


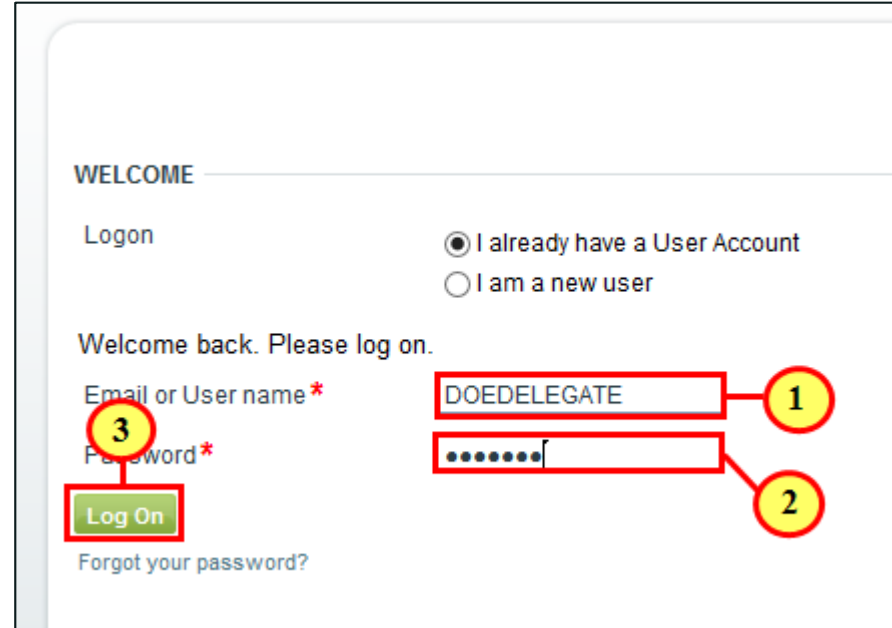
ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Login to ITU/TIES User Management Page

 To request TIES access, you need to first create and activate your ITU user account. To learn how to do so, please check the **How to** section under **TIES Account** in the [TIES Services](#) website:

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.

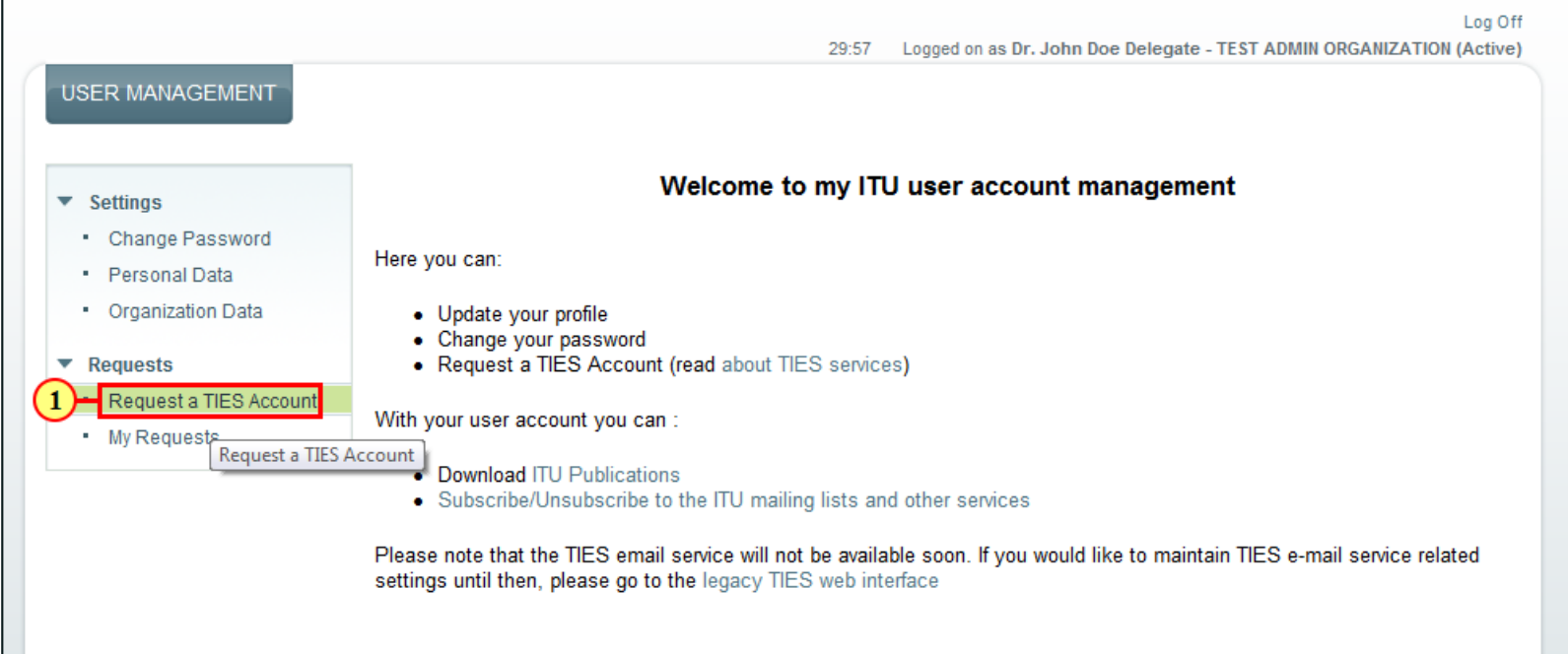


The screenshot shows the login interface for the ITU/TIES User Management system. At the top, it says "WELCOME". Below that, there are two radio buttons: "I already have a User Account" (selected) and "I am a new user". The text "Welcome back. Please log on." is displayed. There are two input fields: "Email or User name*" containing "DOEDELEGATE" and "Password*" containing ".....". A "Log On" button is located below the input fields. A "Forgot your password?" link is also present. Three red circles with numbers 1, 2, and 3 are used as annotations: circle 1 points to the email field, circle 2 points to the password field, and circle 3 points to the "Log On" button.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Go to Request a TIES Account

1. Click on [Request a TIES Account](#) under the **Requests** menu.

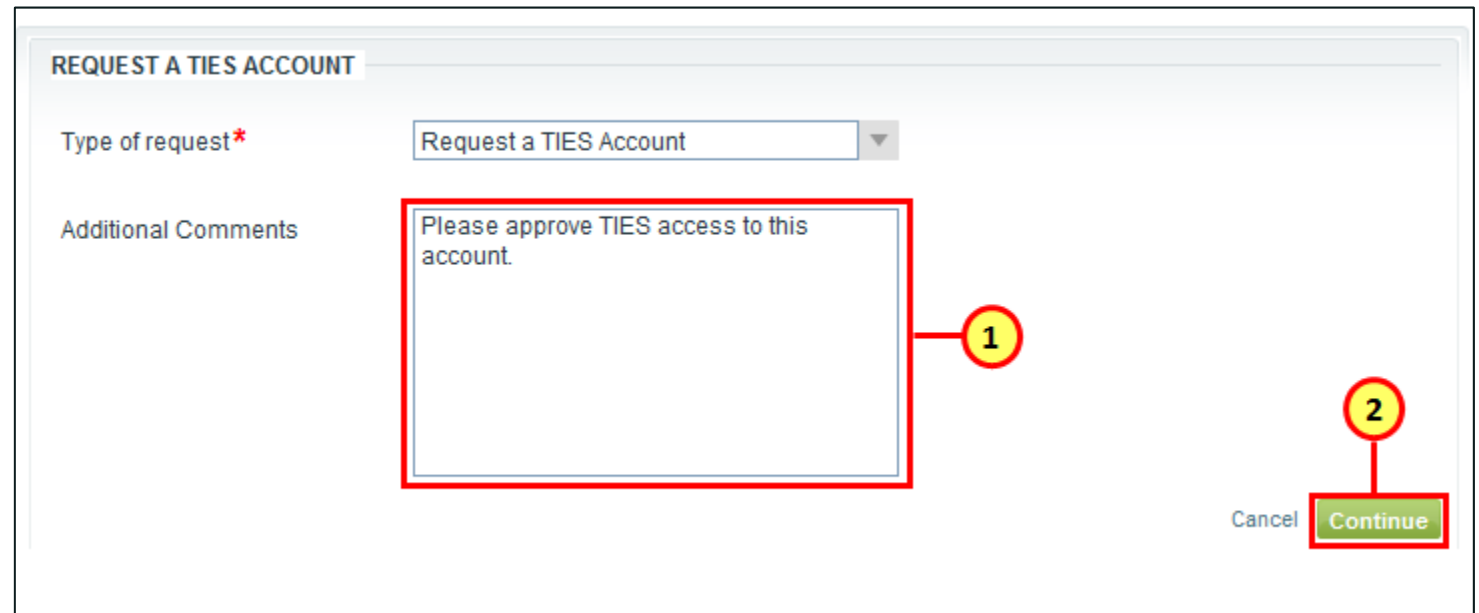


The screenshot displays the 'USER MANAGEMENT' interface. At the top right, it shows the time '29:57' and the user 'Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)' with a 'Log Off' link. The main content area is titled 'Welcome to my ITU user account management'. On the left, a navigation menu is expanded to show 'Requests', with 'Request a TIES Account' highlighted in green and a red box around it, and a yellow circle with the number '1' next to it. A tooltip 'Request a TIES Account' is visible over this option. The main content area lists actions available to the user: 'Update your profile', 'Change your password', and 'Request a TIES Account (read about TIES services)'. Below this, it lists actions available with a user account: 'Download ITU Publications' and 'Subscribe/Unsubscribe to the ITU mailing lists and other services'. A note at the bottom states: '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: REQUEST TIES ACCESS

Additional Comments

1. Enter **Additional Comments** in this field (optional step).
2. Click on the **Continue** button.



The screenshot shows a web form titled "REQUEST A TIES ACCOUNT". It contains a dropdown menu for "Type of request*" with "Request a TIES Account" selected. Below it is a text area for "Additional Comments" containing the text "Please approve TIES access to this account." A red box highlights this text area, with a red line connecting it to a yellow circle containing the number "1". At the bottom right of the form, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red box, and a red line connects it to a yellow circle containing the number "2".

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Complete TIES User Request

1. Click on the **Finish** button.

| ORGANIZATION ADDRESS | | INFORMATION REQUEST DETAILS | |
|----------------------|----------------------------------|-----------------------------|---|
| Country | Switzerland | Information Category 1 | Request a TIES Account |
| Street/House Number | | Subject | [TIES Account 2017] |
| Postal Code/City | 1217 GENEVA | Receive Updates | <input checked="" type="checkbox"/> |
| GENERAL DATA | | Additional Comments | Please approve TIES access to this account. |
| Title | Mr. | | |
| First Name | John | | |
| Last Name | Doe Delegate | | |
| Function | ITU Study Group Focal Point | | |
| Organization Name | TEST ADMIN ORGANIZATION (Active) | | |
| Contact ID | 1100032519 | | |

Cancel Previous **Finish**

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Go Back to Home Page

 View the details of the TIES User Request submitted.

1. Click on the **Done** button to go back to the ITU/TIES User Management Home page.

29:57 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)

USER MANAGEMENT

✓ Request 2000000224 was created. Click on My requests menu in the home page to check the status.

1

INFORMATION REQUEST CONFIRMATION

Done Print View

Done

| OFFICE ADDRESS | | INFORMATION REQUEST DETAILS | |
|---------------------|-------------|-----------------------------|---|
| Country | Switzerland | Information Request ID | 2000000224 |
| Street/House Number | | Information Category 1 | Request a TIES Account |
| Postal Code/City | 1217 GENEVA | Subject | [TIES Account 2017] |
| | | Receive Updates | <input checked="" type="checkbox"/> |
| | | Additional Comments | Please approve TIES access to this account. |

GENERAL DATA

| | |
|------------|---------------------------------|
| Title | Mr. |
| First Name | John |
| Last Name | Doe Delegate |
| Job Title | |
| E-Mail | test_admin_ties_del@yopmail.com |

ATTACHMENTS

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Log Off

1. Click [Log Off](#).

29:35 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active) **Log Off** 1

USER MANAGEMENT

Settings

- Change Password
- Personal Data
- Organization Data

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: REQUEST TIES ACCESS

E-mail Confirming TIES User Request Submission

 You will receive an e-mail confirming the submission of a TIES User Request to the TIES Focal Point of your organization.

ITU TIES user request
From: <NoReply@itu.int>
Date: 2017-07-24 19:09

Encoding: worldwide (utf-8) ▼

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

ITU TIES USER REQUEST

Dear Dr. John Doe Delegate,

Your TIES request has been submitted to your TIES Focal Point. You will receive an e-mail when the request is approved/rejected.

Please login to the [ITU User Management](#) page to view the status of your request or contact your focal point: Mr. Focal Point at test_admin_ties_fp@yopmail.com for further information.

Thank you.
With best regards,

ITU User Management Service

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Login to ITU/TIES User Management 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.

WELCOME

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

Welcome back. Please log on.

Email or User name * 1

Password * 2

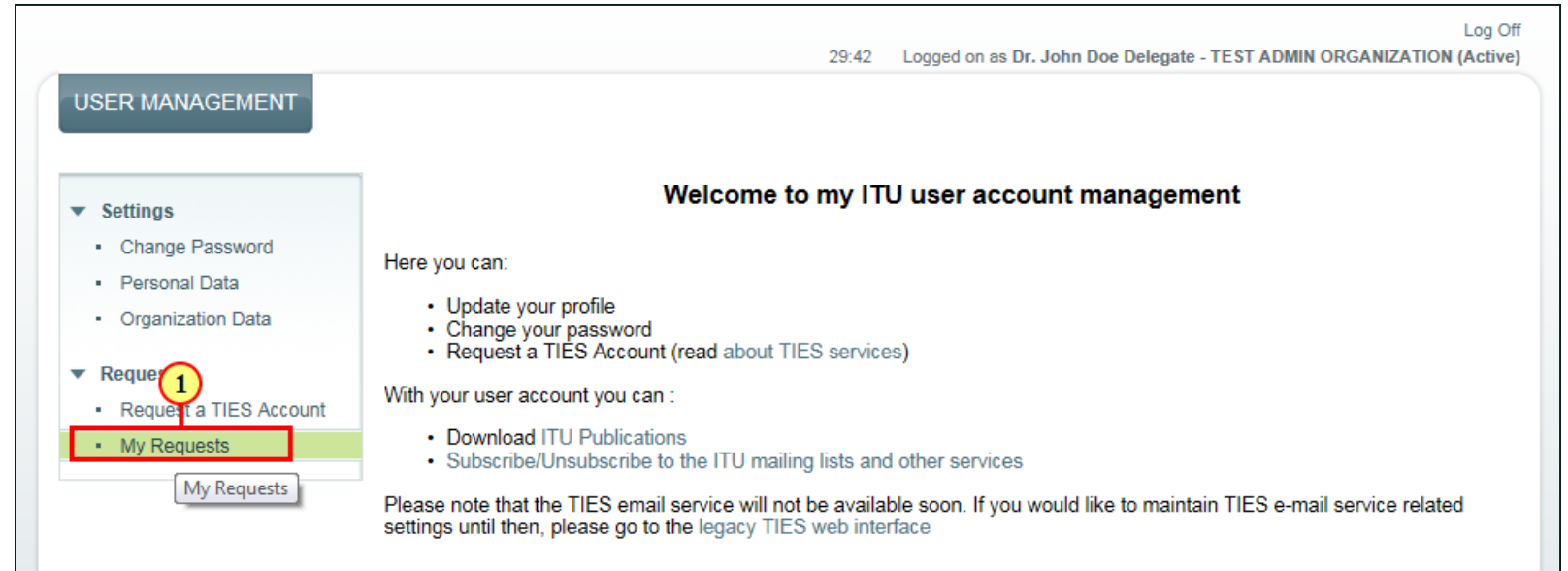
3

[Forgot your password?](#)

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Go to My Requests


1. Click on **My Requests** under the **Requests** menu.



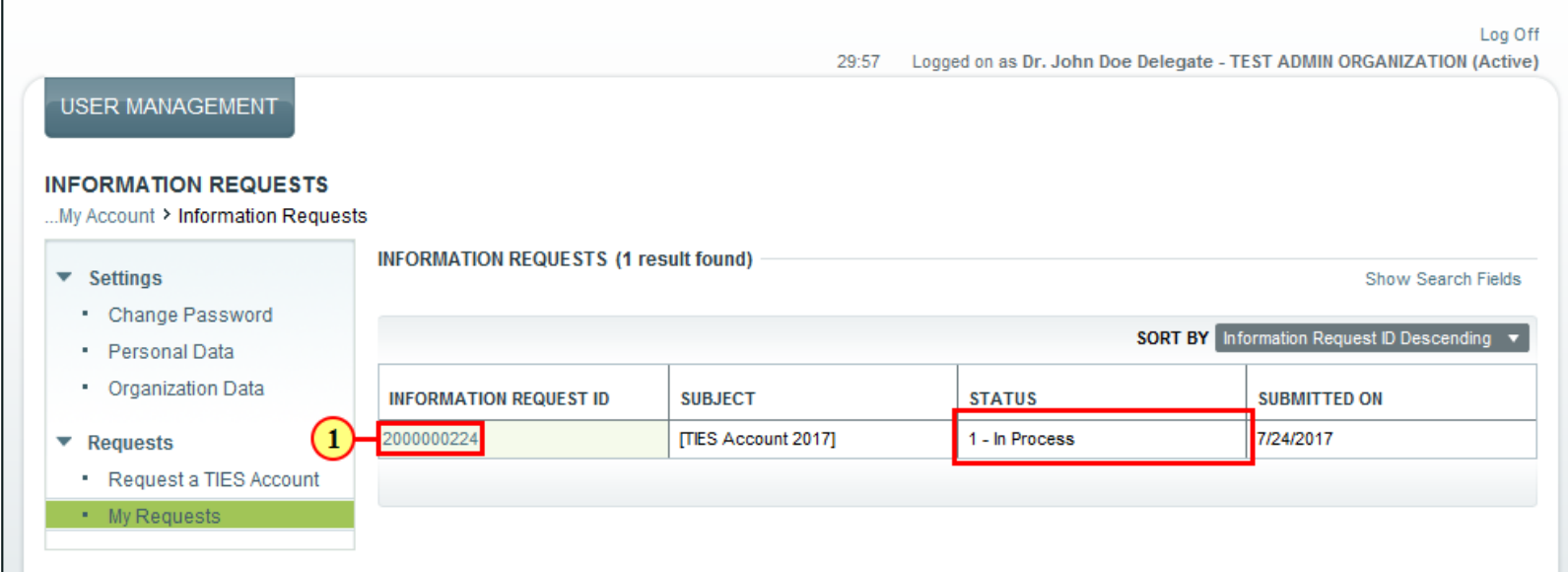
The screenshot displays the ITU user account management interface. At the top right, it shows the time '29:42' and the user 'Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)' with a 'Log Off' link. The main header is 'USER MANAGEMENT'. On the left, a navigation menu is expanded to show 'Settings' (Change Password, Personal Data, Organization Data) and 'Requests' (Request a TIES Account, My Requests). The 'My Requests' item is highlighted with a green background and a red box. A yellow circle with the number '1' is placed over the 'Request a TIES Account' item, with a red line pointing to the 'My Requests' item. Below the menu is a 'My Requests' button. The main content area is titled 'Welcome to my ITU user account management' and lists actions: 'Update your profile', 'Change your password', and 'Request a TIES Account (read about TIES services)'. It also lists actions available with a user account: 'Download ITU Publications' and 'Subscribe/Unsubscribe to the ITU mailing lists and other services'. A note at the bottom states: '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: REQUEST TIES ACCESS

View Status of Your Request

 View the status of your TIES User Request in this section.

1. Click on the hyperlinked **TIES User Request ID: 2000000224** to view more details.



The screenshot displays the 'USER MANAGEMENT' section of the ITU TIES User Account interface. The user is logged in as 'Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)' at 29:57. The 'INFORMATION REQUESTS' section shows a list of requests. A red box highlights the request ID '2000000224' in the first row of the table, with a yellow circle containing the number '1' pointing to it. The status of this request is '1 - In Process'.

USER MANAGEMENT

INFORMATION REQUESTS

...My Account > Information Requests

INFORMATION REQUESTS (1 result found) Show Search Fields

SORT BY Information Request ID Descending

| INFORMATION REQUEST ID | SUBJECT | STATUS | SUBMITTED ON |
|------------------------|---------------------|----------------|--------------|
| 2000000224 | [TIES Account 2017] | 1 - In Process | 7/24/2017 |

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

View TIES User Request Details (View/Add Comments)

1. Add **Additional Comments** here, if required.
2. Click on the **Save** button.

29:38 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)

USER MANAGEMENT

2 INFORMATION REQUEST 2000000224
...My Account > Information Requests > Information Request 2000000224

Save Print View

INFORMATION REQUEST DETAILS

| | | | |
|------------------------|------------------------|--------------|----------------------------------|
| Information Request ID | 2000000224 | Created By | Dr. John Doe Delegate |
| Subject | [TIES Account 2017] | Address | / 1217 GENEVA |
| Information Category 1 | Request a TIES Account | Company Name | TEST ADMIN ORGANIZATION (Active) |
| | | Created On | 7/24/2017 |

INFORMATION REQUEST HISTORY

| UPDATED BY | DATE | DESCRIPTION |
|-----------------------|--------------------|---|
| Mr. John Doe Delegate | 7/24/2017 17:06:38 | Please approve TIES access to this account. |


INFORMATION REQUEST UPDATE


Additional Comments **1**

Please could you process this request urgently.


ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

TIES User Request Updated

 This message will be displayed on the screen, when the TIES User Request is updated.


 The following information request was updated: 2000000224

USER MANAGEMENT


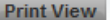
1. Click on the  tab to go back to the Home page.

29:55 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT 1

 The following information request was updated: 2000000224

INFORMATION REQUEST 2000000224
...My Account > Information Requests > Information Request 2000000224

INFORMATION REQUEST DETAILS


| | | | |
|------------------------|------------------------|--------------|----------------------------------|
| Information Request ID | 2000000224 | Created By | Dr. John Doe Delegate |
| Subject | [TIES Account 2017] | Address | / 1217 GENEVA |
| Information Category 1 | Request a TIES Account | Company Name | TEST ADMIN ORGANIZATION (Active) |
| | | Created On | 7/24/2017 |

INFORMATION REQUEST HISTORY

| UPDATED BY | DATE | DESCRIPTION |
|-----------------------|--------------------|---|
| Mr. John Doe Delegate | 7/24/2017 17:06:38 | Please approve TIES access to this account. |
| Mr. John Doe Delegate | 7/24/2017 17:23:02 | Please could you process this request urgently. |


ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

E-mail Confirming TIES User Request Rejection

 If your TIES User Request is rejected by the TIES Focal Point of your organization, you will receive an e-mail informing you of the same.

TIES User Request [2000000224] Rejected
From: <NoReply@itu.int>
Date: 2017-07-24 19:28

Encoding: worldwide (utf-8) ▼

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ITU USER MANAGEMENT

TIES USER REQUEST REJECTED

Dear Dr. John Doe Delegate,

Your TIES user request number: 2000000224 has been rejected by the TIES Focal Point: Mr. Focal Point of your organization.

Please contact your TIES Focal Point at test_admin_ties_fp@yopmail.com for any queries or clarifications regarding this.

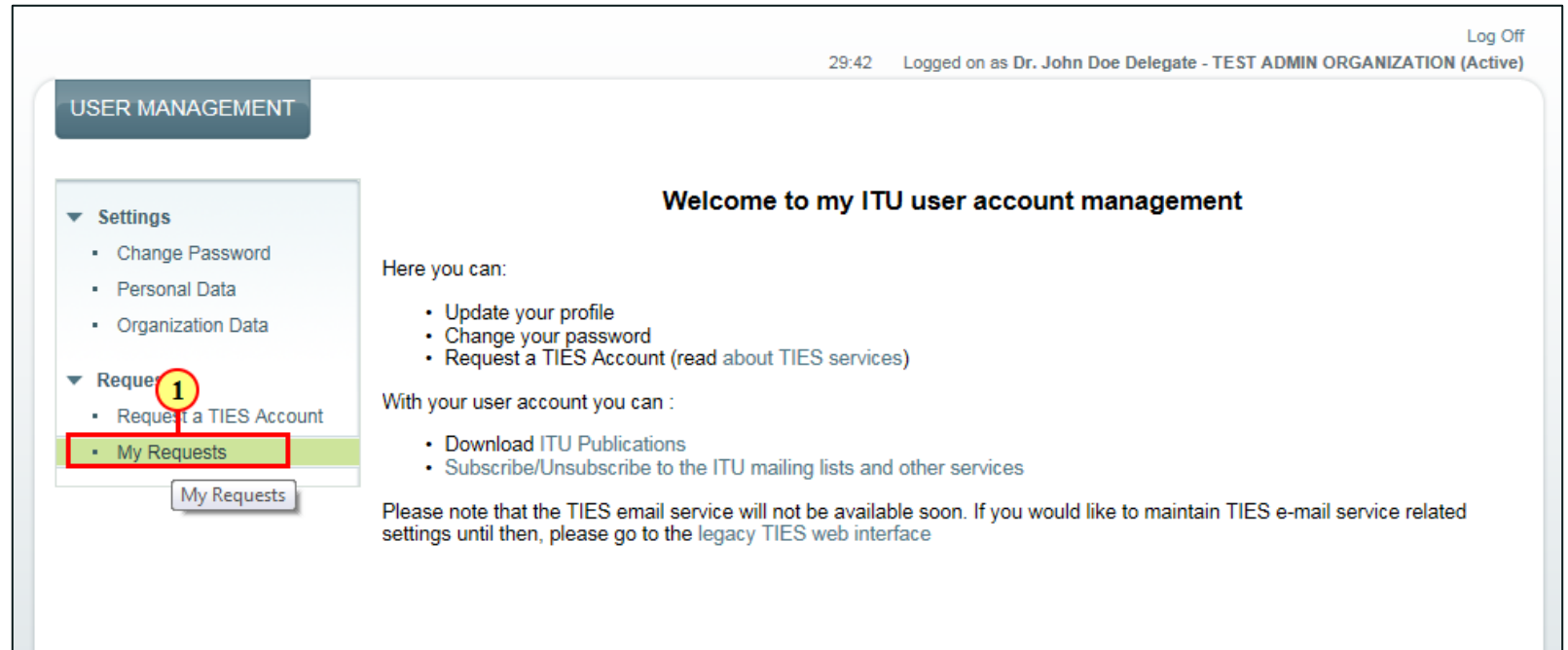
Thank you.
With best regards,

ITU User Management Service

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Go to My Requests


1. Click on **My Requests** under the **Requests** menu.



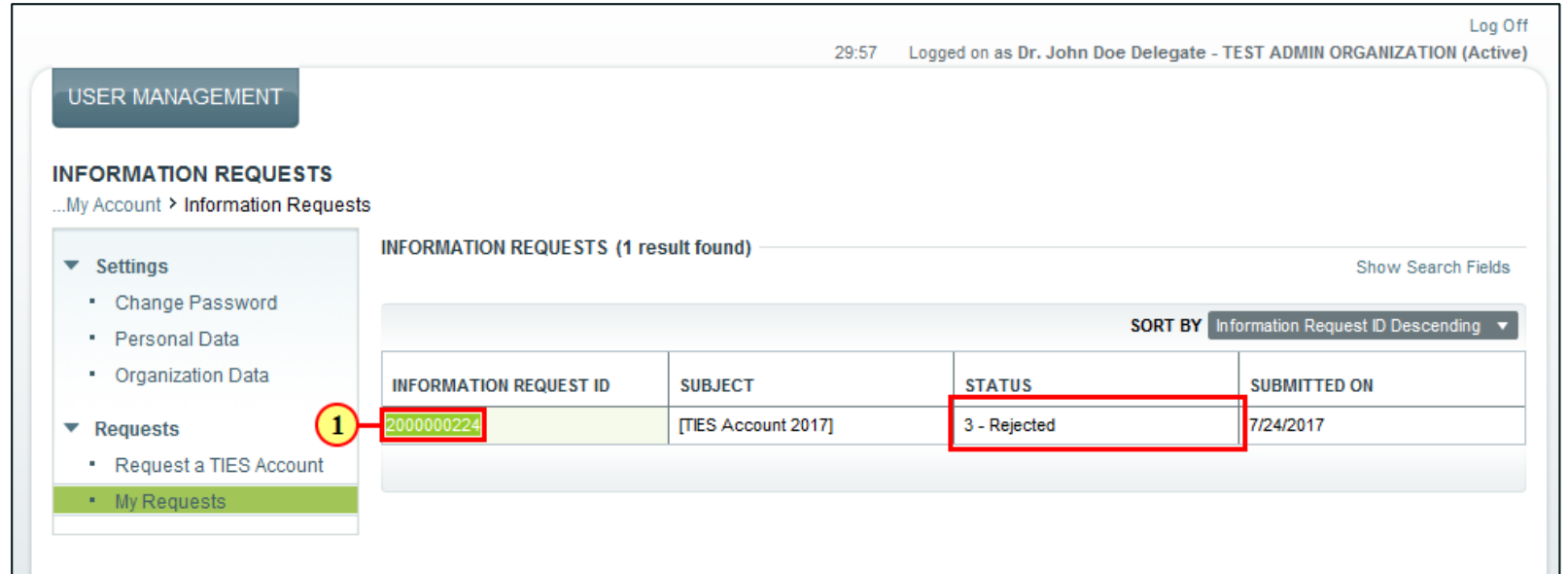
The screenshot displays the ITU user account management interface. At the top right, it shows the time '29:42' and the user's identity: 'Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)'. A 'Log Off' link is also present. The main content area is titled 'Welcome to my ITU user account management'. On the left, a 'USER MANAGEMENT' sidebar contains a 'Settings' section with 'Change Password', 'Personal Data', and 'Organization Data'. Below that is a 'Requests' section with 'Request a TIES Account' and 'My Requests'. The 'My Requests' item is highlighted with a red box and a yellow circle containing the number '1'. A tooltip labeled 'My Requests' is visible below the highlighted item. The main content area lists actions available to the user: 'Update your profile', 'Change your password', and 'Request a TIES Account (read about TIES services)'. It also lists actions available with a user account: 'Download ITU Publications' and 'Subscribe/Unsubscribe to the ITU mailing lists and other services'. A note at the bottom states: '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: REQUEST TIES ACCESS

View Status of TIES User Request

 View the status of your TIES User Request in this section.

1. Click on the hyperlinked **TIES User Request ID: 2000000224** to view more details.




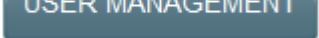
The screenshot displays the 'USER MANAGEMENT' section of the ITU TIES system. The user is logged in as 'Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)'. The 'INFORMATION REQUESTS' section shows a list of requests. A red box highlights the request ID '2000000224' in the 'INFORMATION REQUEST ID' column, and another red box highlights the status '3 - Rejected' in the 'STATUS' column. The 'SUBMITTED ON' date is '7/24/2017'. The 'SUBJECT' is '[TIES Account 2017]'. The interface also includes a sidebar with 'Settings' and 'Requests' options, and a 'SORT BY' dropdown set to 'Information Request ID Descending'.

| INFORMATION REQUEST ID | SUBJECT | STATUS | SUBMITTED ON |
|------------------------|---------------------|--------------|--------------|
| 2000000224 | [TIES Account 2017] | 3 - Rejected | 7/24/2017 |

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

View Details of TIES User Request

 If any comment was added by your TIES Focal Point, you can view it in this section.

1. Click on the  tab to go back to the Home page

29:56 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

INFORMATION REQUEST 2000000224
...My Account > Information Requests > Information Request 2000000224

[Save](#) [Print View](#)

INFORMATION REQUEST DETAILS

| | | | |
|------------------------|------------------------|--------------|----------------------------------|
| Information Request ID | 2000000224 | Created By | Dr. John Doe Delegate |
| Subject | [TIES Account 2017] | Address | / 1217 GENEVA |
| Information Category 1 | Request a TIES Account | Company Name | TEST ADMIN ORGANIZATION (Active) |
| | | Created On | 7/24/2017 |

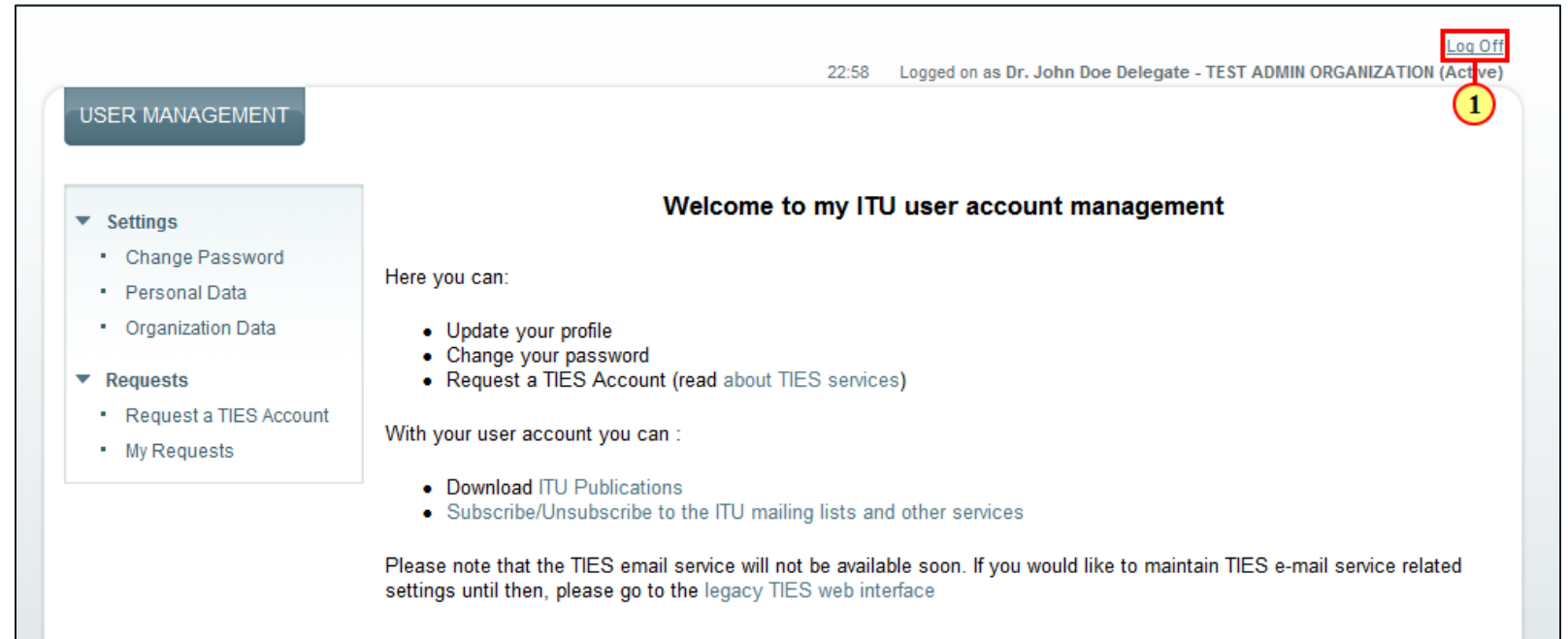
INFORMATION REQUEST HISTORY

| UPDATED BY | DATE | DESCRIPTION |
|-----------------------|--------------------|--|
| Mr. John Doe Delegate | 7/24/2017 17:06:38 | Please approve TIES access to this account. |
| Mr. John Doe Delegate | 7/24/2017 17:22:02 | Please could you process this request urgently. |
| Mr. Focal Point | 7/24/2017 17:26:58 | Sorry, this request cannot be approved at this time. |

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Log Off

1. Click [Log Off](#).



22:58 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT

Settings

- Change Password
- Personal Data
- Organization Data

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: REQUEST TIES ACCESS

E-mail Confirming TIES User Request Approval

 If your TIES User Request is approved by the TIES Focal Point of your organization, you will receive an e-mail informing you of the same.

ITU TIES user request approved

From: <NoReply@itu.int>

Date: 2017-07-24 19:38

Encoding: worldwide (utf-8) ▼



Committed to connecting the world

ITU USER MANAGEMENT

ITU TIES USER REQUEST APPROVED

Dear Dr. John Doe Delegate,

Your TIES request has been approved by your TIES Focal Point.

When you now login to the [ITU User Management](#) page with your e-mail: test_admin_ties_del@yopmail.com, or user name: DOEDELEGATE, you will have TIES access.

Thank you.
With best regards,

ITU User Management Service



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ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Login to ITU/TIES User Management 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.

WELCOME

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

Welcome back. Please log on.

Email or User name * 1


Password * 2

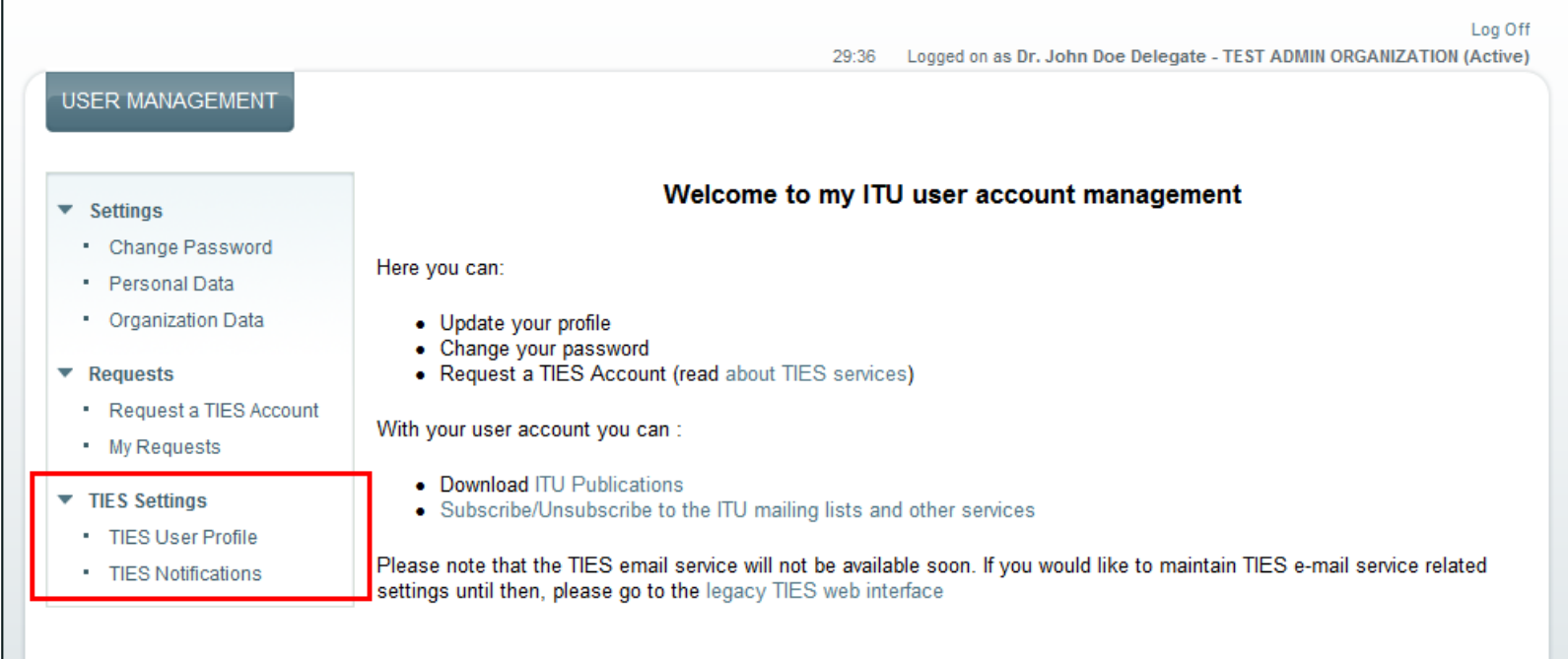
3

[Forgot your password?](#)

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

ITU/TIES User Management Page

 Once you have TIES access, the TIES Settings menu will be enabled on your ITU/ TIES User Management page.



29:36 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

- ▼ Settings
 - Change Password
 - Personal Data
 - Organization Data
- ▼ Requests
 - Request a TIES Account
 - My Requests
- ▼ **TIES Settings** (highlighted in red)
 - TIES User Profile
 - TIES Notifications

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](#)