Instructions to access the restricted area of ICSA2016 web page and to submit an abstract

Non registered users

1 – Pre-Registration

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

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 from icsa2016@arquitectura.uminho.pt 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

Login/Email *: [_____]
Name*: [_____]
Surname*: [_____]
Alternative Email: [_____]
Institution*: [_____]
Position: [_____]
Address: [_____]
Postal Code: [_____]
City*: [_____]
Country*: « choose one » [▼]
Phone: [_____]
Fax: [_____]

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

☑ Author   ☑ Participant   ☐ Student

If you want you can change you 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 🔒.

Registered users

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).

Login: [_____]
Password: [_____]

[enter]

» lost password ?
» new user ?

Introduce your login (complete email address) **and password**

2 – Submit an abstract

After access the restricted you will see:

Select **Submit Document**, introduce all the required data and save.

You will receive an email confirming the submission of your abstract.

3 – Change your attributes

If instead the menus:

author

- Submit Document
- Documents List

special sessions

- Special session proposal

personal data

- Change data
- Change password

You only have the following options:

special sessions

- Special session proposal

personal data

- Change data
- Change password

This means you have only attributes of participant.

To **change your attributes** please select **Change data**.

In the new window please select **Roles**, change to ☑ **Author** and save.

Then **close the window** and **leave the restricted area**, by clicking on the padlock logo 🔓 (on the left).

After **accessing again to the restricted area** you will be able to complete the abstract submission.

4 – 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.

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

To reset the password, please click on the <u>custom link</u> or copy and paste it in your browser. When you visit that page, you will be asked to enter the new password.