

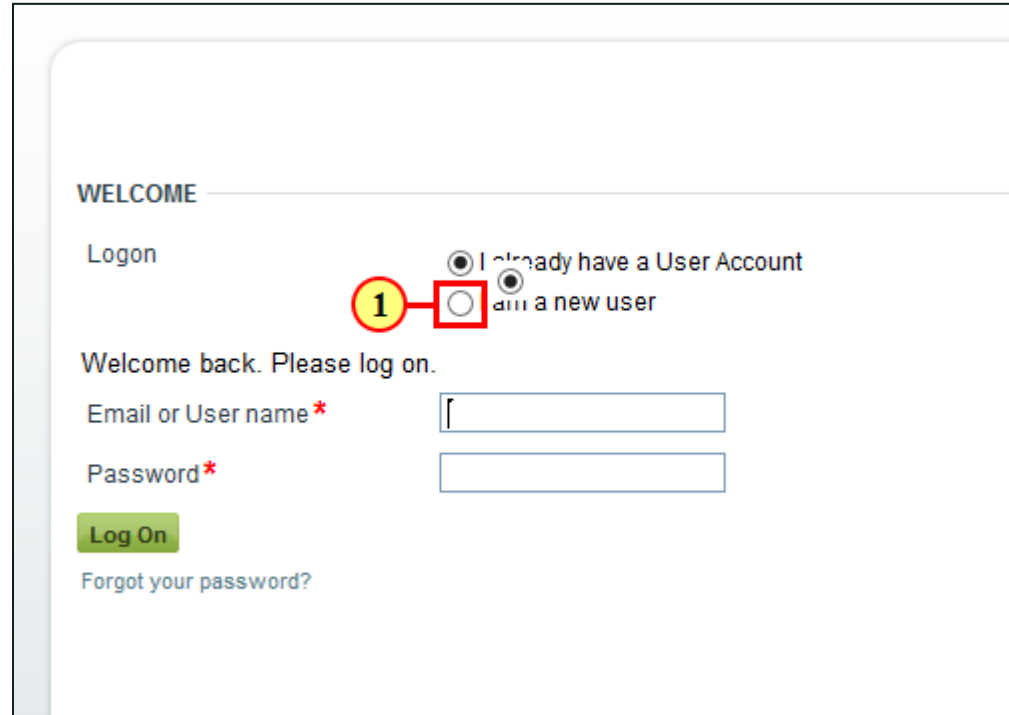
# **ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE**

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## ITU / TIES User Account Management

- i** This is the **ITU/TIES User Management** login page. Here you can Create a new ITU user account, and request for TIES access.
- i** If you already have a TIES user account, you can log in with it.
- i** If you have already created user account for one of the following, you can log in with it:
  - ITU Telecom World Event (2014 onwards)
  - ITU-T Study Group 11 & 13 (2015 onwards)
  - ITU-D Study Group 1 & 2 (2016)
  - Council Working Group Meetings (2016 onwards)
  - New ITU Online Bookshop (2015 onwards)

1. To Create a new ITU user account, select the option: **I am a new user** .



WELCOME

Logon

I already have a User Account

**1**  I am a new user

Welcome back. Please log on.

Email or User name \*

Password \*

**Log On**

[Forgot your password?](#)

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Create ITU User Account

**i** You can create a user account as an ITU member. To know more about your organization's ITU Status, click on the link:  
[Click here for information about the ITU Status](#)

**i** If your organization is not an ITU member, chose the option: **Other**.

1. For example here, the option **Member State** is selected as **ITU Status**.
2. Click on the **Create** button.

Log On  
29:51

WELCOME

Logon

I already have a User Account  
 I am a new user

Create a User Account

Create your user Account as:

**ITU Status**  
[Click here for information about the ITU Status](#)


**1**  Member State  
 Resolution 99 (Rev. Busan, 2014)  
 United Nations, Specialized agency, IAEA  
 Sector Member  
 Associate  
 Academia, University, Research Establishment  
 International/Regional Organizations

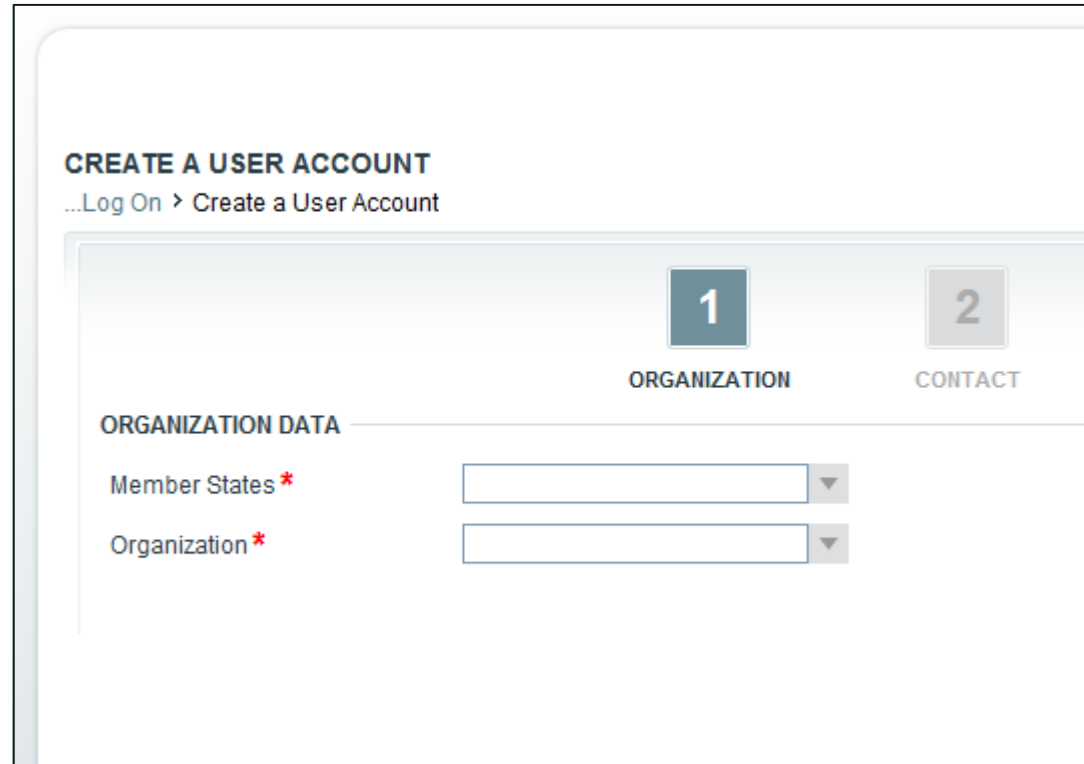
**Other**  
 I don't know

**2**  
Create

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Find your Organization

 To find your organization, first select your **Member State**.



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

**1** ORGANIZATION      **2** CONTACT

ORGANIZATION DATA

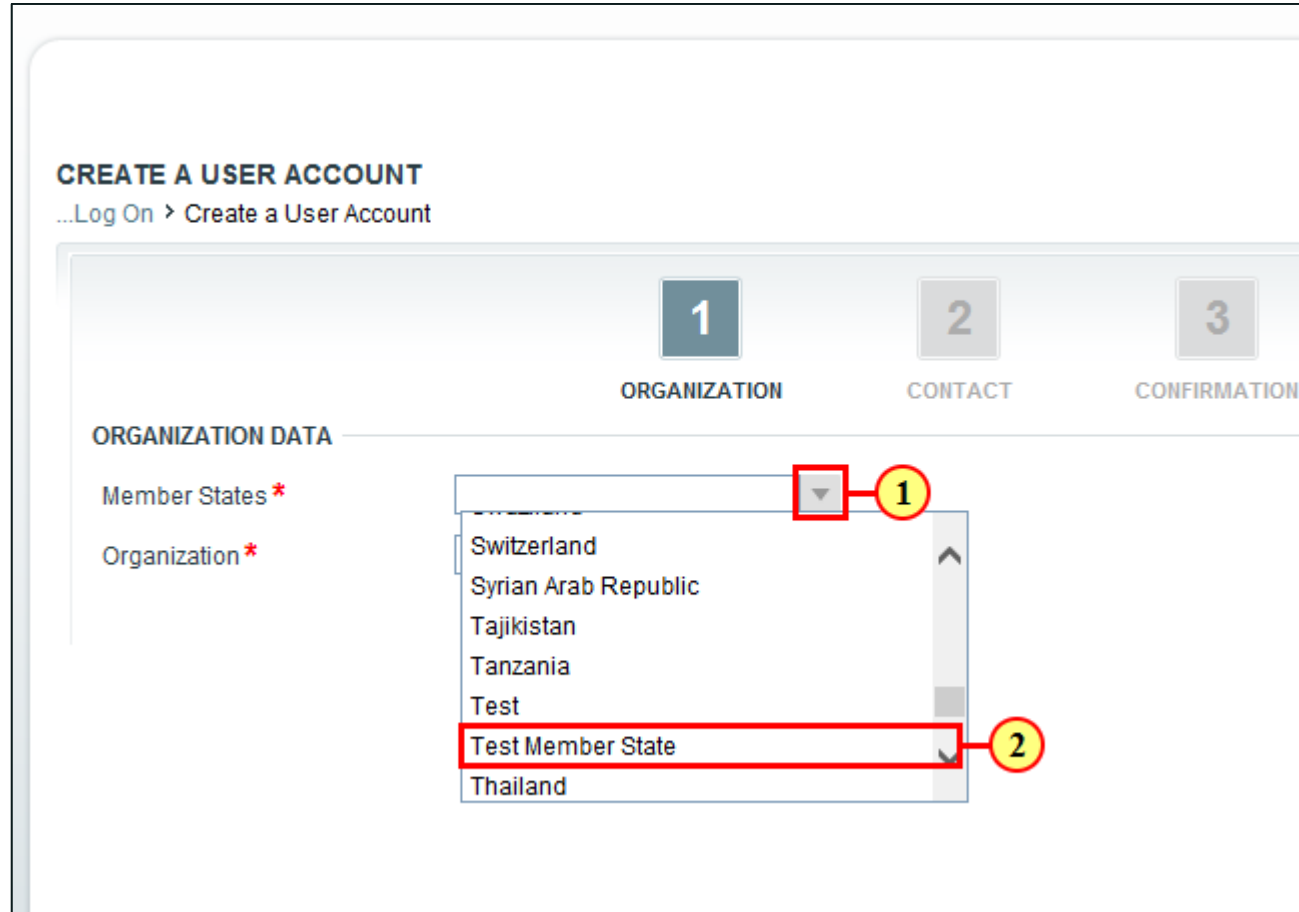
Member States \*

Organization \*

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Select Member State

1. Click on the **Member State** field dropdown arrow.
2. Select a **Member State**. For example, here **Test Member State** is selected.



The screenshot displays the 'CREATE A USER ACCOUNT' form. At the top, there are three steps: 1. ORGANIZATION, 2. CONTACT, and 3. CONFIRMATION. The 'ORGANIZATION DATA' section is active. It contains two fields: 'Member States \*' and 'Organization \*'. The 'Member States \*' field is a dropdown menu that is open, showing a list of countries: Switzerland, Syrian Arab Republic, Tajikistan, Tanzania, Test, Test Member State, and Thailand. A red box highlights the dropdown arrow of the 'Member States \*' field, labeled with a yellow circle containing the number '1'. Another red box highlights the 'Test Member State' option in the dropdown list, labeled with a yellow circle containing the number '2'.

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Select Organization

1. Click on the **Organization** field dropdown arrow.
2. Select an **Organization**. For example, here **TEST ADMIN ORGANIZATION (Active)** is selected.

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

1 ORGANIZATION 2 CONTACT 3 CONFIRMATION

**ORGANIZATION DATA**

Member States \* Test Member State

Organization \* TEST ADMIN ORGANIZATION (Active)

TEST ADMIN ORGANIZATION (Active)

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE


## Continue to Personal Information

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

The screenshot shows a web interface for creating a user account. At the top right, it says "Log On 29:45". The main heading is "CREATE A USER ACCOUNT" with a breadcrumb trail "...Log On > Create a User Account". Below this is a progress bar with three steps: "1 ORGANIZATION", "2 CONTACT", and "3 CONFIRMATION". The "1 ORGANIZATION" step is active. Under "ORGANIZATION DATA", there are two dropdown menus: "Member States \*" with the value "Test Member State" and "Organization \*" with the value "TEST ADMIN ORGANIZATION". At the bottom right, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red box and a yellow circle containing the number "1", indicating the action to be taken.

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Enter Logon Data

 Enter your personal profile information in this page, such as Login e-mail, Password, First Name, Last Name, Correspondence Language, Job Title, etc.

1. Enter your login **E-mail**, such as here  
<**test\_admin\_ties\_del@yopmail.com**> is entered.
2. Enter your e-mail:  
<**test\_admin\_ties\_del@yopmail.com**> again in the **Confirm email** field.
3. Enter your login **Password**, such as here: **\*\*\*\*\*** is entered.
4. Enter your password: **\*\*\*\*\*** again in the **Confirm Password** field.

Log On 29:13

### CREATE A USER ACCOUNT

...Log On > Create a User Account

1 ORGANIZATION 2 CONTACT 3 CONFIRMATION

**LOGON DATA**

E-Mail\*  1

Confirm email\*  2

Password\*  2 3

Confirm Password\*  4

**PASSPORT INFORMATION**

Full Name appearing on passport

Issuing country

Passport number

Date Issuance

Expiration Date

**SOCIAL INFORMATION**

Facebook

Linkedin

Twitter

**GENERAL DATA**

Title\*

Academic Title

Diplomatic/Governmental rank

First Name\*

Last Name\*

Correspondence Language\*

Job Title\*

Date of Birth

Place of Birth

Age range

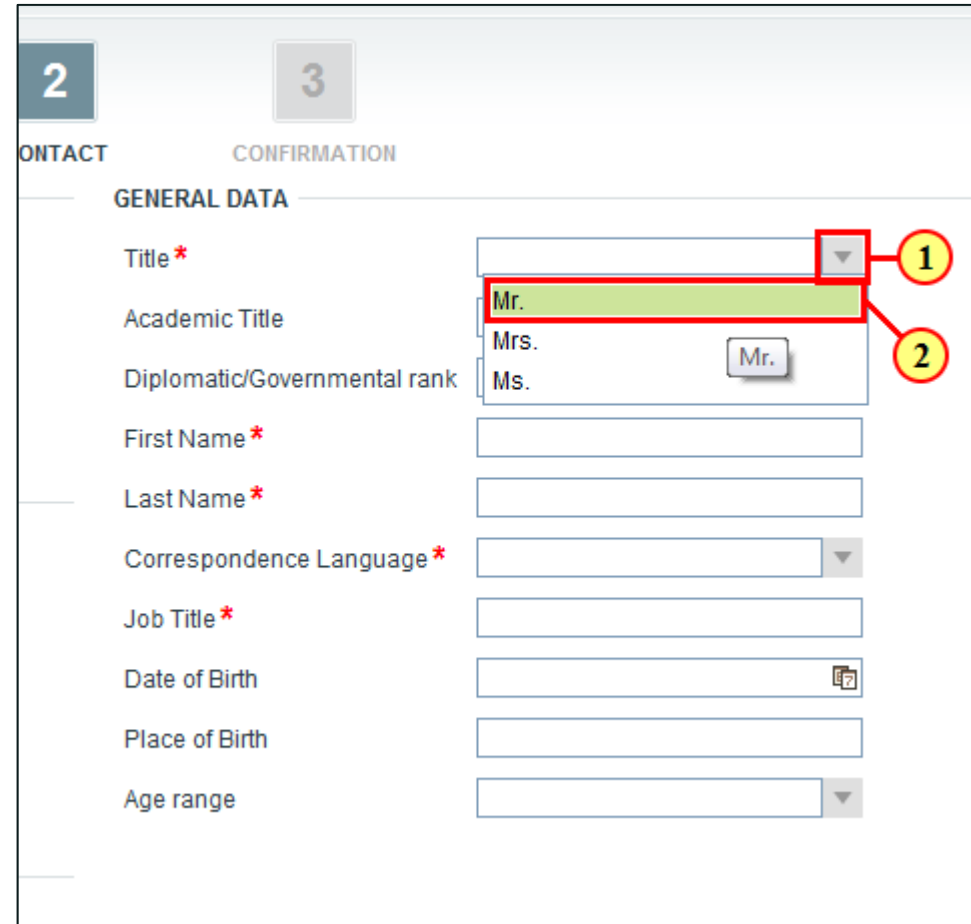
Cancel Previous Continue



# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Enter Title

1. Click on the **Title** field dropdown arrow ▼.
2. Select a **Title**. For example, here **Mr.** is selected.



The screenshot shows a user registration form with two tabs: 'CONTACT' (active) and 'CONFIRMATION'. Under the 'CONTACT' tab, there is a section for 'GENERAL DATA'. The 'Title \*' field is a dropdown menu that is currently open, showing a list of options: 'Mr.', 'Mrs.', and 'Ms.'. The 'Mr.' option is highlighted in green. A red box highlights the dropdown arrow, and a yellow circle with the number '1' points to it. Another red box highlights the 'Mr.' option, and a yellow circle with the number '2' points to it. Other fields in the form include 'Academic Title', 'Diplomatic/Governmental rank', 'First Name \*', 'Last Name \*', 'Correspondence Language \*', 'Job Title \*', 'Date of Birth', 'Place of Birth', and 'Age range'.

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Enter First Name and Last Name

1. Enter your **First Name** such as here: <**John**> is entered.
2. Enter your **Last Name** such as here: <**Doe**> is entered.

The screenshot shows a web form for creating an ITU/TIES user account. At the top, there are two tabs: 'CONTACT' (active, highlighted with a blue square containing the number 2) and 'CONFIRMATION' (inactive, highlighted with a grey square containing the number 3). Below the tabs is the 'GENERAL DATA' section. The form contains the following fields:

- Title \* (dropdown menu, value: Mr.)
- Academic Title (text input)
- Diplomatic/Governmental rank (dropdown menu)
- First Name \* (text input, value: John, highlighted with a red box and a yellow circle with '1')
- Last Name \* (text input, value: Doe Delegate, highlighted with a red box and a yellow circle with '2')
- Correspondence Language \* (dropdown menu)
- Job Title \* (text input)
- Date of Birth (text input with a calendar icon)
- Place of Birth (text input)
- Age range (dropdown menu)

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Select Correspondence Language

1. Click on the **Correspondence Language** field dropdown arrow ▼.
2. Select a **Correspondence Language**, such as here **English** is selected.

The screenshot displays a web form for creating an ITU/TIES user account. The form is divided into two sections: 'CONTACT' (step 2) and 'CONFIRMATION' (step 3). The 'GENERAL DATA' section includes fields for Title, Academic Title, Diplomatic/Governmental rank, First Name, Last Name, Correspondence Language, Job Title, Date of Birth, Place of Birth, and Age range. The 'Correspondence Language' dropdown menu is open, showing options: Arabic, English (highlighted), Spanish, French, Russian, and Chinese. Red callouts '1' and '2' indicate the dropdown arrow and the selected 'English' option, respectively.

Field	Value
Title *	Mr.
Academic Title	
Diplomatic/Governmental rank	
First Name *	John
Last Name *	Doe Delegate
Correspondence Language *	English
Job Title *	
Date of Birth	
Place of Birth	
Age range	

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Enter Job Title

1. Enter your **Job Title** such as here <**TIES user**> is entered.
2. 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\*

Confirm email\*

Password\*

Confirm Password\*

**PASSPORT INFORMATION**

Full Name appearing on passport

Issuing country

Passport number

Date Issuance

Expiration Date

**SOCIAL INFORMATION**

Facebook

Linkedin

Twitter

**GENERAL DATA**

Title\*

Academic Title

Diplomatic/Governmental rank

First Name\*

Last Name\*

Correspondence Language\*

Job Title\*

Date of Birth

Place of Birth

Age range

Cancel Previous **Continue**

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Complete User Creation

1. Click on the **Finish** button to confirm user creation.

29:49

### CREATE A USER ACCOUNT

...Log On > Create a User Account


**1** ORGANIZATION **2** CONTACT **3** CONFIRMATION

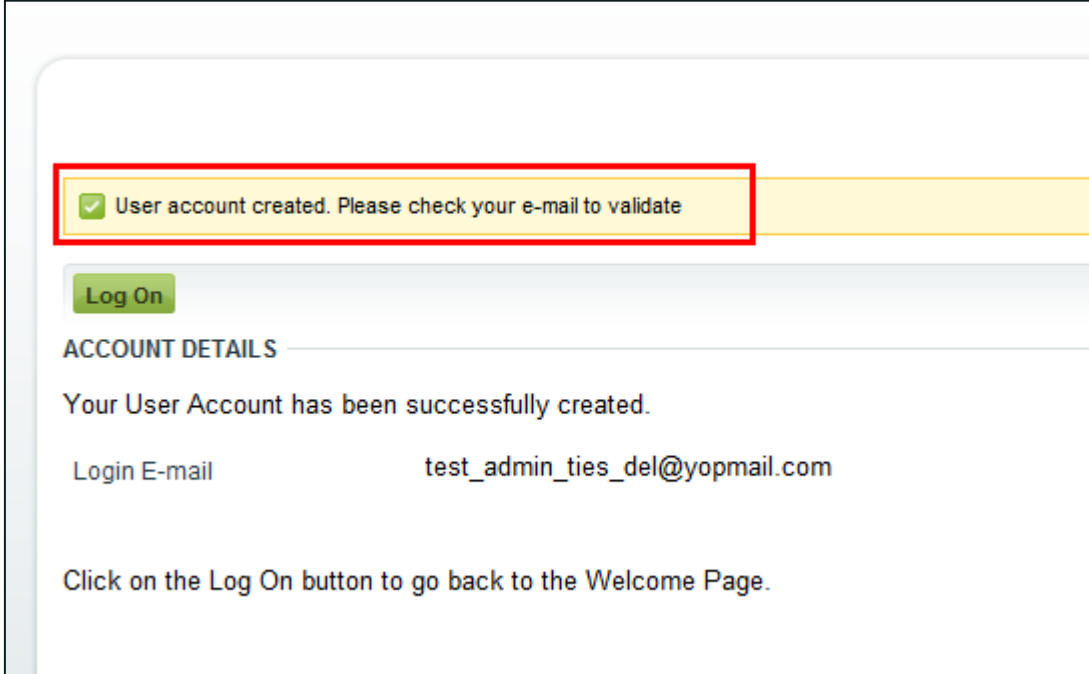
<b>LOGON DATA</b>		<b>ORGANIZATION DATA</b>	
E-Mail	test_admin_ties_del@yopmail.com	Member States	Test Member State
<b>GENERAL DATA</b>		Organization Name	TEST ADMIN ORGANIZATION (Active)
Title	Mr.	<b>ORGANIZATION ADDRESS</b>	
Academic Title		Country	Switzerland
Diplomatic/Governmental rank		Street/House Number	
First Name	John	Postal Code/City	
Last Name	Doe Delegate	<b>PASSPORT INFORMATION</b>	
Correspondence Language	English	Full Name appearing on passport	
Job Title	TIES user	Issuing country	
Date of Birth		Passport number	
Place of Birth		Date Issuance	
Age range		Expiration Date	
		<b>SOCIAL INFORMATION</b>	
		Facebook	
		Linkedin	
		Twitter	

Cancel Previous **Finish**

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## User Account Created

 A confirmation message will be displayed on screen once user account is created. Please click on the activation link sent to you by e-mail to activate the user account.



User account created. Please check your e-mail to validate

[Log On](#)

**ACCOUNT DETAILS**

Your User Account has been successfully created.


Login E-mail                      test\_admin\_ties\_del@yopmail.com


Click on the Log On button to go back to the Welcome Page.

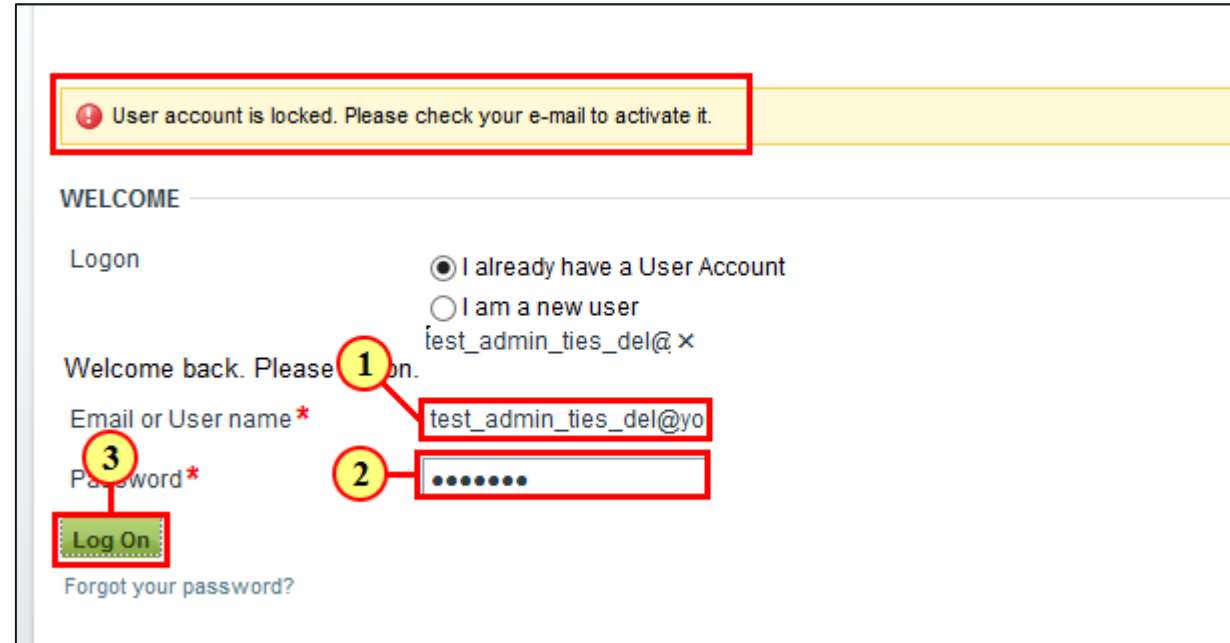
# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Login Without Activation

1. Enter your login **Email or User name**, such as here **<test\_admin\_ties\_del@yopmail.com>** is entered.
2. Type a relevant password in the **Password** box.
3. Click on the **Log On** button.

 This message will be displayed on screen, if the user account is not yet active. Please click on the activation link sent to you by e-mail.


 User account is locked. Please check your e-mail to activate it.



The screenshot shows a login page with a yellow error banner at the top: "User account is locked. Please check your e-mail to activate it." Below the banner, the page is titled "WELCOME" and has a "Logon" section. There are two radio buttons: "I already have a User Account" (selected) and "I am a new user". Below these, the text "Welcome back. Please log on." is followed by a "Log On" button. The "Email or User name\*" field contains "test\_admin\_ties\_del@yo" and the "Password\*" field contains ".....". A "Forgot your password?" link is at the bottom. Three yellow circles with numbers 1, 2, and 3 are placed over the "Log On" button, the password field, and the email field respectively, with red lines pointing to them. A red box highlights the error banner at the top.


# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Activate User Account


 An e-mail confirming user account creation, including a link to activate the user account will be sent.

1. Click on the link [Activate your new user account](#) to activate your user account.

**Activate your ITU user account**  
From: <noreply@itu.int>  
Date: 2017-07-28 14:31  
Encoding: worldwide (utf-8)

 Committed to connecting the world  
**ITU USER MANAGEMENT**


**NEW ITU USER ACCOUNT ACTIVATION**


Dear Mr. John Doe,  
Please click on the  [Activate your new user account](#) to activate your newly created user account.  
Once activation is complete, you can login to the [ITU User Management](#) page.  
If you require any further assistance, please contact [servicedesk@itu.int](mailto:servicedesk@itu.int).  
With best regards,  
**ITU User Management Service**

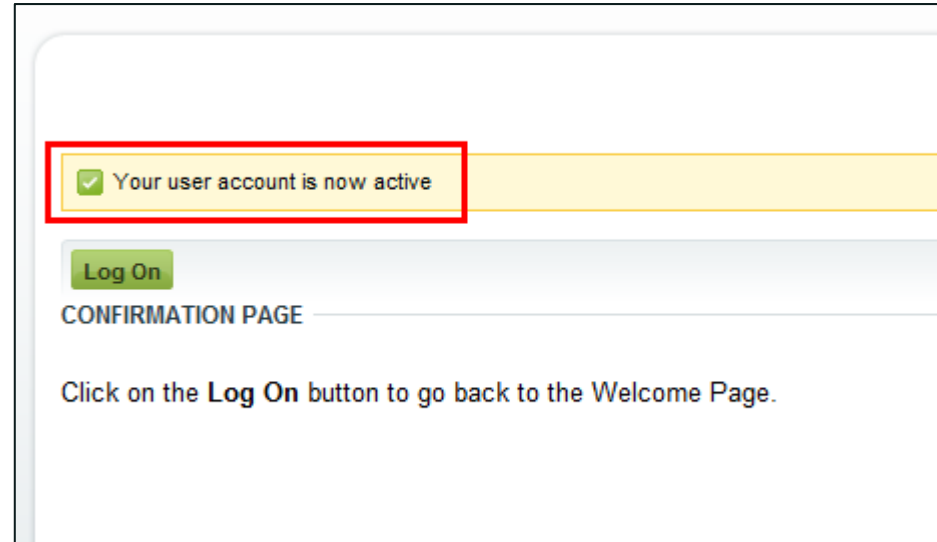


# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## User Account Activated


 This message will be displayed, once the user account is active.

 Your user account is now active




# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## User Account Activated Confirmation E-mail

 An e-mail confirming the user account activation will be sent.


1. Click on the link [ITU User Management](#) to go back to the login page.

**New ITU user account activated**  
From: <noreply@itu.int>  
Date: 2017-07-28 15:00  
Encoding: worldwide (utf-8)

 Committed to connecting the world  
**ITU USER MANAGEMENT**

**NEW ITU USER ACCOUNT ACTIVATED**

Dear Mr. John Does,

Your newly created user account is now active. You can now login to the [ITU User Management](#) 


Login e-mail: **test\_admin\_ties\_del@yopmail.com**  
Login username: **DOELEGATE**

If you require any further assistance, please contact [servicedesk@itu.int](mailto:servicedesk@itu.int).

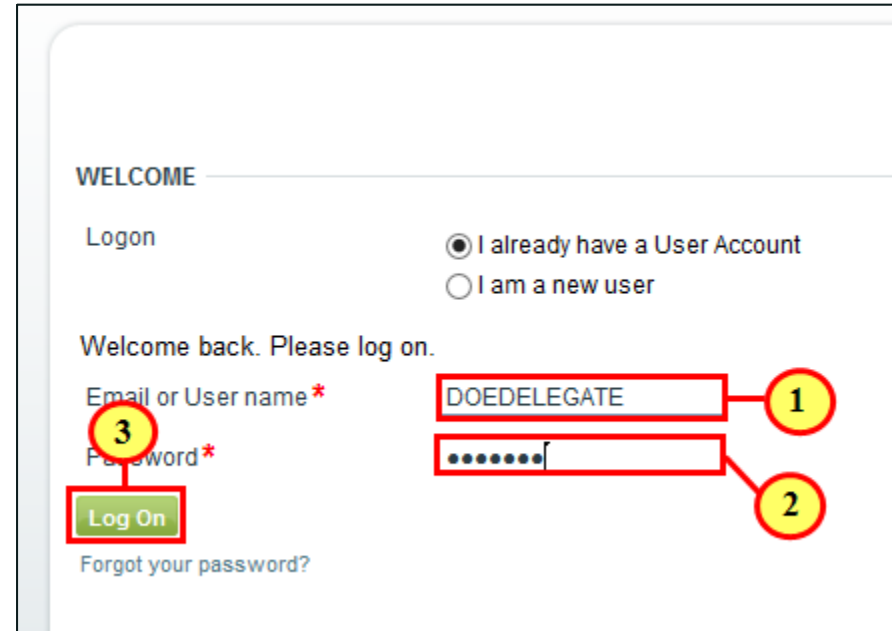
With best regards,  
**ITU User Management Service**

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## Login with Activated User Account

 Login with the activated user account.

1. 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.




The screenshot shows a login interface with the following elements:

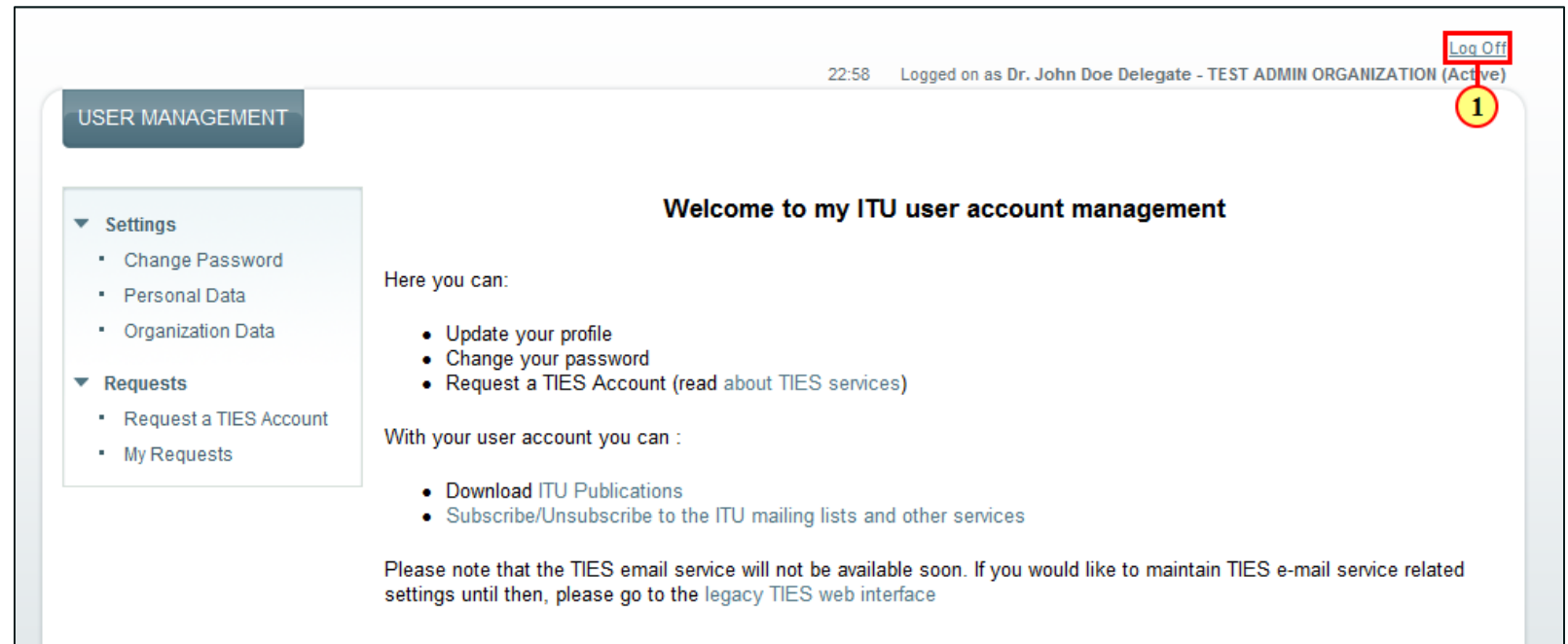
- WELCOME** header.
- Logon** section with two radio buttons:  I already have a User Account and  I am a new user.
- Text: "Welcome back. Please log on."
- Email or User name \*** field containing "DOEDELEGATE" (callout 1).
- Password \*** field containing "....." (callout 2).
- Log On** button (callout 3).
- [Forgot your password?](#) link.

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## ITU User Management Home Page

 This is the ITU User Management home page.


1. Click [Log Off](#).

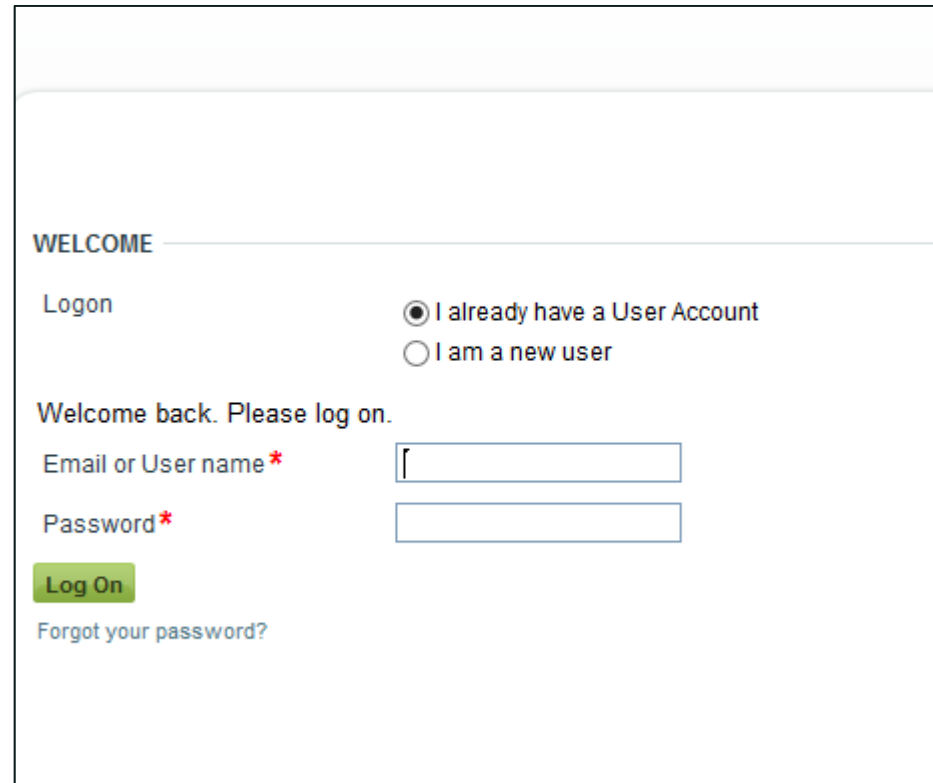


The screenshot shows the ITU User Management Home Page. At the top right, there is a "Log Off" button and a user status indicator "22:58 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)". A red box highlights the "Log Off" button, and a yellow circle with the number "1" is placed below it. The page features a "USER MANAGEMENT" header and a sidebar menu with "Settings" (Change Password, Personal Data, Organization Data) and "Requests" (Request a TIES Account, My Requests). The main content area displays a welcome message and lists actions available to the user, such as updating their profile, changing their password, and requesting a TIES Account. A note at the bottom states that the TIES email service will not be available soon and directs users to the legacy TIES web interface.

# ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE

## ITU User Management Login Page

 User will be taken back to the ITU User Management login page, after logging out.



WELCOME

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

Welcome back. Please log on.

Email or User name\*

Password\*

[Forgot your password?](#)