ITU Delegate Registration : Focal Point Approval

Login to Focal Point Approval page
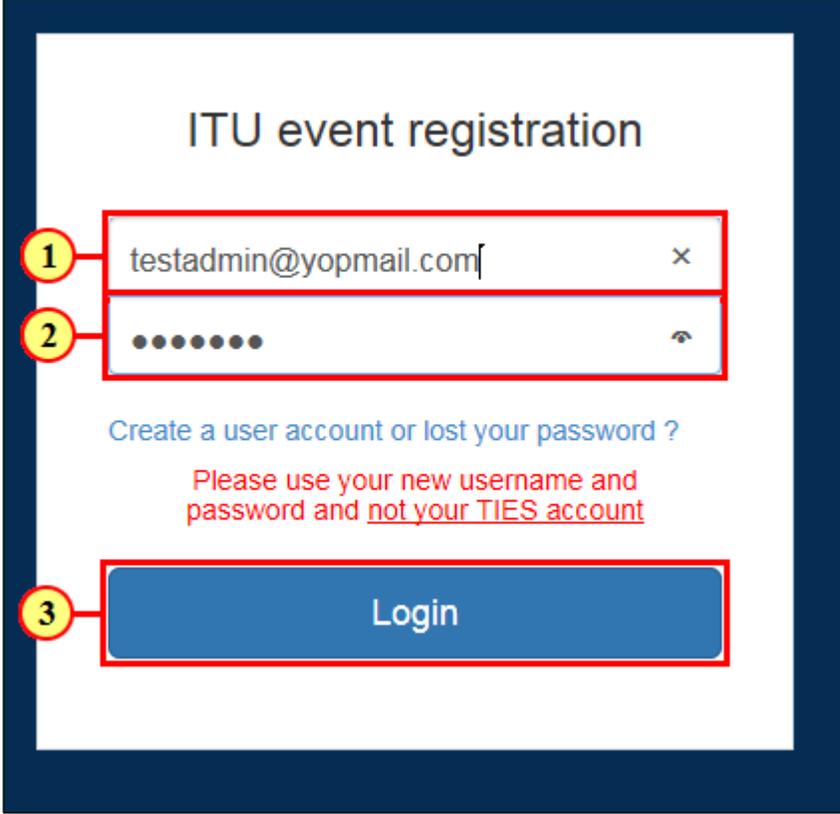
i Go to the Focal Point Approval page. You can login here, with your TIES user details.

1. testadmin@yopmail.com is now entered in the   field.

Email Address or User name

2. ******* is now entered in the **Password** box.

3. Click on the   Login   button.

ITU event registration

① testadmin@yopmail.com   ✕

② ●●●●●●●   👁

Create a user account or lost your password ?

Please use your new username and password and not your TIES account

③ Login

ITU Delegate Registration : Focal Point Approval

Focal point approval page

i Registration requests from your delegation will be displayed here.

i Conferences, meetings, and events relevant to focal point approval can be chosen from the dropdown list here. If there is only one meeting relevant for your approval (using the new registration system), it will be selected by default.

ITU Delegate Registration : Focal Point Approval

View registration details

1. Click on the View hyperlink in the **Req Details** column, to view the details of a delegate's registration request.

Req Details	Request Number	Full Name	Email	Organization	Status	Action
View	90000043-10-WTIU	Mr. Test SG1 ITUD	test_sg1_itud@yopmail.com	TEST Admin Organization (Active)	Open	Approve Reject

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ITU Delegate Registration : Focal Point Approval

Delegate registration details page

ℹ The delegate's registration details are displayed in read-only mode in a new browser window.

ITU Delegate Registration : Focal Point Approval

Close delegate registration details page

1. Click **Close Tab (Ctrl+W)** ✕ to close the browser window displaying the delegate registration in read-only mode.
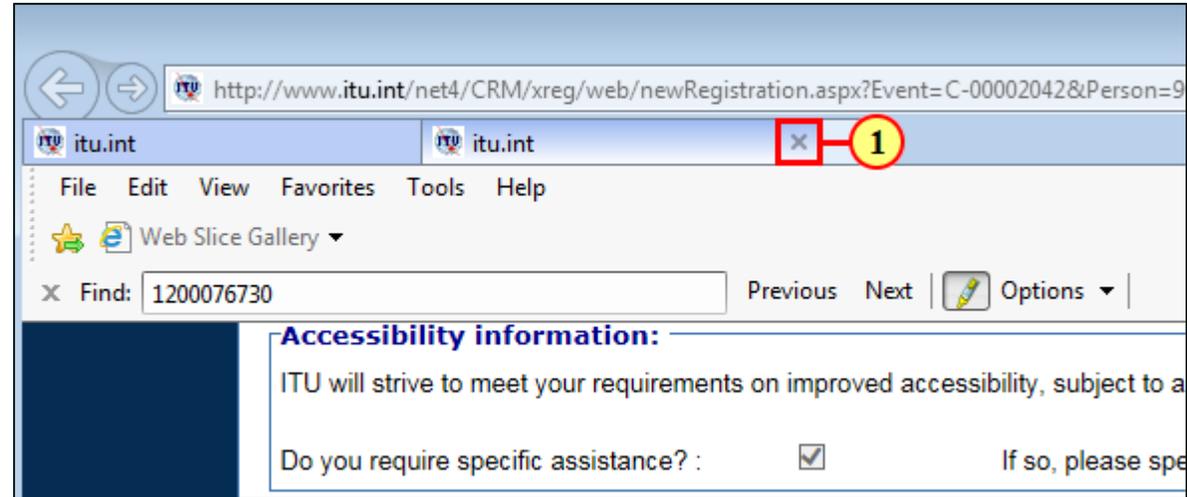
ITU Delegate Registration : Focal Point Approval

Focal point approval page (approve/reject)

ℹ️ Back in the Focal Point approval page, you can click on the Approve/Reject hyperlink in the **Action** column to either approve or reject a delegate's registration request.

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Req Details	**Request Number**	**Full Name**	**Email**	**Organization**	**Status**	**Action**
View	90000043-10-WTIU	Mr. Test SG1 ITUD	test_sg1_itud@yopmail.com	TEST Admin Organization (Active)	Open	Approve Reject

ITU Delegate Registration : Focal Point Approval

Approve registration request

1. Click on Approve in the **Action** column to approve the particular delegate's registration request.

ITU Delegate Registration : Focal Point Approval

Registration request approved

i   A message confirming the registration request approval is displayed on the page, such as: Request 90000043-10-WTIU has been approved successfully is displayed here. An e-mail confirming the registration is also automatically sent to the delegate.

i   Also the **Status** of the registration request is updated to: Registered .

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Request 90000043-10-WTIU has been approved successfully						
Req Details	**Request Number**	**Full Name**	**Email**	**Organization**	**Status**	**Action**
View	90000043-10-WTIU	Mr. Test SG1 ITUD	test_sg1_itud@yopmail.com	TEST Admin Organization (Active)	Registered	Reject

ITU Delegate Registration : Focal Point Approval

Reject registration request

i   A registration request can be rejected even after it has been approved (i.e. the **Status** of the request is Registered)

1. Click on Reject in the **Action** column to reject a particular registration request.

Req Details	Request Number	Full Name	Email	Organization	Status	Action
View	90000043-10-WTIU	Mr. Test SG1 ITUD	test_sg1_itud@yopmail.com	TEST Admin Organization (Active)	Registered	Reject ①

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Request 90000043-10-WTIU has been approved successfully

ITU Delegate Registration : Focal Point Approval

Registration request rejected

The **Status** of the registration request is updated to: Rejected , and an e-mail notifying of the rejection is automatically sent to the delegate.

Req Details	Request Number	Full Name	Email	Organization	Status	Action
View	90000043-10-WTIU	Mr. Test SG1 ITUD	test_sg1_itud@yopmail.com	TEST Admin Organization (Active)	Rejected	Approve

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