

Focal Point Manage Affiliations





Affiliation with ITU Member

An affiliation with an ITU Member will need to be validated by the Focal Point of the specific Member.

The Focal Point will be able to Accept or Decline new affiliation requests, and to Remove affiliations for existing users in the organization.

Focal Point

The **TIES Focal Point** in the ITU Member organization manages affiliations.

[ITU Members](#)

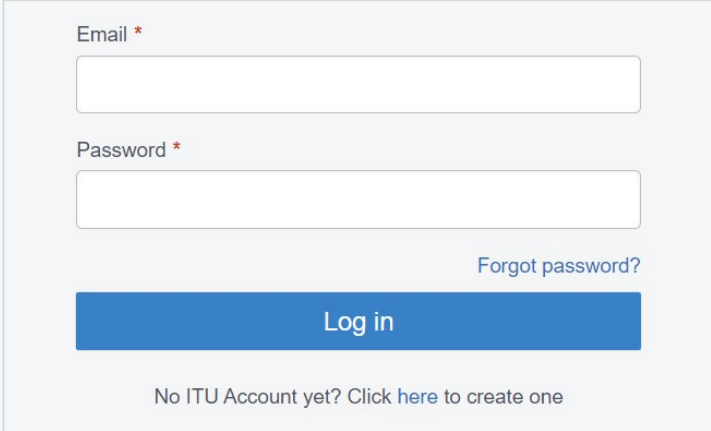
[TIES Services \(itu.int\)](#)



1 New Affiliation Requests

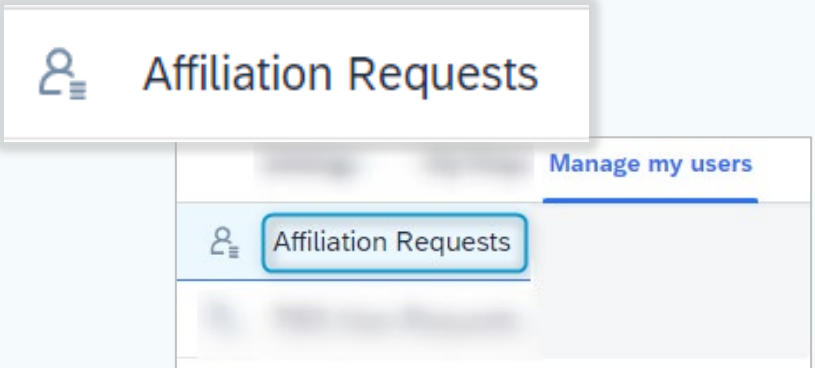
- a) Enter your [email](#) or Username and your [password](#), then click on [Log in](#).
- b) Go to [Affiliation Requests](#) under the [Manage my users](#) menu option .

a)



Form with two input fields: "Email *" and "Password *". Below the fields is a "Forgot password?" link and a blue "Log in" button. At the bottom, there is a link: "No ITU Account yet? Click here to create one".

b)



Two overlapping screenshots. The top one shows a user icon and the text "Affiliation Requests". The bottom one shows a "Manage my users" menu with "Affiliation Requests" highlighted.

2 New Affiliation Requests

a) [Accept](#) or [Decline](#) one by one the submitted requests.

b) If a user has requested Affiliation and TIES access, you have the following options:

b.1) Accept both by clicking on [Accept and Grant TIES](#)

b.2) Accept ONLY the affiliation by clicking on [Accept](#)

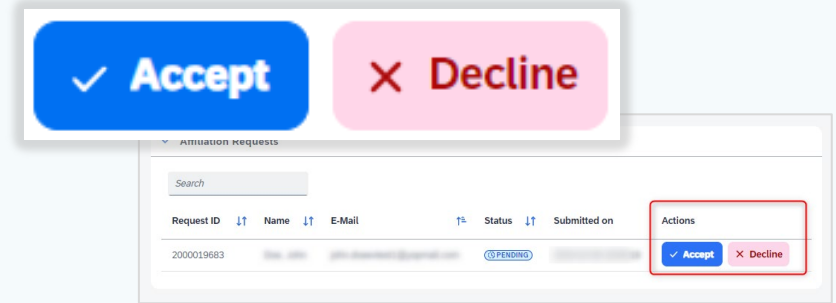
b.3) [Decline](#) both (without affiliation, there cannot be TIES)

i

In this screen you will be able to see all affiliations pending approval.

To see all approved affiliations go to the [Manage Members](#) menu.

a)

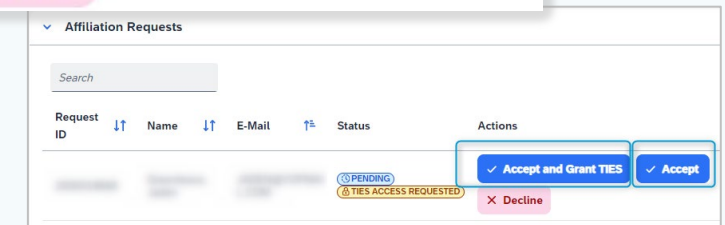
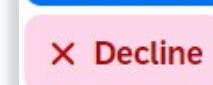


b.1)

b.2)



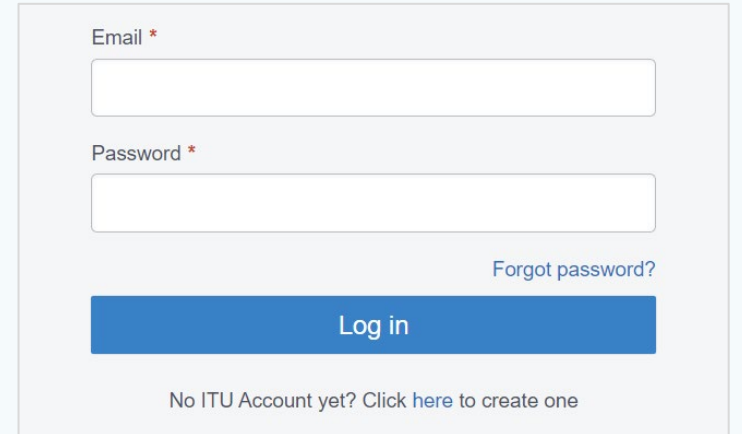
b.3)



1 Manage Members

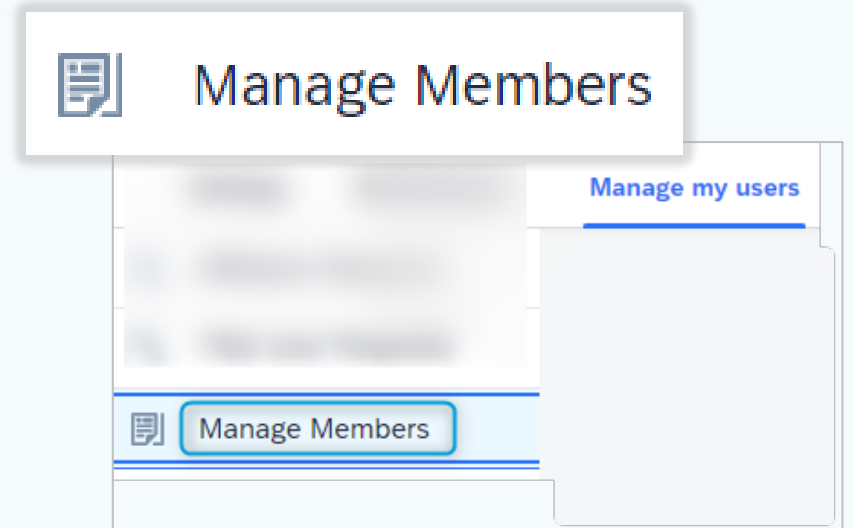
- a) Enter your [email](#) or Username and your [password](#), then click on [Log in](#).
- b) Go to [Manage Members](#) under the [Manage my users](#) menu option.

b)



Form with fields for Email * and Password *. A blue button labeled Log in is present. A link for Forgot password? is also visible. Below the button, it says: No ITU Account yet? Click here to create one

b)



2 Manage Members

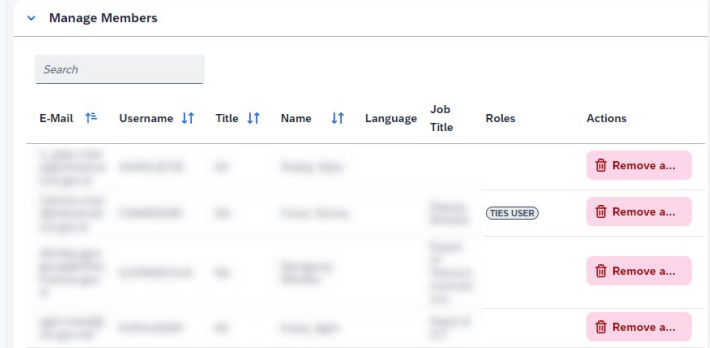
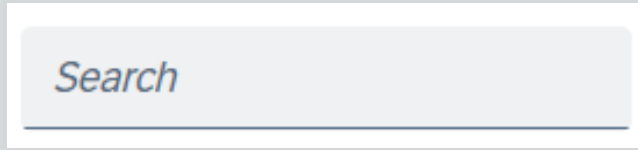
- a) Use the search box to find a contact.
- b) By clicking on the **Remove affiliation** button, the contact will no longer be linked to your organization.



Too many contacts?

Use the search box to find a contact OR sort the list by any column.

a)



Manage Members							
Search							
E-Mail	Username	Title	Name	Language	Job Title	Roles	Actions
							Remove a...
						(TIES USER)	Remove a...
							Remove a...
							Remove a...

b)



Need Assistance?

Check the [FAQ](#), or
contact us at ServiceDesk@itu.int