ITU/TIES USER ACCOUNT: CREATE AND ACTIVATE
ITU / TIES User Account Management

This is the ITU/TIES User Management login page. Here you can Create a new ITU user account, and request for TIES access.

If you already have a TIES user account, you can log in with it.

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.
Create ITU User Account

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.

If your organization is not an ITU member, choose the option: Other.

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

To find your organization, first select your Member State.
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.
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Select Organization

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

(1) Click on the [Continue] button.
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.
Enter Title

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

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

1. Enter your Job Title such as here  
   &lt;TIES user&gt; is entered.
2. Click on the Continue button.
Complete User Creation

1. Click on the Finish button to confirm user creation.
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.
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.
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 \textit{Activate your new user account} to activate your user account.
User Account Activated

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

![Image showing the confirmation page with a checked box indicating that the user account is now active.](image-url)
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.
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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.
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ITU User Management Home Page

This is the ITU User Management home page.

1. Click Log Off.
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ITU User Management Login Page

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