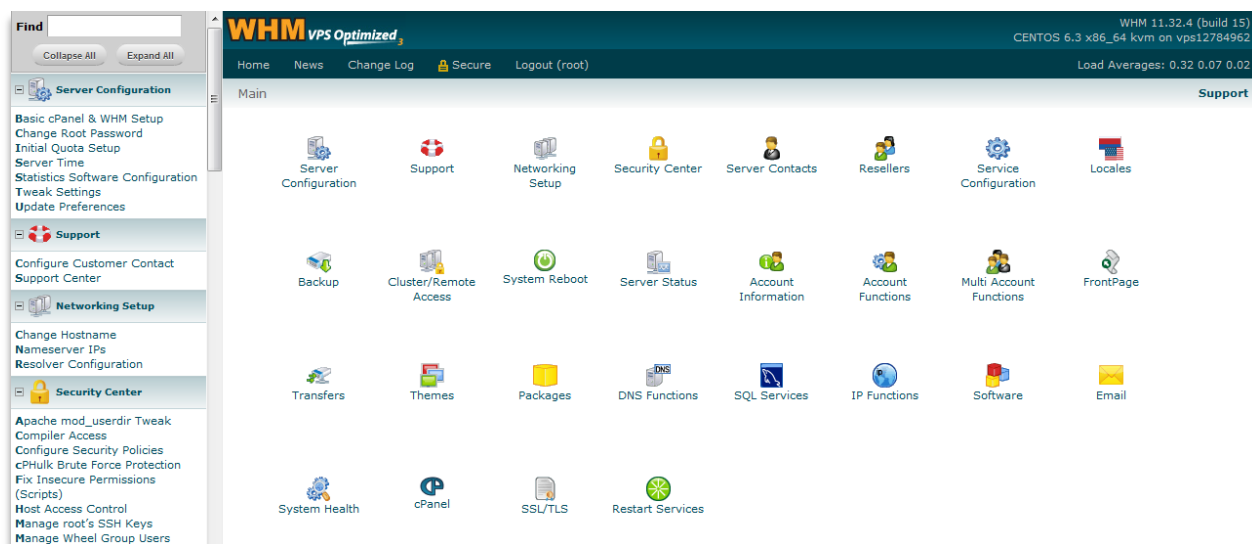
7. Here you can set the FTP and Mail configurations for your server, when you are ready to continue click on the **Save & Go to step 6** button.



8. Select if you wish to use a file system quota, press the **Finish Setup Wizard** button to complete the setup process.



You will now be logged into your cPanel dashboard.



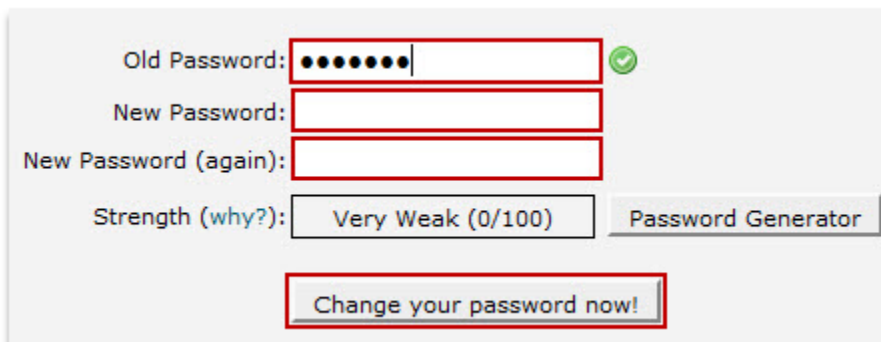
Admin

Changing your Administrators password

1. Under the **Preferences** section, click on the **Change Password** link.



2. Enter your old password, and your new password, into the boxes provided.

A screenshot of a password change form. It includes fields for 'Old Password:' (containing seven dots and a green checkmark), 'New Password:', and 'New Password (again:)' (both empty). Below these is a 'Strength (why?):' section showing 'Very Weak (0/100)' and a 'Password Generator' button. At the bottom is a button labeled 'Change your password now!' which is highlighted with a red box.

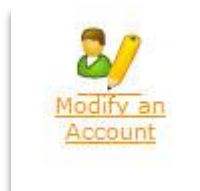
3. Then click the **Change your password now!** button.

Updating the Administrator information

1. Click on the **Account Functions** icon in the main window.



2. Then click the **Modify an Account** icon.



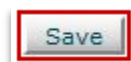
3. Then select the account you wish to change, and then click the **Modify** button.

Domains	Users
123-reg-support.me	aidan
123-reg.co.uk	mark
crmsupportteam.com	pen
donhost.com	ray
test.com	reseller
webfusiontest.com	wftest

4. Edit the information you wish to change.

A screenshot of the "Modify an Account" form. The title bar says "Modify an Account". Below the title bar, it says "Editing user 'aidan'". The form has a section titled "Account Properties". Inside this section, there are several fields: "Username" (with a dropdown menu showing "aidan"), "Package" (with a dropdown menu showing "Test Package"), "Account Owner" (with a dropdown menu showing "aidan (test.com) (current owner)" and a note "NOTE: Changing a reseller account's username will change the owner of all of its owned packages."), "Reseller Privileges" (with radio buttons for "Yes" and "No", where "Yes" is selected), "Primary Domain" (with a text field showing "test.com"), "Default Locale" (with a dropdown menu showing "English"), and "cPanel Theme" (with a dropdown menu showing "v3").

5. Then click the **Save** button at the bottom of the page.

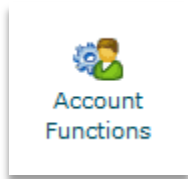


Your Personal information will now have been changed.

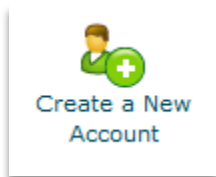
Hosting

Create a customer account

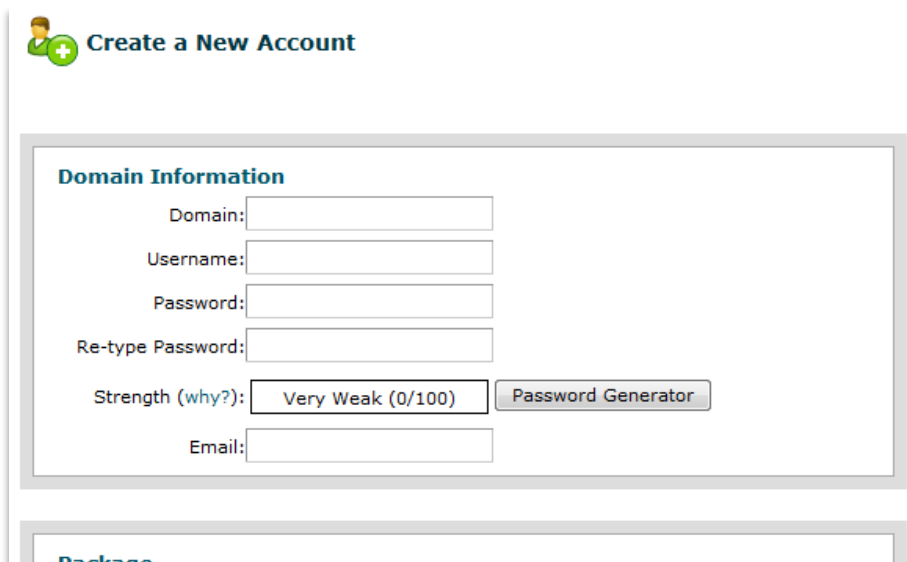
1. Click on the **Account Functions** icon.



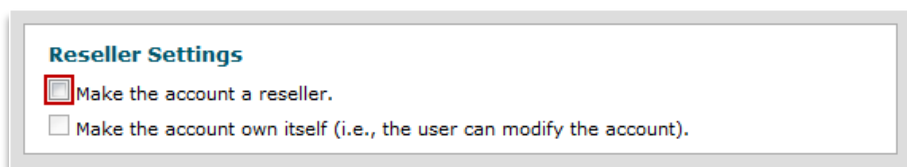
2. Click on the **Create a New Account** icon.



3. Fill in your new customer account details.

A screenshot of the "Create a New Account" form. At the top left is a small icon of a person with a plus sign, followed by the title "Create a New Account". Below this is a section titled "Domain Information" in blue. It contains several input fields: "Domain:", "Username:", "Password:", "Re-type Password:", "Strength (why?):" (with a dropdown menu showing "Very Weak (0/100)"), and "Email:". To the right of the "Strength" dropdown is a button labeled "Password Generator". Below the "Domain Information" section is a partially visible section titled "Package".

Please Note: To create a reseller account make sure to tick Make the account a Reseller account under the Reseller Settings section.

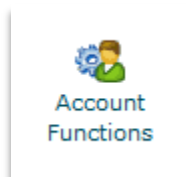
A screenshot of the "Reseller Settings" section. It has a title "Reseller Settings" in blue. Below the title are two checkboxes. The first checkbox is checked and is followed by the text "Make the account a reseller.". The second checkbox is unchecked and is followed by the text "Make the account own itself (i.e., the user can modify the account).".

4. Click on the **Create** button to create the new customer account.



Suspend a user account

1. Click on the **Account Functions** icon.



2. Click on the **Suspend/Unsuspend an Account** icon.



3. Select the account you wish to **Suspend** and click on the **Suspend** button.

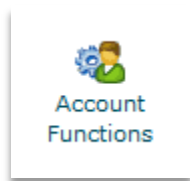
Important: If you try to unsuspend an account that is actually bandwidth limited, the unsuspension will not work. You must modify the [account's bandwidth limit](#) instead.

Select by domain		Select by username
test.co.uk	OR	customer
<div>Suspend Unsuspend</div>		
Reason (if suspending): <input type="text"/>		
Prevent resellers from unsuspending: <input type="checkbox"/>		

The selected user will now be suspended.

Unsuspend a user account

1. Click on the **Account Functions** icon.



2. Click on the **Suspend/Unsuspend an Account** icon.



3. Select the account you wish to **Unsuspend** and click on the **Unsuspend** button.

Important: If you try to unsuspend an account that is actually bandwidth limited, the unsuspension will not work. You must modify the [account's bandwidth limit](#) instead.

Select by domain	OR	Select by username
<div>test.co.uk</div>		<div>customer</div>
<div>Suspend Unsuspend</div>		
<div>Reason (if suspending):</div>		
<div>Prevent resellers from unsuspending: <input type="checkbox"/></div>		



Please Note: suspended accounts are highlighted in pink.

The selected user will now be unsuspended.

Email

Setup an email account

To create an email address for a domain name on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

1. Under the Mail section, click on the **Email Accounts** link.



2. Fill out your email account details.

Email: @ 123-reg.co.uk

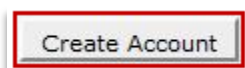
Password:

Password (again):

Strength (why?): [Password Generator](#)

Mailbox Quota: ☒ 250 MB ☐ Unlimited

3. Once you have filled out your email account details, click on the **Create Account** button.



Your email address will now be setup.

Creating an auto responder

To create an auto responder for a domain name on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

1. Under the Mail section, click on the **Auto Responders** link.



2. Click on the **Add Auto Responders** button.



3. Fill out the Add Auto Responder form.

Character Set: *Note: You must select this option before changing anything else or you will lose your changes.*

Interval: hours

Email: @

From:

Subject:

HTML ☐ This message contains HTML.

Body:

Start: ☒ Immediately ☐ Custom

Stop: ☒ Never ☐ Custom

4. When complete, click the **Create/Modify** button.



Your Auto responder will now be created.

Deleting an auto responder

To delete an auto responder for a domain name on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

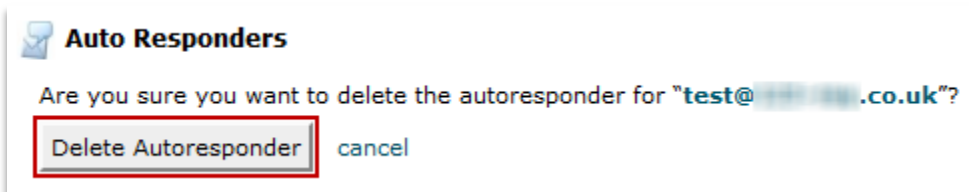
1. Under the Mail section, click on the **Auto Responders** link.



2. Click on the **Delete** link for the email address you wish to remove the auto responder on.

EMAIL	SUBJECT	FUNCTIONS	
test@123-reg.co.uk	test	Edit	Delete

3. Then click on the **Delete Autoresponder** button.



Your Auto responder will now be deleted.

Databases

Manually creating a database

To create a database on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

1. Under the Databases section, click on the **MySQL Databases** link.



2. Under the **Create New Database** section enter the name for your new MySQL database. Then click on the **Create Database** button.

A screenshot of the 'Create New Database' form in cPanel. It shows a text input field with the placeholder text 'New Database: mark_' and a 'Create Database' button below it. Both the input field and the button are highlighted with red boxes.

You have now created your new MySQL database.

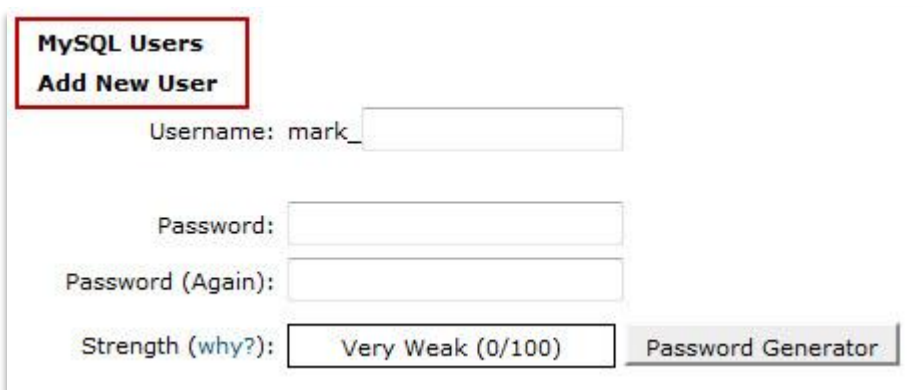
Create a database user

To create a database user on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

1. Under the Databases section, click on the **MySQL Databases** link.



2. Scroll down to the **MySQL Users** section.

A screenshot of the cPanel 'MySQL Users' section. The 'MySQL Users' and 'Add New User' links are highlighted with a red box. Below the links are input fields for 'Username:' (with 'mark_' entered), 'Password:', and 'Password (Again:'. There is also a 'Strength (why?):' indicator showing 'Very Weak (0/100)' and a 'Password Generator' button.

3. Fill out the user name and password for the new database user.
4. Now click the **Create User** button.



Your new user will now have access to the MySQL database on your 123-reg VPS

To create your database using MySQL Database Wizard

To create a database on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

1. Under the Databases section, click on the **MySQL Databases** link.



2. Under the **Create New Database** section enter the name for your new MySQL database. Then click on the **Create Database** button.

A screenshot of the 'Step 1: Create A Database' form. It has a label 'New Database: mark_' followed by a text input field containing 'Test'. A green checkmark icon is to the right of the input field. Below the input field is a 'Next Step' button, which is highlighted with a red box.

3. Add a user to your new database by entering a username and password then click on the **Create New User** button.

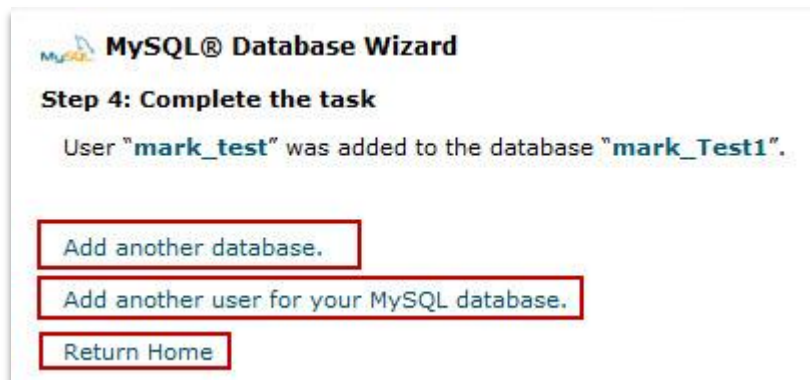
A screenshot of the 'Step 2: Create Database Users' form. It includes fields for 'Username: mark_' (with a red box around the input), 'Password:', and 'Password (Again):'. A note says 'Note: seven characters max'. Below these is a 'Strength (why?):' section showing 'Very Weak (0/100)' and a 'Password Generator' button. At the bottom is a 'Create User' button, highlighted with a red box.

4. Set the permissions for the user regarding access to the new database. Then click on the **Next Step** button.

A screenshot of the 'Step 3: Add User to the Database' form. It shows 'User: mark_test' and 'Database: mark_Test1'. Below is a table of privileges with a header 'ALL PRIVILEGES' and a checkbox. The table lists various privileges with checkboxes: ALTER, CREATE, CREATE ROUTINE, CREATE TEMPORARY TABLES, CREATE VIEW, DELETE, DROP, EXECUTE, INDEX, INSERT, LOCK TABLES, REFERENCES, SELECT, TRIGGER, and UPDATE. At the bottom is a 'Next Step' button, highlighted with a red box.

5. Finally you have three options to choose from now the wizard is finished and your MySQL database has been created.

- Add another database
- Add another user for your MySQL database
- or Return Home



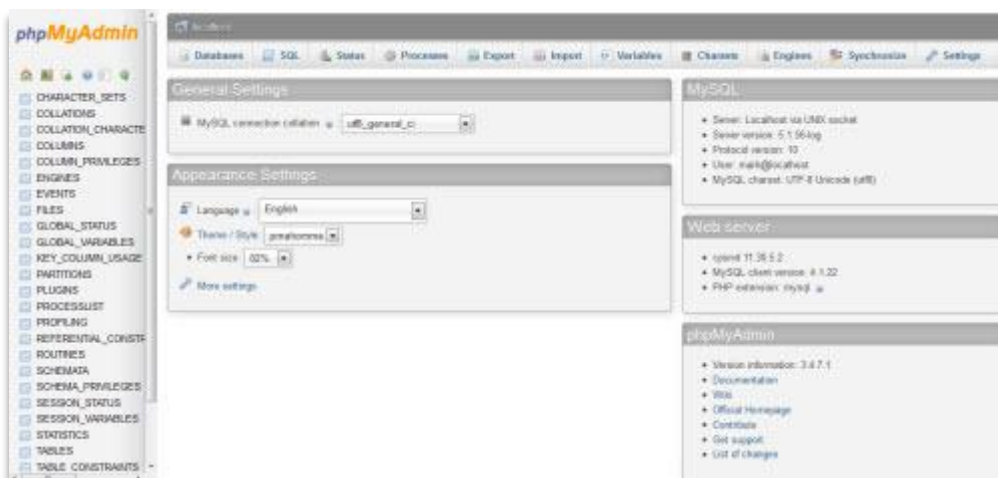
Login to phpMyAdmin

To login to phpMyAdmin on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

1. Under the Databases section, click on the **phpMyAdmin** link.



2. You will now be logged into your phpMyAdmin.



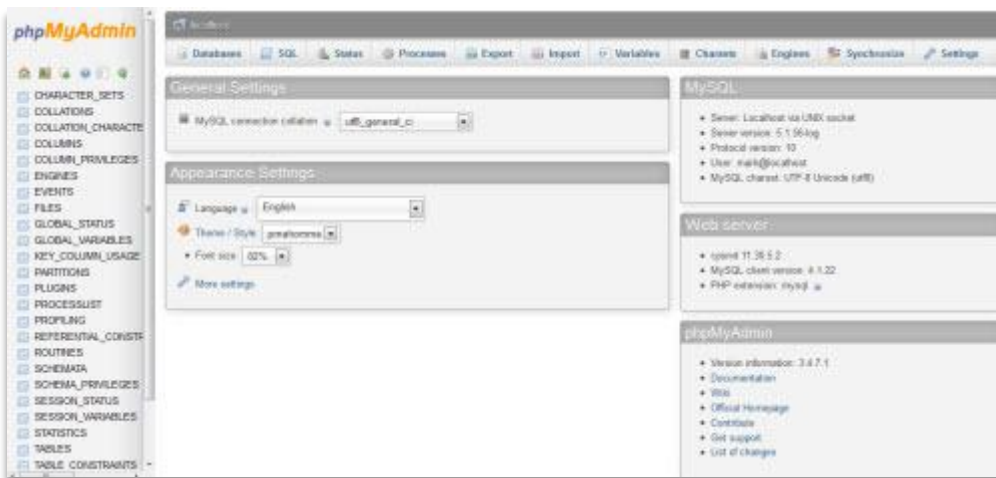
Backup database

To backup your database on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

1. Under the Databases section, click on the **phpMyAdmin** link.



2. You will now be logged into your phpMyAdmin.



3. Click on the **Export** tab.



4. You can use the **Quick** export method or click on the **Custom** method for more export options. Once you have made your selection click on the **Go** button.

Export Method:

☒ Quick - display only the minimal options

☐ Custom - display all possible options

Format:

SQL

Go

A backup file of your database will now be downloaded to your computer.

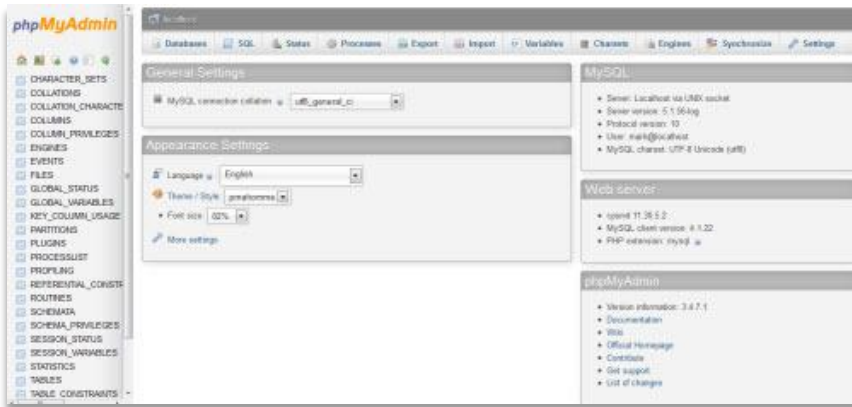
Restore database

To backup your database on your VPS you will need to be logged into the customer (cPanel) portal by logging in at **https://[[IP Address]]:2083** Replacing [[IP Address]] with the IP address for your 123-reg VPS running cPanel provided in your welcome email.

1. Under the Databases section, click on the **phpMyAdmin** link.



2. You will now be logged into your phpMyAdmin.



3. Click on the **Import** tab.



8. Click on the browse button to locate the backed up file on your local computer and click on the **Go** button.

File to Import:

File may be compressed (gzip, zip) or uncompressed.
A compressed file's name must end in `.[format].[compression]`. Example: `.sql.zip`

Browse your computer: (Max: 2,048MiB)

Character set of the file:

Partial Import:

☒ Allow the interruption of an import in case the script detects it is close to the PHP transactions.)

Number of rows to skip, starting from the first row:

Format:

Format-Specific Options:

SQL compatibility mode:

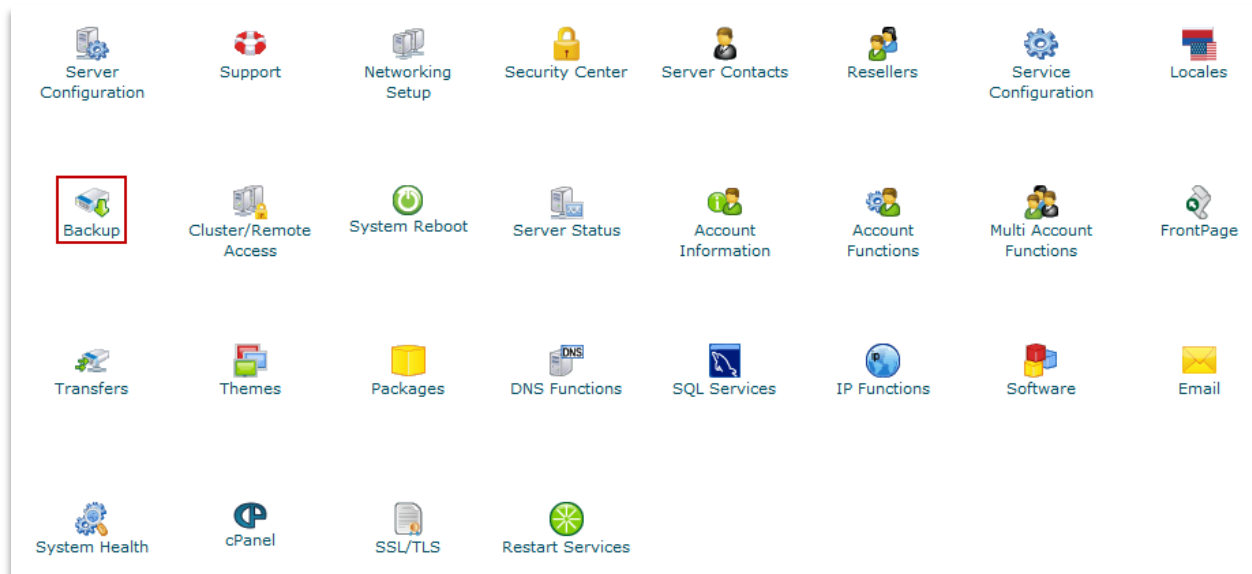
☒ Do not use AUTO_INCREMENT for zero values

Your database will now be restored with the data from your backup file.

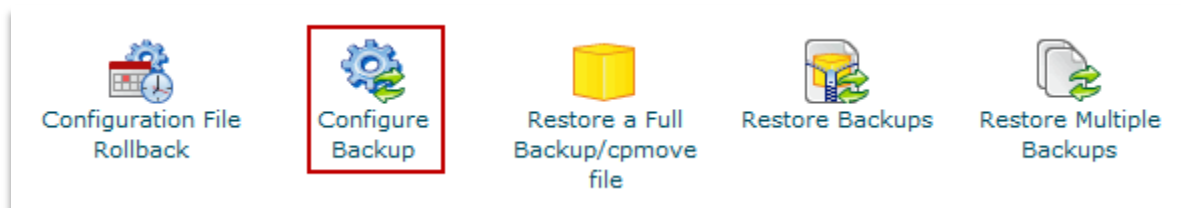
Backups

Setting up a Scheduled Backup


1. From the main page of your cPanel portal, click on the **Backup** icon.



2. Click on the **Configure Backup** icon.



3. From here you setup and control each aspect of your backup.


 **Configure Backup**

Please select Your Backup Configuration Options Below

Backup Status	<input type="radio"/> Enabled <input checked="" type="radio"/> Disabled <input type="radio"/> Restore Only
Backup Interval <small>(Note: Selecting Daily backup will give you Monthly and Weekly as well unless you choose not to retain them below. Selecting Weekly backup will give you Monthly as well unless you choose not to retain them below.)</small>	<input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly
Backup Retention	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly

4. Once finished setting up click the **Save** button at the bottom of the page.

Select Specific Users



Your scheduled backup will now be setup.

Backing up your sites using FTP

You will need an FTP client software like [Filezilla](#), [Smart FTP](#), [BulletProof FTP](#) or the Firefox browser add-on [FireFTP](#) to make download a local copy of your files for backup.

To connect to your site by FTP, you will need to configure an FTP client with the following information:

- FTP Hostname
- FTP Username
- FTP Password

The following example uses [Filezilla](#), a free FTP client.

1. Open FileZilla and click on the **Site Manager** icon on the toolbar. This will open the Site Manager.
2. Click the **New Site** button. This will allow you to create a new site profile.
3. Enter a name for the new site and press the **Enter** key. This is important to distinguish it from any other FTP site you may add later on.
4. Next you will need to add the host, also known as the hostname.
5. The FTP port is port 21. Please do not change this.
6. Leave the **Servertype** as FTP.
7. Change the **Logontype** to **Normal**.
8. Type in your FTP Username and Password. These are case sensitive, so please be careful when typing.
9. Click the **Save and Exit** button.
10. To start the FTP connection, click on the **Site Manager** icon, and then click on the site you have just created, and lastly click on the **Connect** button.
11. You are now connected to your 123-reg VPS.