

#### Login to ITU/TIES User Management Page



Login with the user account on this page.

- Enter your login Email or User name in this field, such as here: <DOEDELEGATE> is entered.
- 2. Type a relevant password in the **Password** box.
- 3. Click on the Log On button.

WELCOME	
Logon	<ul> <li>I already have a User Account</li> <li>I am a new user</li> </ul>
Welcome back. Please lo	og on.
Email or User name *	DOEDELEGATE 1



#### Go to Personal Data

1. Click on Personal Data in the Navigation bar.





### **Enter New Login E-mail & Confirm**

- 1. Enter your new e-mail in the **New Login E-mail** field
- 2. Re-enter your new login e-mail in the **New Login E-mail Confirm** field

Save Cancel LOGON DATA	
Username	DOEDELEGATE
E-Mail	test_admin_ties_del@yo
New Login Email 1	enter new e-mail
New Login Email Confirm	re-enter new e-mail 2



#### **Save Personal Data**

1. Click on the Save button, once the login e-mail has been modified.

Cancel LOGON DATA	
Username	DOEDELEGATE
E-Mail	test_admin_ties_del@yo
New Login Email	enter new e-mail
New Login Email Confirm	re-enter new e-mail



### Log Off

1. Click Log Off.

USER MANAGEMENT		29:45 Log	Log Off ged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)
Settings     Change Password     Personal Data     Organization Data	GENERAL DATA Organization Name Organization ID	TEST ADMIN ORGANIZATION (Active) 1100008348	COMMUNICATION DATA Phone Fax E-Mail
<ul> <li>Requests</li> <li>Request a TIES Account</li> <li>My Requests</li> </ul>	ORGANIZATION ADDRESS Country Street/House Number Postal Code/City	Switzerland 1217 GENEVA	



#### New User Login Activation Email

You will receive an e-mail containing an activation link in your new login e-mail address.

1. Click on the link: Activate your new login e-mail



#### Login with Activated Login Email

- *i* Now you can login to the <u>ITU TIES User Management</u> page with your new login e-mail address (or username) and password.
- Enter your login Email or User name in this field, such as here: <test\_admin\_ties\_del1@yopmail.co m> is entered.
- 2. Type a relevant password in the **Password** box.
- 3. Click on the Log On button.

WELCOME	
Logon	<ul> <li>I already have a User Account</li> <li>I am a new user</li> </ul>
Welcome back. Please log	j on.
Email or User name *	test_admin_ties_del1@ 1

