



Instructions to access the restricted area of ICSA2016 web page

Non registered users

1 – Pre-Registration

Select **Portal Registration** (bottom left) and complete the following form:

The form is titled 'Pre-Registration' and includes a user icon. It contains four input fields: 'Email *', 'Name*', and 'Surname*' are standard text boxes, while the CAPTCHA field is a small box with a grid of characters and the instruction 'Type the characters you see in the picture'.


The Email must be your **complete email address**. It will not be possible to change it later.

After save these data you will receive an email with the following subject **Confirm Sign-UP in ICSA2016**. It will contain a custom link to the confirmation page to validate the pre-registration. This step is required in order to have access to the web portal. Additional data must be introduced in the confirmation page.

2 – Confirmation of Pre-Registration

After receiving the specific link by email, click on it or copy and paste it in your browser and introduce the additional data in the following form:

Introduce your personal information

 **Personal Info**

Login/Email *:

Name*:

Surname*:

Alternative Email:

Institution*:

Position:

Address:

Postal Code:


City*:

Country*:

Phone:


Fax:

Define your profile by selecting: Author, Participant and / or Student

 **User**

Author Participant Student

If you want you can change you password (a minimum of 8 characters and a maximum of 12 – you have to mix letters and numbers and please avoid the use of special characters (&, %, <, “, etc.):


 **Password**

Password*: (8 to 12 letters and numbers)

Retype password*:

After a successful registration the following message will appear:

Your Registration has been accepted!

You can now access our private area after you login at  .

1 – Access the restricted area

In ICSA2016 home page (www.icsa2016.com) access to the restricted area by clicking over (top left) or over “**Access to Restricted Area**” (bottom left).

Introduce your login (complete email address) and password



Login:

Password:

enter
» lost password ?
» new user ?

2 – Password Recovery

If you try to access the restricted area but you have forgotten your password you will have the opportunity to recover it.

Please select **lost password**, enter the required data and save.



Login:

Password:

enter
» lost password ?
» new user ?



recover

Email *:

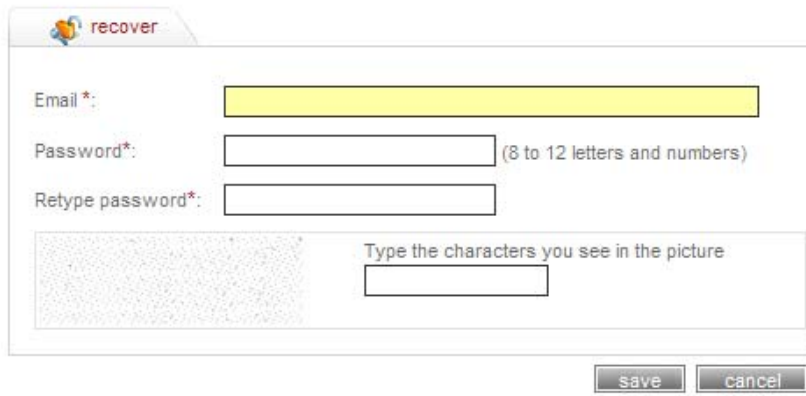
Type the characters you see in the picture

save cancel

* - Required field

If the email address is valid, you will immediately receive an e-mail with a custom link, allowing you to reenter the site with a new password.

To reset the password, copy and paste the custom link it in your browser. When you visit that page, you will be asked to enter the new password – a minimum of **8** characters and a maximum of **12** – **you have to mix letters and numbers** and please avoid the use of special characters (&, %, <, “, etc.).



The image shows a web form titled "recover" with a small icon of a person. The form contains the following fields:

- Email*:** A text input field with a yellow background.
- Password*:** A text input field with a note "(8 to 12 letters and numbers)".
- Retype password*:** A text input field.
- Image:** A square image containing a grid of small, random characters.
- Type the characters you see in the picture:** A text input field positioned to the right of the image.

At the bottom right of the form are two buttons: "save" and "cancel".

* - Required field

After save the page will show this message:

Your Password as been changed!

You can now access our private area after logging in.