


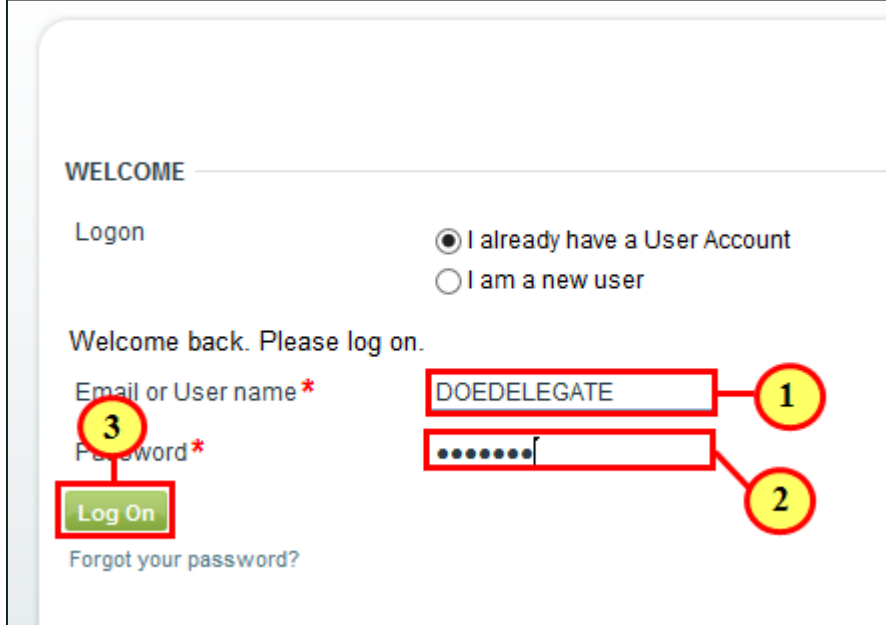
ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

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.

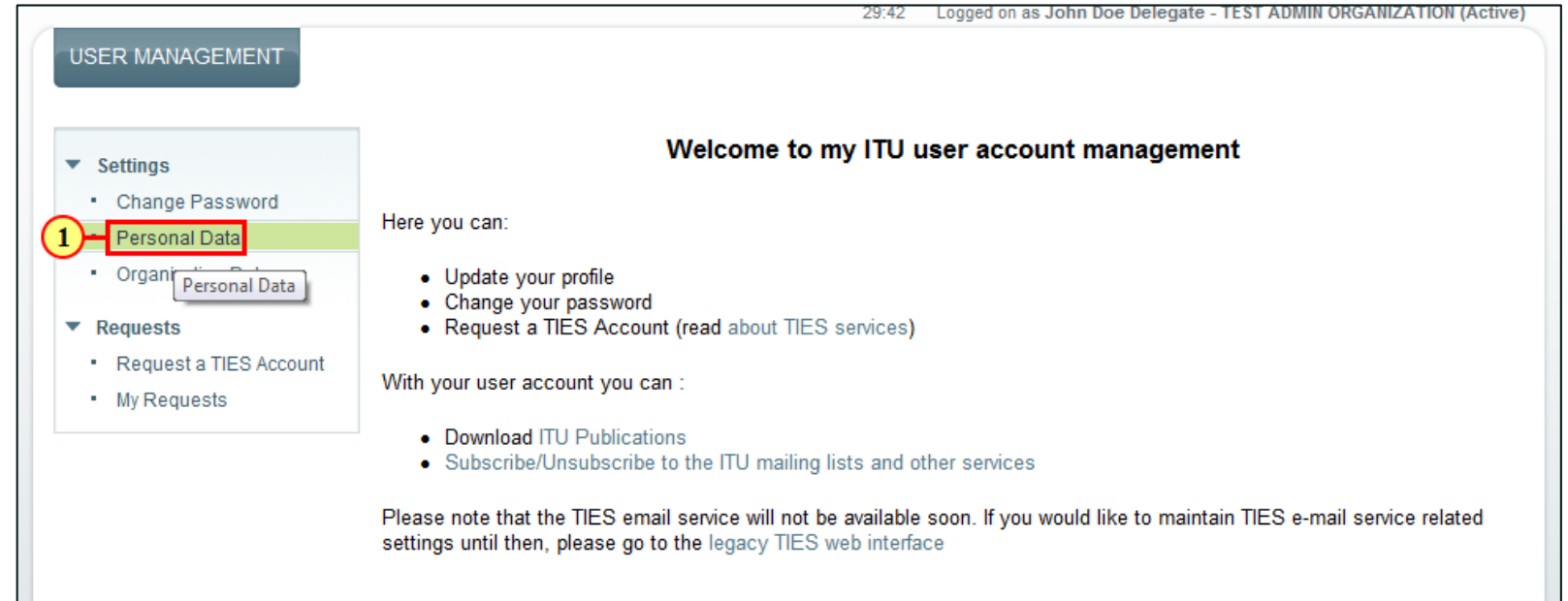


The screenshot shows the login interface for the ITU/TIES User Management Page. It includes a 'WELCOME' header, a 'Logon' section with radio buttons for 'I already have a User Account' (selected) and 'I am a new user'. Below this is the text 'Welcome back. Please log on.' followed by two input fields: 'Email or User name*' containing 'DOEDELEGATE' and 'Password*' containing masked characters. A green 'Log On' button is positioned below the password field. A 'Forgot your password?' link is at the bottom. Red boxes and yellow circles with numbers 1, 2, and 3 highlight the email field, password field, and the 'Log On' button, respectively.

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

Go to Personal Data

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



29:42 Logged on as John Doe Delegate - TEST ADMIN ORGANIZATION (Active)

USER MANAGEMENT

▼ Settings

- Change Password
- 1 **Personal Data**
- Organization Profile

▼ Requests

- Request a TIES Account
- My Requests

Welcome to my ITU user account management

Here you can:

- Update your profile
- Change your password
- Request a TIES Account ([read about TIES services](#))

With your user account you can :

- Download ITU Publications
- Subscribe/Unsubscribe to the ITU mailing lists and other services

Please note that the TIES email service will not be available soon. If you would like to maintain TIES e-mail service related settings until then, please go to the [legacy TIES web interface](#)

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

Personal Data



This page displays the user's personal profile, which the user can choose to modify/update.

29:50 Logged on as John Doe Delegate - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT

PERSONAL DATA
...My Account > Personal Data

- Settings
 - Change Password
 - Personal Data**
 - Organization Data
- Requests
 - Request a TIES Account
 - My Requests

Save **Cancel**

LOGON DATA

Username:

E-Mail:

New Login Email:

New Login Email Confirm:

PASSPORT INFORMATION

Full Name appering on passport:

Issuing country:

Passport number:

Date Issuance:

Expiration Date:

SOCIAL INFORMATION

Facebook:

Linkedin:

Twitter:

ORGANIZATION ADDRESS

Country:

GENERAL DATA

Title*:

Academic Title:

Diplomatic/Governmental rank:

First Name*:

Last Name*:

Correspondence Language*:

Job Title*:

Date of Birth:


Place of Birth:


Age range:

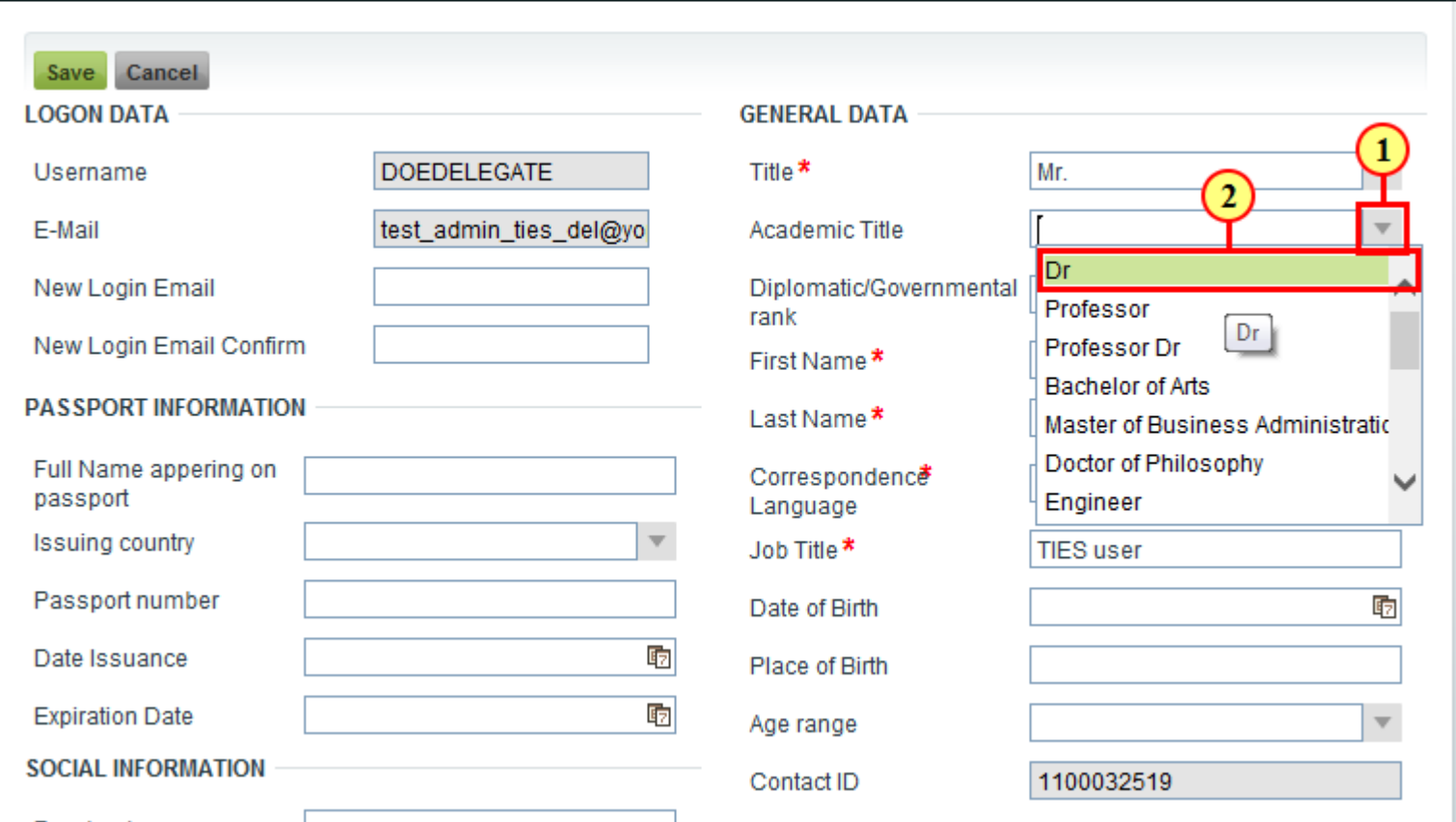
Contact ID:

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

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 **Dr** as the **Academic Title**.



The screenshot shows a user profile update form with the following sections and fields:

- LOGON DATA:** Username (DOEDELEGATE), E-Mail (test_admin_ties_del@yo), New Login Email, New Login Email Confirm.
- PASSPORT INFORMATION:** Full Name appearing on passport, Issuing country, Passport number, Date Issuance, Expiration Date.
- SOCIAL INFORMATION:** Facebook.
- GENERAL DATA:** Title* (Mr.), Academic Title (dropdown menu open with 'Dr' selected), Diplomatic/Governmental rank, First Name*, Last Name*, Correspondence* Language, Job Title* (TIES user), Date of Birth, Place of Birth, Age range, Contact ID (1100032519).

Red annotations in the image indicate the steps: '1' points to the dropdown arrow on the Academic Title field, and '2' points to the 'Dr' option in the dropdown menu.

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

Update Job Title

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

| LOGON DATA | GENERAL DATA |
|--|---|
| Username <input type="text" value="DOEDELEGATE"/> | Title * <input type="text" value="Mr."/> |
| E-Mail <input type="text" value="test_admin_ties_del@yo"/> | Academic Title <input type="text" value="Dr."/> |
| New Login Email <input type="text"/> | Diplomatic/Governmental rank <input type="text"/> |
| New Login Email Confirm <input type="text"/> | First Name * <input type="text" value="John"/> |
| | Last Name * <input type="text" value="Doe Delegate"/> |
| | Correspondence Language <input type="text" value="English"/> 1 |
| | Job Title * <input type="text" value="ITU Study Group Focal Point"/> |
| | Date of Birth <input type="text"/> |
| | Place of Birth <input type="text"/> |
| | Age range <input type="text"/> |
| | Contact ID <input type="text" value="1100032519"/> |

| PASSPORT INFORMATION |
|--|
| Full Name appearing on passport <input type="text"/> |
| Issuing country <input type="text"/> |
| Passport number <input type="text"/> |
| Date Issuance <input type="text"/> |
| Expiration Date <input type="text"/> |

| SOCIAL INFORMATION |
|-------------------------------|
| Facebook <input type="text"/> |
| Linkedin <input type="text"/> |
| Twitter <input type="text"/> |

| ORGANIZATION ADDRESS |
|----------------------|
|----------------------|

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

Save Personal Data

1. Click on the **Save** button, once the user profile has been updated.

USER MANAGEMENT

PERSONAL DATA
...My Account > Personal Data

Settings

- Change Password
- Personal Data**
- Organization Data

Requests

- Request a TIES Account
- My Requests

LOGON DATA

Username: DOEDELEGATE

E-Mail: test_admin_ties_del@yo

New Login Email:

New Login Email Confirm:

PASSPORT INFORMATION

Full Name appearing on passport:

Issuing country:

Passport number:

Date Issuance:

Expiration Date:

SOCIAL INFORMATION

First Name:

GENERAL DATA

Title*: Mr.

Academic Title: Dr

Diplomatic/Governmental rank:

First Name*: John

Last Name*: Doe Delegate

Correspondence Language*: English

Job Title*: ITU Study Group Focal Point

Date of Birth:

Place of Birth:


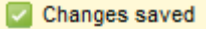
Age range:

Contact ID: 1100032519

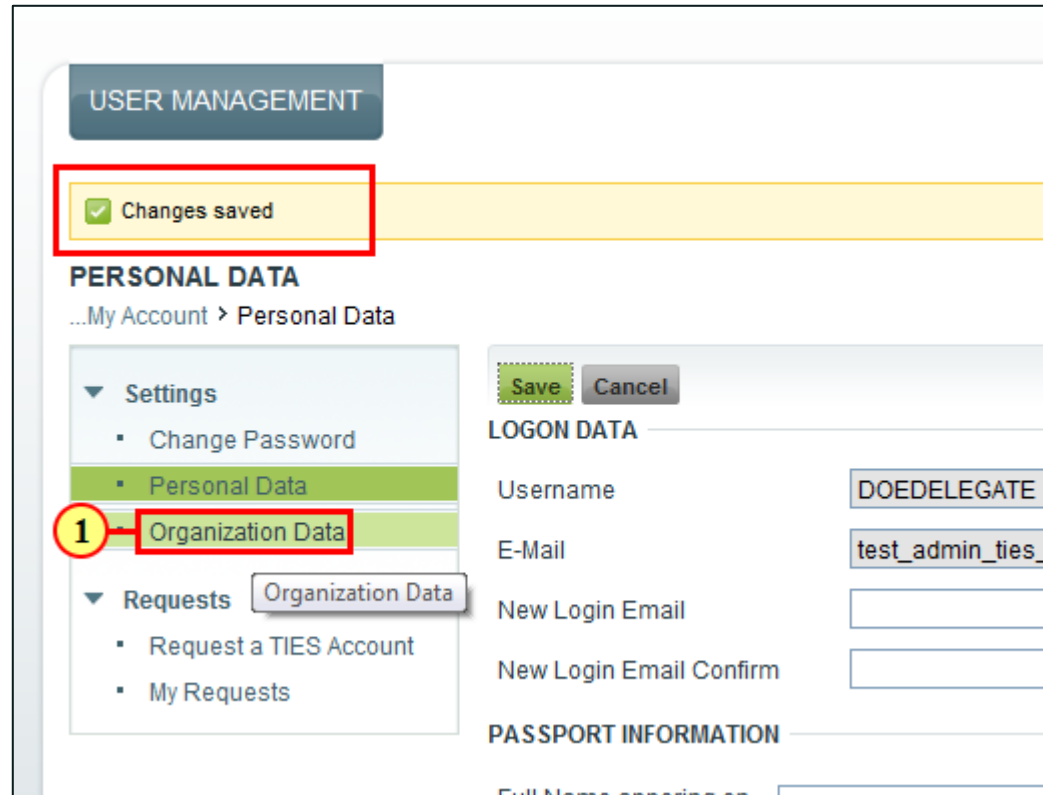
Buttons: Save, Cancel

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

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.




The screenshot displays the 'USER MANAGEMENT' interface. At the top, a yellow banner shows a green checkmark and the text 'Changes saved'. Below this, the 'PERSONAL DATA' section is visible, with a breadcrumb trail: '...My Account > Personal Data'. On the left, a navigation menu is shown with 'Organization Data' highlighted in green and circled in red, with a yellow circle containing the number '1' next to it. The main content area shows the 'LOGON DATA' section with fields for 'Username' (DOEDELEGATE) and 'E-Mail' (test_admin_ties_). Below this is the 'PASSPORT INFORMATION' section. A 'Save' button is visible at the top of the form area.

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

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.

29:52 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT

ORGANIZATION DATA
...My Account > Organization Data

- Settings
 - Change Password
 - Personal Data
 - Organization Data**
- Requests
 - Request a TIES Account
 - My Requests

| GENERAL DATA | | COMMUNICATION DATA | |
|----------------------|----------------------------------|--------------------|--|
| Organization Name | TEST ADMIN ORGANIZATION (Active) | Phone | |
| Organization ID | 1100008348 | Fax | |
| | | E-Mail | |
| ORGANIZATION ADDRESS | | | |
| Country | Switzerland | | |
| Street/House Number | | | |
| Postal Code/City | 1217 GENEVA | | |

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

Log Off

1. Click [Log Off](#) .

29:45 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT

ORGANIZATION DATA
...My Account > Organization Data


- Settings
 - Change Password
 - Personal Data
 - Organization Data**
- Requests
 - Request a TIES Account
 - My Requests

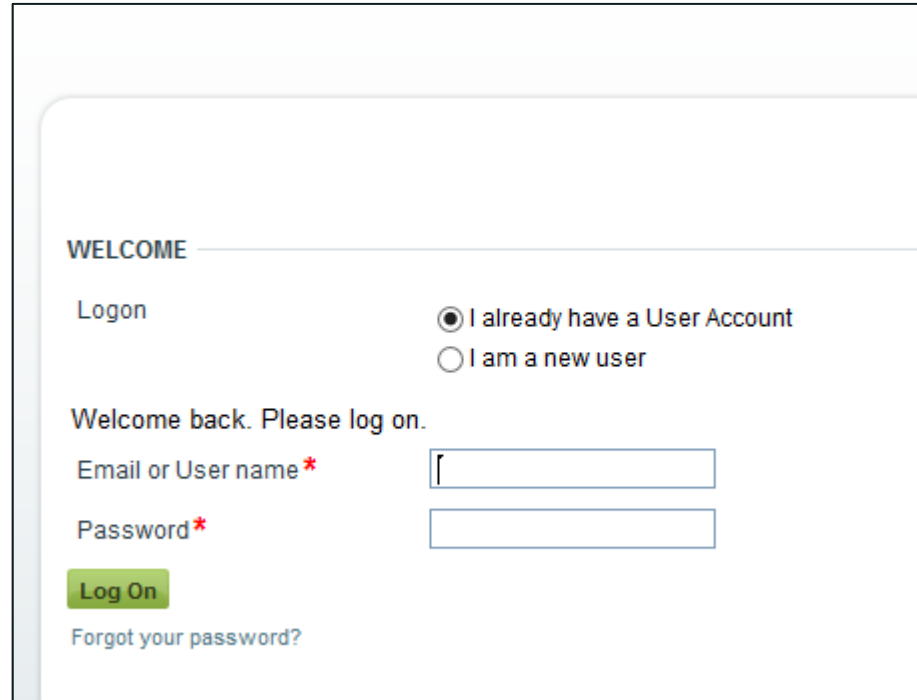
| GENERAL DATA | | COMMUNICATION DATA | |
|-------------------|----------------------------------|--------------------|--|
| Organization Name | TEST ADMIN ORGANIZATION (Active) | Phone | |
| Organization ID | 1100008348 | Fax | |
| | | E-Mail | |

| ORGANIZATION ADDRESS | |
|----------------------|-------------|
| Country | Switzerland |
| Street/House Number | |
| Postal Code/City | 1217 GENEVA |

ITU/TIES USER ACCOUNT: VIEW AND UPDATE PROFILE

ITU/TIES User Management Login Page

 User will be taken back to the ITU /TIES 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?](#)