ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE
Login to ITU/TIES User Management Page

Login with the user account on this page.

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.
Go to Personal Data

1. Click on **Personal Data** in the **Navigation bar**.
Personal Data

This page displays the user’s personal profile, which the user can choose to modify/update.
Update Academic Title

For instance, the user can update his/her Academic Title, Job Title, Passport Information, Social Media information, etc. in the Personal Data section.

1. Click on the Academic Title dropdown arrow.

2. Select \textit{Dr} as the Academic Title.
Update Job Title

1. Update your **Job Title**, such as here: <ITU Study Group Focal Point> is entered.
Save Personal Data

1. Click on the **Save** button, once the user profile has been updated.
Go to Organization Data

Once the user profile is saved in the Personal Data section, this message will be displayed on the screen: 

1. Click on **Organization Data** in the **Navigation bar** to view details of your Organization.
Organization Data

Your Organization's information, such as: Name, address, phone, fax, e-mail, etc. can be viewed here.

This information cannot be modified online. Please contact us to update your organization's information.
Log Off

1. Click Log Off.
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ITU/TIES User Management Login Page

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