

ITU Delegate Registration : Focal Point Approval

Login to Focal Point Approval page

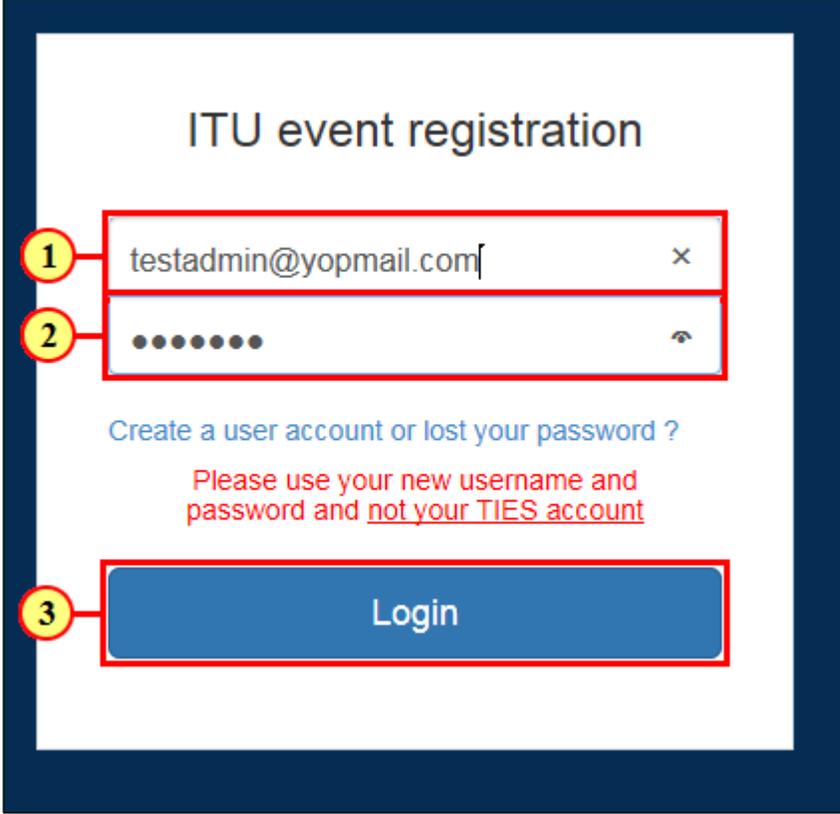
 Go to the [Focal Point Approval](#) page. You can login here, with your TIES user details.

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  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

-  Registration requests from your delegation will be displayed here.
-  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.

**Committed to connecting the world**

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

View registration details

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

Cluster of Council Working Groups (CWGs) Geneva 2016-10-09 - 2016-10-14 ▼

Req Details	Request Number	Full Name	Email	Organization	Status	Action
1 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

Delegate registration details page



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

Accessibility information:
ITU will strive to meet your requirements on improved accessibility, subject to availability of resources.

Do you require specific assistance? : If so, please specify:

*** I wish to attend the following meeting(s):**

	Start date - End date	Remote	Function	Interpretation
<input checked="" type="checkbox"/> CWG on Child online protection	2016-10-10 - 2016-10-10	<input type="checkbox"/>	<input type="text" value="Counsellor"/>	<input type="text" value="v"/>
<input type="checkbox"/> Open consultation of the CWG-Internet	2016-10-11 - 2016-10-11	<input type="checkbox"/>	<input type="text" value="-----Select-----"/>	<input type="text" value="v"/>
<input checked="" type="checkbox"/> CWG on WSIS: Implementation of outcomes	2016-10-12 - 2016-10-13	<input type="checkbox"/>	<input type="text" value="Advisor"/>	<input type="text" value="v"/>
<input type="checkbox"/> Open consultation on WSIS Forum	2016-10-12 - 2016-10-12	<input type="checkbox"/>	<input type="text" value="-----Select-----"/>	<input type="text" value="v"/>
<input type="checkbox"/> CWG on International Internet-related Public Policy Issues (Member States only)	2016-10-13 - 2016-10-14	<input type="checkbox"/>	<input type="text" value="-----Select-----"/>	<input type="text" value="v"/>

Different representation:

I am representing a different organization from the one displayed in my personal information.

Visa information:
In case support is required to obtain a visa, please complete the information below. For further information on visa requirements, please refer to the event website at: www.itu.int

I request support in obtaining a visa.

Full name as it appears on passport: * Passport number:

Date of birth: Issuing country:

Place of birth: Date of issuance:

Expiry date:

Note: Passport information must be mandatorily provided while applying for a fellowship and/or while requesting Visa support.

Arrival and departure information:

Date of arrival: Airline and flight No:

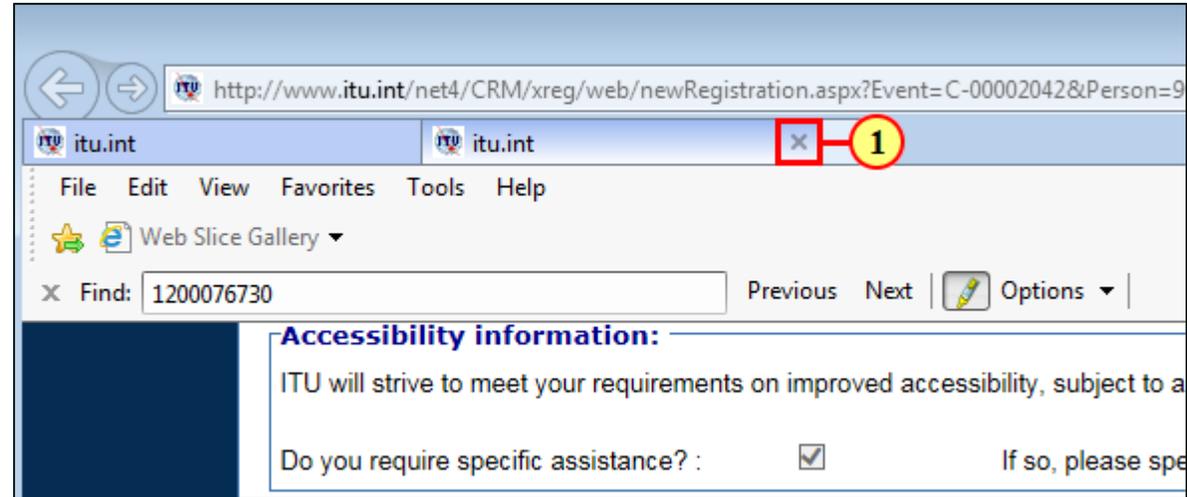
Date of departure: Airline and flight No:

Local address or hotel:

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)

 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.

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.

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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 1

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

 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.

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 1

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.

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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)	Rejected	Approve