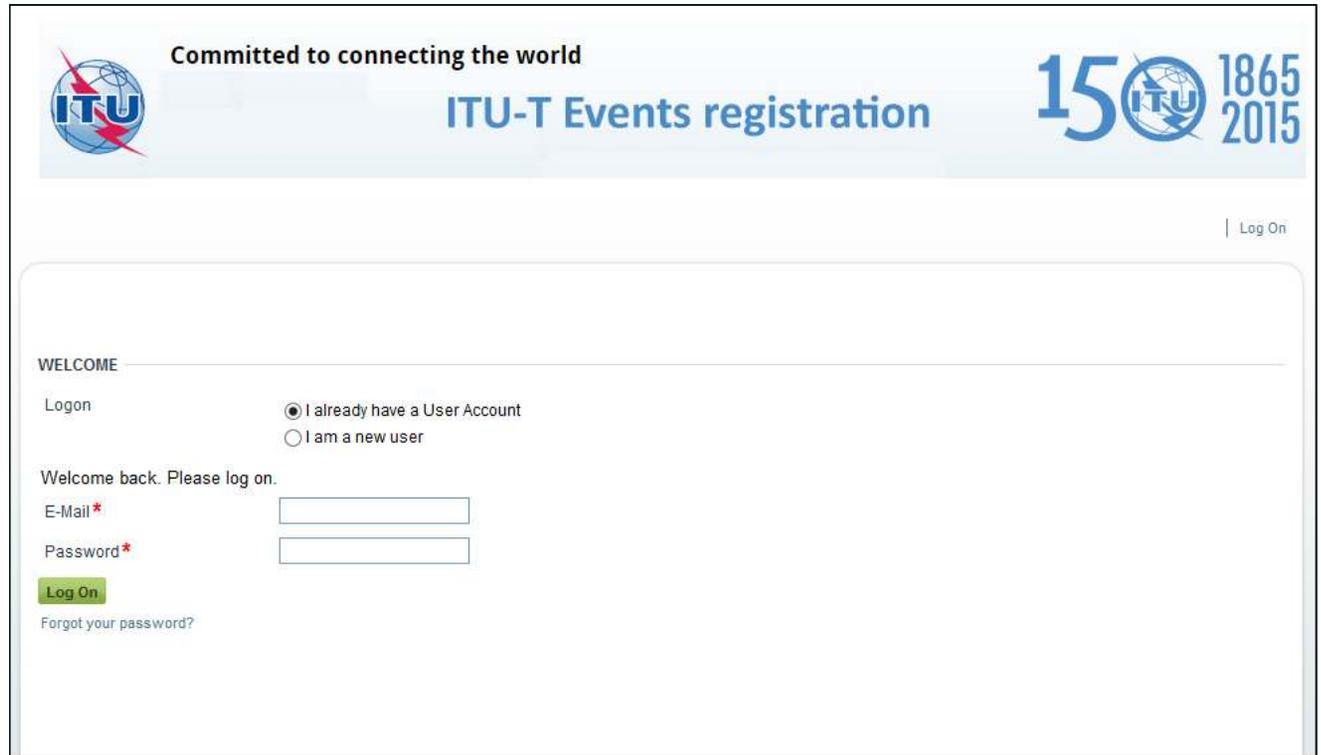


# Delegate Registration: User Account Creation

## User Account Creation

 This is the Delegate Registration Login Page.

1. Use the **scroll bar** to view the entire page if required.



Committed to connecting the world

ITU-T Events registration

15 1865 2015

| Log On

WELCOME

Logon  I already have a User Account  
 I am a new user

Welcome back. Please log on.

E-Mail\*

Password\*

[Log On](#)

[Forgot your password?](#)

# Delegate Registration: User Account Creation

## Create New User Account



Here you can:

- Create a new User Account (Mandatory for first time users of this new system)
- Log in with the newly created User Account

**Note:** Once a User Account is created using this new platform, it can be used to register for all ITU events that you are entitled to attend as per your participation rights.

WELCOME

Logon

I already have a User Account

**1**  a new user

Welcome back. Please log on.

E-Mail\*

Password\*

[Forgot your password?](#)

1. To Create a new User Account, select the option: **I am a new user.**

# Delegate Registration: User Account Creation

## Create User Account as part of Administration of ITU Member State

**i** You can create a User Account as part of one of the following available options:

- Administration of ITU Member State
- Sector Member
- Associate
- Academia
- Other (If none of the above)

The screenshot shows a web form titled "WELCOME" with the following elements:

- Logon** section with two radio buttons:
  - I already have a User Account
  - I am a new user
- Create a User Account** section with a radio button:
  - I do not have an organization ID or contact ID
- Do you want to create your user Accounts as part of:** section with five radio buttons:
  - Administration of ITU Member State (annotated with a red box and a yellow circle containing the number 1)
  - Sector Member
  - Associate
  - Academia
  - Other
- Create** button (annotated with a red box and a yellow circle containing the number 2)

1. For example here, the option is selected.
2. Click on the button.

# Delegate Registration: User Account Creation

## Select Relevant Details

**i** Once Administration of ITU Member State is selected as an option in the previous screen, to select the relevant organization, you need to first select your **Member State**.

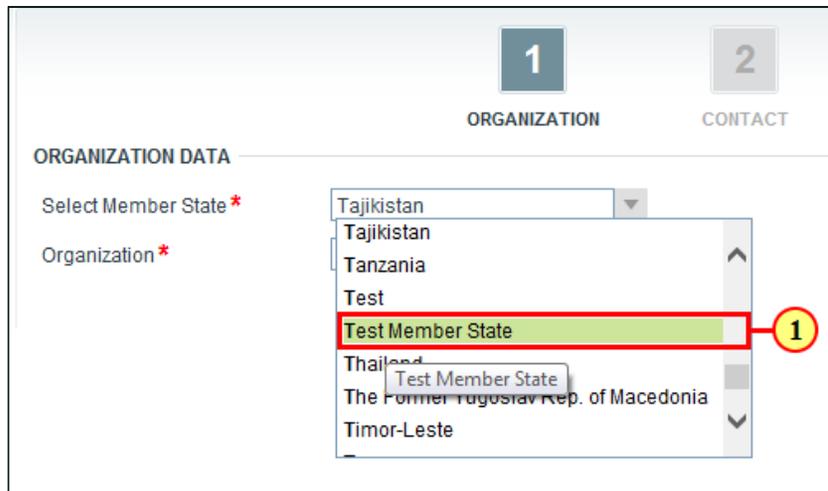
1. Click on the dropdown arrow for the field **Select Member State**.

The screenshot shows a web form titled "CREATE A USER ACCOUNT" with a breadcrumb trail "...Log On > Create a User Account". The form is divided into three steps: "1 ORGANIZATION", "2 CONTACT", and "3 CONFIRMATION". The "ORGANIZATION DATA" section contains two dropdown menus: "Select Member State\*" and "Organization\*". A red box and a yellow circle with the number "1" highlight the dropdown arrow of the "Select Member State\*" field. At the bottom right of the form, there are "Cancel" and "Continue" buttons.

# Delegate Registration: User Account Creation

## Select Member State

1. Click on a relevant Member State from the drop down list displayed for the field: **Select Member State**. For example, here **Test Member State** is selected.



The screenshot shows a web form titled 'ORGANIZATION DATA' with two tabs: '1 ORGANIZATION' and '2 CONTACT'. The 'ORGANIZATION' tab is active. There are two required fields: 'Select Member State \*' and 'Organization \*'. The 'Select Member State \*' field has a dropdown menu open, displaying a list of member states: Tajikistan, Tanzania, Test, Test Member State, Thailand, The Former Yugoslav Rep. of Macedonia, and Timor-Leste. The 'Test Member State' option is highlighted in green and enclosed in a red rectangular box. A yellow circle with the number '1' is positioned to the right of the red box, pointing to the selected item.

# Delegate Registration: User Account Creation

## Select Admin of ITU Member State

1. Click on the **Organization** field dropdown arrow, to view list of existing **Administration Organizations** of the selected **ITU Member State**.
2. Select a relevant **Organization**, for example here **TEST ADMIN ORGANIZATION** is selected. Select **Other**, if your Organization is not in the list.

**CREATE A USER ACCOUNT**  
...Log On > Create a User Account

1 ORGANIZATION 2 CONTACT 3 CONFIRMATION

**ORGANIZATION DATA**

Select Member State \* Test Member State 1

Organization \* 2 TEST ADMIN ORGANIZATION Other TEST ADMIN ORGANIZATION

Cancel Continue

# Delegate Registration: User Account Creation

## Continue to Delegate Details

1. Click on the **Continue** button to go to the next step of filling in Delegate details.

CREATE A USER ACCOUNT  
...Log On > Create a User Account

1 ORGANIZATION 2 CONTACT 3 CONFIRMATION

ORGANIZATION DATA

Select Member State\* Test Member State

Organization\* TEST ADMIN ORGANIZATION

Cancel Continue

# Delegate Registration: User Account Creation

## Logon Data

Enter relevant Logon Data here: E-mail (Username) & Password

1. Type in the **E-mail** field, the e-mail address to be used as the **Username**.
2. For example, here: **<testadmin@yopmail.com>** is entered.
3. Type a relevant password in the is the **Password** box.
4. Re-type the password in the **Confirm Password** box.

The screenshot shows a registration form with three main sections: ORGANIZATION, CONTACT, and CONFIRMATION. The ORGANIZATION section is highlighted with a green checkmark and the number 1. The CONTACT section is highlighted with the number 2. The CONFIRMATION section is highlighted with the number 3. The form contains the following fields:

- LOGON DATA**
  - E-Mail \* (highlighted with 1): testadmin@yopmail.com X
  - Password \* (highlighted with 2): [masked]
  - Confirm Password \* (highlighted with 3): [masked]
- GENERAL DATA**
  - Title \* (dropdown)
  - First Name \* (text)
  - Last Name \* (text)
  - Working Language \* (dropdown)
  - Job Title \* (text)
- CONTACT DATA**
  - Phone (text)
  - Mobile (text)
  - Fax (text)

Buttons: Cancel, Previous, Continue

# Delegate Registration: User Account Creation

## General & Communication Data

1. Select a relevant **Title** from the dropdown list, such as here, the option **Mr.** is selected.
2. Type a relevant **First Name** in this field, such as here **<FirstName>** is entered.
3. Type a relevant **Last Name** in this field, such as here **<LastName>** is entered.
4. Select a relevant **Working Language**, such as here **English** is selected.
5. Type a relevant **Job Title** in this field, such as here **<TestJobTitle>** is entered.
6. Type a relevant **Phone** number in this field, such as here **<+999 999 9999>** is entered.
7. Type a relevant **Mobile** number in this field, such as here **<+999 999 998 998>** is entered.
8. Type a relevant **Fax** number in this field, such as here **<+999 999 9997>** is entered.

The screenshot shows the 'CONTACT' step of the registration process. The form is divided into two main sections: 'LOGON DATA' and 'GENERAL DATA'. The 'LOGON DATA' section includes fields for E-Mail (testadmin@yopmail.com), Password, and Confirm Password. The 'GENERAL DATA' section includes fields for Title (Mr.), First Name (FirstName), Last Name (LastName), Working Language (English), and Job Title (TestJobTitle). The 'CONTACT DATA' section includes fields for Phone (+999 999 9999), Mobile (+999 999 998 998), and Fax. Red boxes and numbers 1-8 highlight the fields mentioned in the instructions. A 'Continue' button is visible at the bottom right.

# Delegate Registration: User Account Creation

## Continue to Confirmation

1. Click on the **Continue** button.

CREATE A USER ACCOUNT  
...Log On > Create a User Account

1 ORGANIZATION 2 CONTACT 3 CONFIRMATION

LOGON DATA

E-Mail\* testadmin@yopmail.com

Password\* .....

Confirm Password\* .....

GENERAL DATA

Title\* Mr.

First Name\* FirstName

Last Name\* LastName

Working Language\* English

Job Title\* TestJobTitle

CONTACT DATA

Phone +999 999 9999

Mobile +999 999 9998

Fax +999 999 9997

Cancel Previous **Continue**

# Delegate Registration: User Account Creation

## Confirm

 All details entered by you/retrieved based on your selection are displayed here.

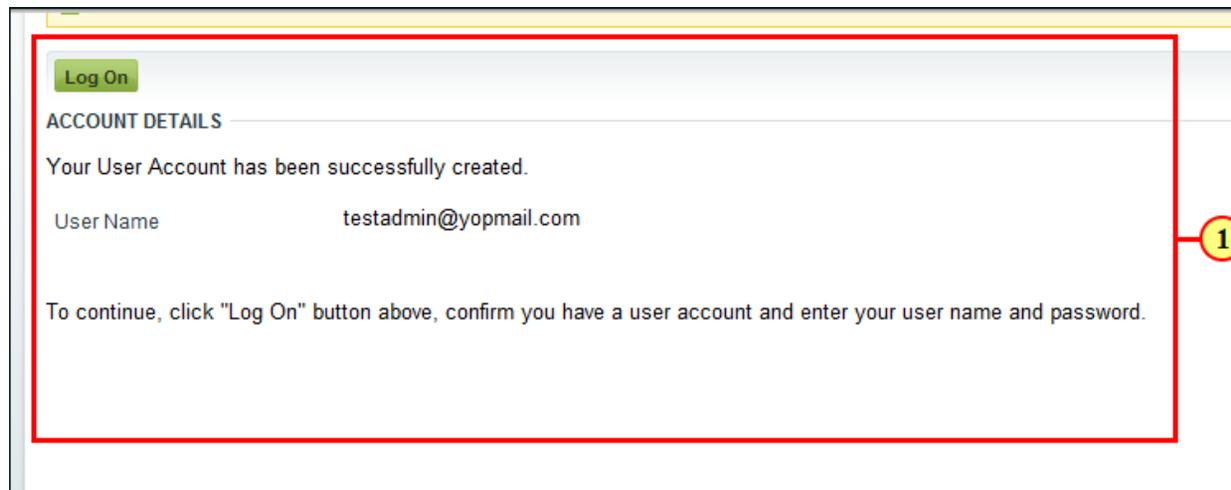
1. Verify all the details entered, and click on the **Finish** button.
2. To modify details, click on **Previous** link
3. To cancel user creation process, click on the **Cancel** link

1  ORGANIZATION		2  CONTACT		3 CONFIRMATION	
LOGON DATA			ORGANIZATION DATA		
E-Mail	testadmin@yopmail.com		Organization Name	TEST ADMIN ORGANIZATION	
GENERAL DATA			ADDRESS DATA		
Title	Mr.		Country		
First Name	FirstName		Street/House Number		
Last Name	LastName		Postal Code/City		
Job Title	TestJobTitle				
CONTACT DATA					
Phone	+999 999 9999 				
Mobile	+999 999 9998 				
Fax	+999 999 9997 				
				Cancel	Previous
				<b>1</b> <b>Finish</b>	

# Delegate Registration: User Account Creation

## User Account Created

1. User Account is created and confirmation is displayed on screen. You can click on the **Log On** button to continue with the Delegate Registration process.



# Delegate Registration: User Account Creation

## User Creation Confirmation Email

 An email for User Account creation is also sent to the e-mail address given during sign up.

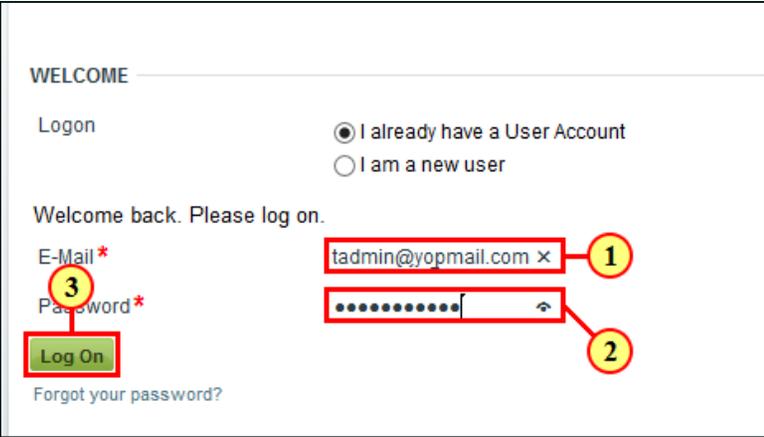
1. You can also click on the hyperlink titled: **here** provided in this email to login and continue with the Delegate Registration process.



# Delegate Registration: User Account Creation

## Login

1. Type your username (e-mail address) in the **E-Mail** field, such as here:  
<testadmin@yopmail.com> is entered.
2. Type a relevant password in the is the **Password** box.
3. Click on the **Log On** button.



WELCOME

Logon  I already have a User Account  
 I am a new user

Welcome back. Please log on.

E-Mail\*  1

3 Password\*  2

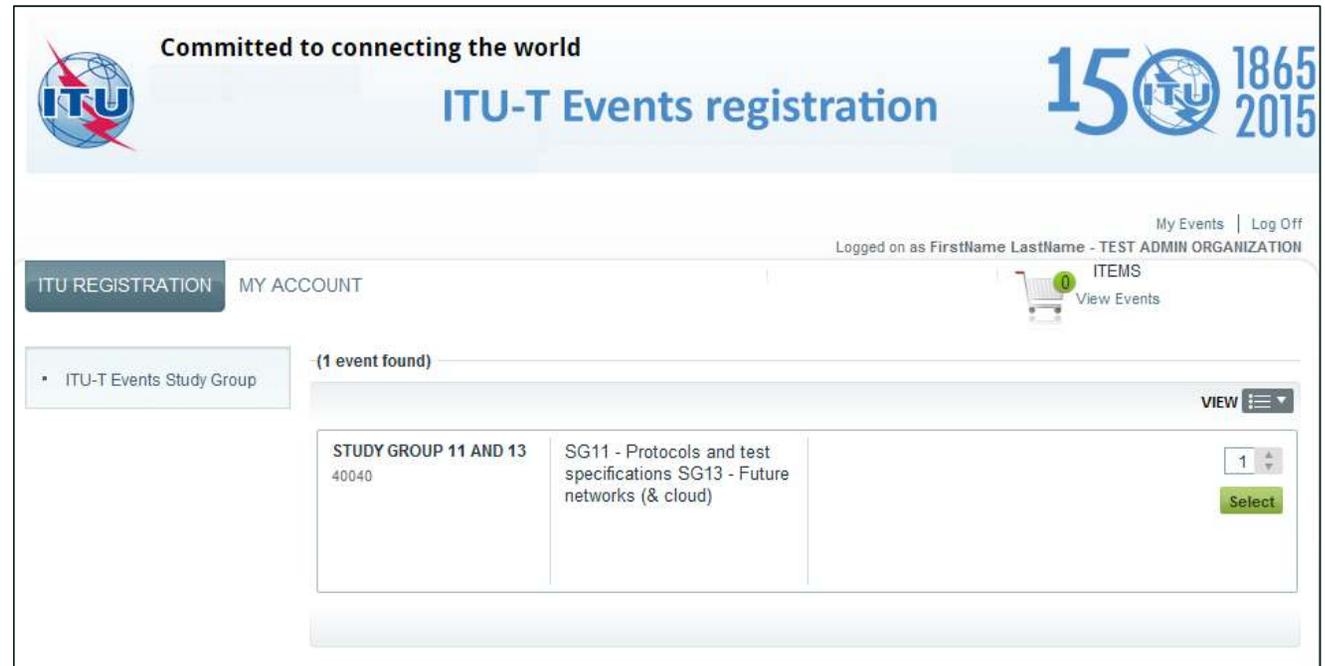
[Forgot your password?](#)

The screenshot shows a login form with three numbered annotations: 1 points to the E-Mail field containing 'tadmin@yopmail.com', 2 points to the Password field containing masked characters, and 3 points to the 'Log On' button.

# Delegate Registration: Request Submission

## Delegate Registration: Landing Page

 All ITU Events open for registration, will be displayed here in the Delegate Registration - Landing Page.



The screenshot shows the ITU-T Events registration landing page. At the top, it features the ITU logo, the slogan "Committed to connecting the world", and the text "ITU-T Events registration". On the right, there is a commemorative logo for "150 ITU 1865 2015". The page is logged in as "FirstName LastName - TEST ADMIN ORGANIZATION". Navigation tabs include "ITU REGISTRATION" (active) and "MY ACCOUNT". A shopping cart icon shows "ITEMS" and "View Events". A filter menu on the left shows "ITU-T Events Study Group". The main content area displays "(1 event found)" and a table with one entry:

VIEW	
STUDY GROUP 11 AND 13 40040	SG11 - Protocols and test specifications SG13 - Future networks (& cloud) <input type="text" value="1"/> <a href="#">Select</a>

# Delegate Registration: Request Submission

## Select Event

1. Click on the **Select** button against a relevant event (**STUDY GROUP 11 AND 13** AND 13).

-(1 event found)

VIEW 

STUDY GROUP 11 AND 13 40040	SG11 - Protocols and test specifications SG13 - Future networks (& cloud)	 
--------------------------------	--	--

# Delegate Registration: Request Submission

## Membership Type

1. Click on the dropdown arrow icon for the field: **Membership**.
2. Select a relevant **Membership** type such as here, **Admin of ITU Member State** is selected.

STUDY GROUP 11 AND 13

1. Membership \*  
2. I WISH TO ATTEND:  
Meeting of ITU-T SG13  
Yes, I will attend:  
Meeting of ITU-T SG11

Not Specified  
Not Specified  
Admin of ITU Memb. State  
ITU-T Sector Member  
ITU-T Associate  
ITU-T Academia  
Other

Admin of ITU Memb. State

1  
2

# Delegate Registration: Request Submission

## Select Groups (Sub-Meetings)

 Select the checkboxes against the **Groups (Sub-Meetings)** that you want to attend. Also select your **Function** in that Meeting (if relevant).

**NOTE** Function needs to be selected, only if you select the Membership Type: Admin of ITU Member State.

1. Check box for **SG13 - (30/11/15 - 11/12/15)** is selected.
2. A relevant option for **Function** in the chosen event (SG13) is selected. Such as here: **Head of Delegation** is selected.
3. Check box for **SG11 - (02/12/15 - 11/12/15)** is selected.

STUDY GROUP 11 AND 13

1. Membership Admin of ITU Memb. State

2. I WISH TO ATTEND: .

Meeting of ITU-T SG13 SG13 - (30/11/15 - 11/12/15)

Yes, I will attend: **1**

Function **2**

Not Specified  
 **Head of Delegation**  
 Deputy Head  
 Delegate  
 Invited Expert

Meeting of ITU-T SG11 SG11 - (02/12/15 - 11/12/15)

Yes, I will attend: **3**

Meeting of ITU-T SG11 CASC - (03/12/15)

Yes, I will attend:

Joint Coordination Activity JCA-SDN - (04/12/15)

Yes, I will attend:

# Delegate Registration: Request Submission

## Select Groups (Sub-Meetings)

1. A relevant option for **Function** in the chosen event (SG11) is selected. Such as here: **Deputy Head** is selected.
2. Check box for **CASC - (03/12/15)** is selected.
3. Check box for **JCA-SDN - (04/12/15)** is selected.
4. Check box for **JCA-CIT - (07/12/15)** is selected.

The screenshot shows a registration form with the following elements:

- Function Selection:** Radio buttons for "Head of Delegation", "Deputy Head" (selected and circled in red with a yellow '1'), "Delegate", and "Invited Expert".
- Meeting of ITU-T SG11 CASC (03/12/15):** A green checkmark and a checkbox (selected and circled in red with a yellow '2') for "Yes, I will attend:".
- Joint Coordination Activity JCA-SDN (04/12/15):** A green checkmark and a checkbox (selected and circled in red with a yellow '3') for "Yes, I will attend:".
- Joint Coordination Activity JCA-CIT (07/12/15):** A green checkmark and a checkbox (selected and circled in red with a yellow '4') for "Yes, I will attend:".

# Delegate Registration: Request Submission

## Different Representation

1. If for the event in question, the organization you will represent is different from the one in your profile, you need to select the check box for **Different Representation** and fill out the dynamic fields displayed under it.

Joint Coordination Activity	JCA-CIT – (07/12/15)
<input checked="" type="checkbox"/> Yes, I will attend:	<input checked="" type="checkbox"/>
_____	_____
3. Different Representation	<input type="checkbox"/> <b>1</b>
_____	_____
4. Participate Remotely	<input type="checkbox"/>
_____	_____

# Delegate Registration: Request Submission

## Different Representation Details

**i** Fill in the requested fields for Different Representation, such as: Organization Name, Address, Telephone, Mobile.

1. The **Administration/Organization** name field is filled out, such as **<Ministry of Test Admin Organization>** is entered here.

3. Different Representation  Help

Administration/Organization	<input type="text"/>
Street Address 1	<input type="text"/>
Street Address 2	<input type="text"/>
Street Address 3	<input type="text"/>
Town/City	<input type="text"/>
Country Name	<input type="text" value="Not Specified"/>
Telephone	<input type="text" value="+NNN NNN NNNNNNNNNNNN"/>
Mobile	<input type="text" value="+NNN NNN NNNNNNNNNNNN"/>
Fax	<input type="text" value="+NNN NNN NNNNNNNNNNNN"/>

# Delegate Registration: Request Submission

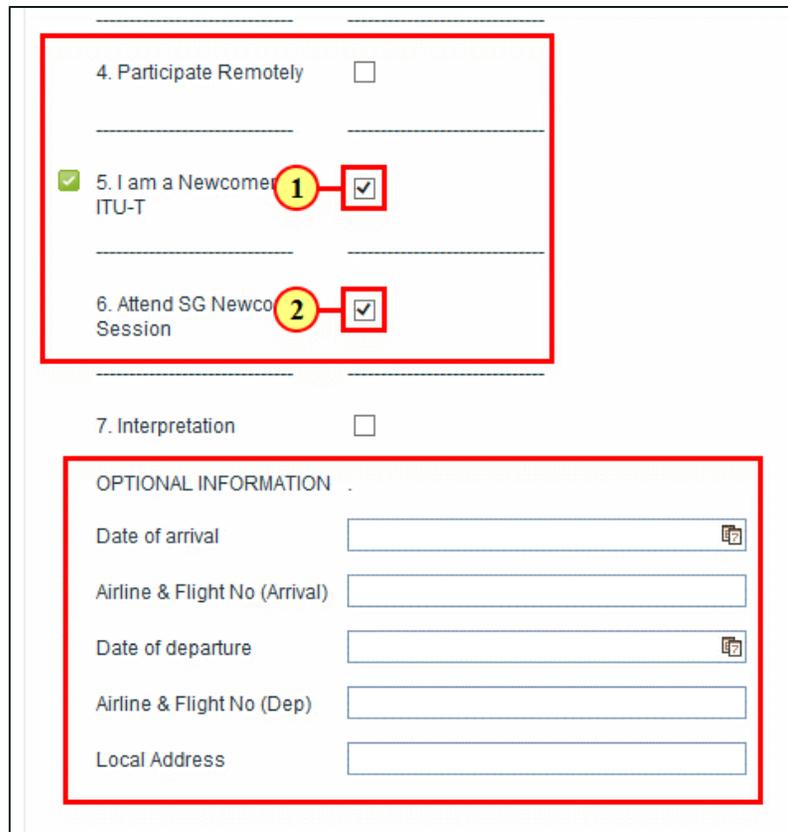
## Remote Participation & Other Details

 Select the checkboxes against the other relevant options such as:

- Participate Remotely
- I am a Newcomer to ITU-T
- Attend SG Newcomer Session

1. Here for example, the check box for **I am a Newcomer to ITU-T** has been selected.
2. Similarly, the check box for **Attend SG Newcomer Session** has been selected.

Or (If required) Fill in other details such as Date of arrival, Airline & Flight No (Arrival), Date of departure, Airline & Flight No (Dep), Local Address.



The screenshot shows a registration form with the following elements:

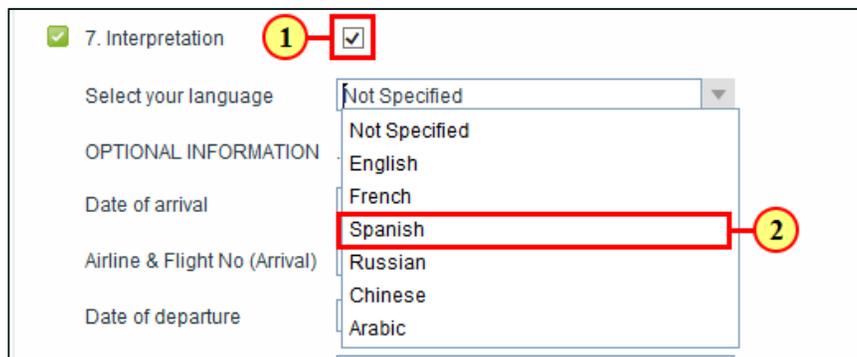
- 4. Participate Remotely
- 5. I am a Newcomer to ITU-T  (marked with a red box and a yellow circle containing the number 1)
- 6. Attend SG Newcomer Session  (marked with a red box and a yellow circle containing the number 2)
- 7. Interpretation
- OPTIONAL INFORMATION section with the following fields:
  - Date of arrival
  - Airline & Flight No (Arrival)
  - Date of departure
  - Airline & Flight No (Dep)
  - Local Address

# Delegate Registration: Request Submission

## Interpretation Details

**i** If you require **Interpretation**, select the relevant checkbox, and also choose your language from the list provided.

1. Check box for **Interpretation** is selected.
2. A relevant language is chosen for the **Select your language** field, for example here: **Spanish** is selected.



The screenshot shows a form section titled "7. Interpretation" with a green checkmark icon. A red box highlights the checkbox, which is checked, and is labeled with a yellow circle containing the number "1". Below this is a dropdown menu labeled "Select your language" with "Not Specified" selected. A red box highlights the "Spanish" option in the dropdown list, which is also labeled with a yellow circle containing the number "2". The dropdown menu is open, showing a list of languages: "Not Specified", "English", "French", "Spanish", "Russian", "Chinese", and "Arabic". Below the dropdown menu, there are labels for "OPTIONAL INFORMATION", "Date of arrival", "Airline & Flight No (Arrival)", and "Date of departure".

# Delegate Registration: Request Submission

## Check Selected Entries (Optional)

1. Click on the **Check** button here, or scroll up and click the Check button on top.
2. Use the **scroll bar** to scroll up.

The screenshot displays a registration form with the following elements:

- Section 6: "Attend SG Newcomer Session" with a checked checkbox.
- Section 7: "Interpretation" with a checked checkbox.
- Language selection: "Select your language" dropdown menu set to "Spanish".
- Section: "OPTIONAL INFORMATION"
- Fields for "Date of arrival", "Airline & Flight No (Arrival)", "Date of departure", "Airline & Flight No (Dep)", and "Local Address", each with a calendar icon for date selection.
- Navigation bar at the bottom: "BACK TO REGISTRATION DET" with a left arrow, a circled "1" pointing to a "Check" button, and a scroll bar on the right with a circled "2" pointing to it.

# Delegate Registration: Request Submission

## Check Request Confirmation Message & Continue

1. You can also click on the **Check** button here.
2. If the registration request is complete and consistent, the following message will be displayed: **Your registration request is complete and consistent, please click Continue**
3. Click on the **Continue** button.

The screenshot displays the ITU registration interface. At the top right, it shows the user is logged in as 'First Name Last Name - TEST ADMIN ORGANIZATION' with options for 'My Events' and 'Log Off'. A shopping cart icon labeled 'ITEMS' with 'View Events' is also present. The main navigation bar includes 'ITU REGISTRATION' and 'MY ACCOUNT'. A yellow banner at the top contains a green checkmark and the message: 'Your registration request is complete and consistent, please click Continue'. Below this, the page title is 'REGISTRATION DETAILS FOR STUDY GROUP 11 AND 13'. The breadcrumb trail reads: 'ITU REGISTRATION > ITU-T Events Study Group > Study Group 11 and 13 > Registration Details for Study Group 11 and 13'. The main content area is divided into two columns. The left column has a 'Continue' button with a '3' in a yellow circle. The right column has a 'Check' button with a '1' in a yellow circle. Below the 'Check' button, there is a section for 'STUDY GROUP 11 AND 13' with a 'TEA' status. The registration details include: '1. Membership' with a dropdown menu showing 'Admin of ITU Memb. State'; '2. I WISH TO ATTEND:'; 'Meeting of ITU-T SG-13' with the dates '(30/11/15 - 11/12/15)'; and 'Yes, I will attend' with a checked checkbox.

# Delegate Registration: Request Submission

## Delegate Details Usage

 Select the relevant checkboxes

1. Example: The check boxes 1 & 2 shown in the image here are selected.
2. Click on the **Continue** button.

SORT BY Sequence of Entry DISPLAY 5

EVENT	ACTIONS
<b>STUDY GROUP 11 AND 13</b> 40040 1. Membership: Admin of ITU Memb. State; 2. I WISH TO ATTEND:: ; Meeting of ITU-T ...	Continue Remove

The contact details you have provided on this registration form may be used to forward information pertaining to ITU events, including invitations to social events. The ITU may also publish the details of participants contained in mandatory fields marked with \*, and conference ID photos, on the ITU website. If you do not wish these details to be used, please tick the appropriate box.

1 I do not wish to receive information from ITU (Notification of upcoming workshops, etc. )

I do not wish my email to be published in the list of participants on the ITU website

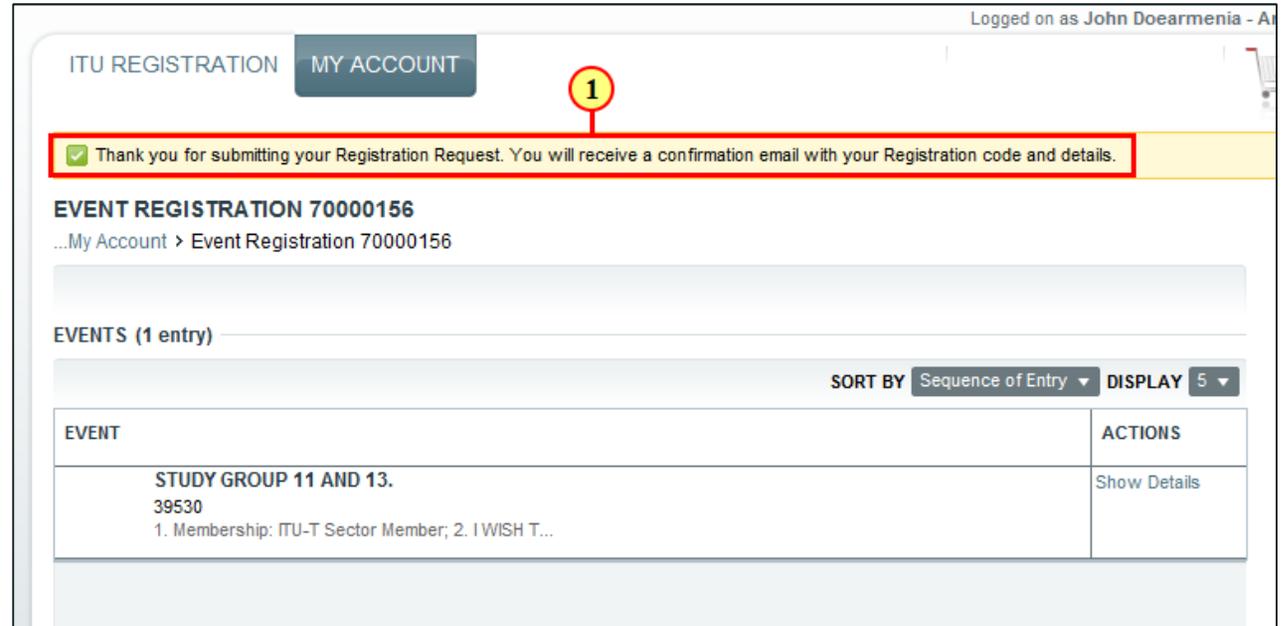
I do not wish my conference ID Photo to be published on the ITU website

I do not wish my e-mail to be used to receive invitation to social event (Note by the Secretariat: invitations to social event will be by e-mail only) 3

# Delegate Registration: Request Submission

## Registration Request Submission

1. A confirmation message for submission of registration request is displayed.



The screenshot shows the ITU Registration portal interface. At the top, there are navigation tabs for "ITU REGISTRATION" and "MY ACCOUNT". A yellow notification banner at the top contains a green checkmark and the text: "Thank you for submitting your Registration Request. You will receive a confirmation email with your Registration code and details." A red circle with the number "1" points to this banner. Below the banner, the page title is "EVENT REGISTRATION 70000156" with a breadcrumb trail "...My Account > Event Registration 70000156". There is a section for "EVENTS (1 entry)" with sorting and display options. The table below lists the event details.

EVENT	ACTIONS
STUDY GROUP 11 AND 13. 39530 1. Membership: ITU-T Sector Member; 2. IWISH T...	Show Details

# Delegate Registration: Request Submission

## Log Off

1. Click on the **Log Off** link to log off from the Delegate Registration System



# Delegate Registration: Request Submission

## Back to Login Page

 You will be taken back to the Login page.

[Log On](#)

---

WELCOME

Logon  I already have a User Account  
 I am a new user

Welcome back. Please log on.

E-Mail\*

Password\*

[Log On](#)

[Forgot your password?](#)

# Delegate Registration: Request Submission

## Request Submission Email

 You will receive an e-mail confirming the Registration Request submission.



Committed to connecting the world

 ITU-T Events registration 

**REGISTRATION REQUEST**

Dear Mr. FirstName LastName,

Thank you for submitting your Registration Request. You will receive a confirmation email with your Registration Code and further details soon.

Should you require any assistance with your registration, please contact us at [tsbreg@itu.int](mailto:tsbreg@itu.int).

Thank you,  
With best regards,

**TSB Registration Service**

# Delegate Registration: Registration Confirmation

## Registration Confirmation

 Once the Registration is completed, you will receive a confirmation e-mail regarding the same.

### REGISTRATION CONFIRMATION

Dear Mr. FirstName LastName,

You have been registered to participate in: **Study Group 11 & Study Group 13** to be held from 30.11.2015 to 12.12.2015 in Geneva, Switzerland.

### EVENT REGISTRATION DETAILS

Group(s): **Study Group 13  
Study Group 11  
Meeting of ITU-T SG11 CASC  
Joint Coordination Activity JCA-SDN  
Joint Coordination Activity JCA-CIT**

Registration identification (ID) number:  
(to be quoted in all correspondence) **70000084-10-NHHU**

Representation: **Ministry of Test Admin Organization**



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