

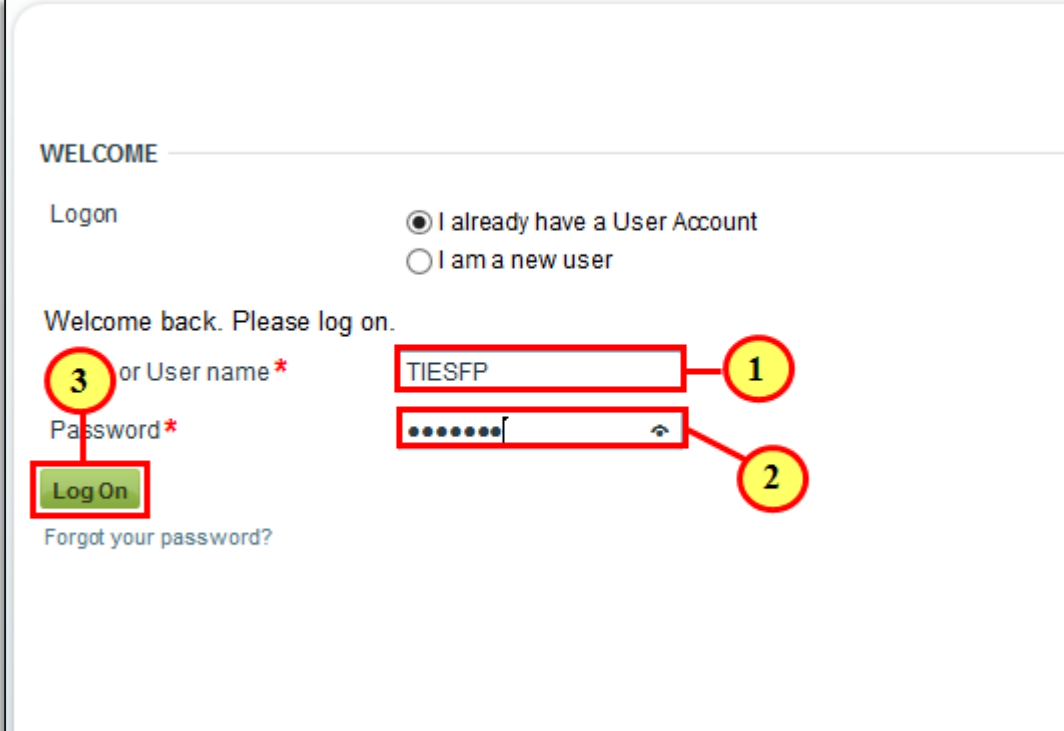
TIES FOCAL POINT FUNCTIONS: MANAGE (ACTIVATE/CANCEL) TIES USERS

As Focal Point: Manage TIES Users

Login To ITU User Management Page

 This is the ITU User Management login page.

1. Enter your login **Email or User name** in this field, such as here: <**TIESFP**> is entered.
2. Type a relevant password in the **Password** box.
3. Click on the **Log On** button.



The screenshot shows the ITU User Management login page. At the top, it says "WELCOME". Below that is a "Logon" section with 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 three red annotations: a circle with the number "3" pointing to the "or User name*" label, a circle with the number "1" pointing to the text input field containing "TIESFP", and a circle with the number "2" pointing to the password input field containing ".....". A green "Log On" button is highlighted with a red box, and a red line connects it to the "3" annotation. Below the password field is a "Forgot your password?" link.

As Focal Point: Manage TIES Users

Go To Manage TIES Users

1. Click on **Manage TIES Users** in the **Navigation Menu**.

29:52 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

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](#)


Navigation Menu:

- ▼ Settings
 - Change Password
 - Personal Data
 - Organization Data
- ▼ Requests
 - Request a TIES Account
 - My Requests
- ▼ TIES Settings
 - TIES User Profile
 - TIES Notifications
- ▼ TIES Focal Point
 - TIES User Requests
 - **Manage TIES Users**
 - Change Focal Point


Manage TIES Users

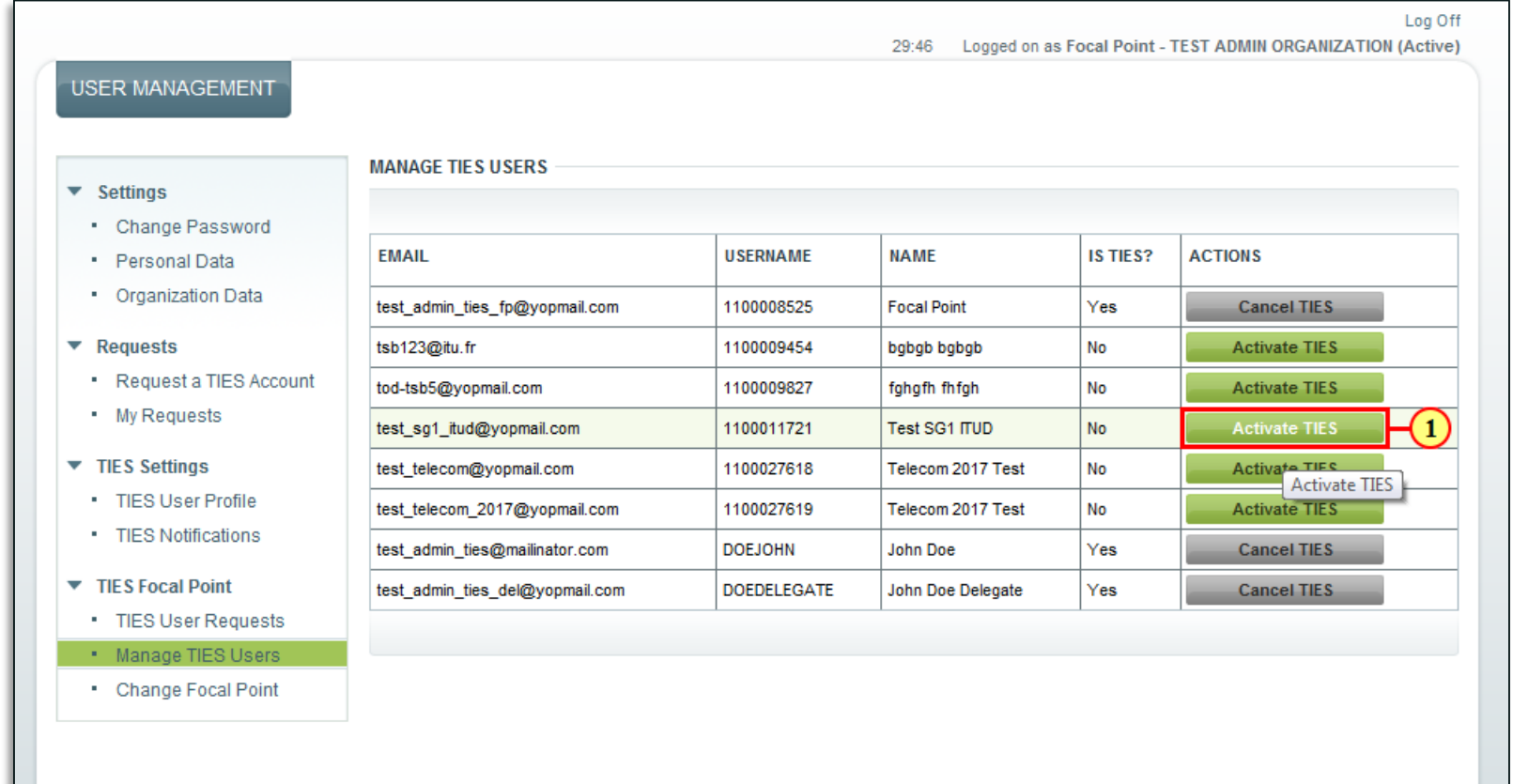
As Focal Point: Manage TIES Users

Activate TIES Account

 Manage TIES Users section can be used by the TIES Focal Point to:

- Enable TIES access for ITU user accounts without a TIES User request
- Disable TIES access for an active TIES user account

1. To enable TIES access for a ITU user account, click the  button for that user.



The screenshot displays the 'USER MANAGEMENT' interface. On the left is a navigation menu with sections: Settings (Change Password, Personal Data, Organization Data), Requests (Request a TIES Account, My Requests), TIES Settings (TIES User Profile, TIES Notifications), and TIES Focal Point (TIES User Requests, Manage TIES Users, Change Focal Point). The 'Manage TIES Users' section is active. The main area shows a table titled 'MANAGE TIES USERS' with columns: EMAIL, USERNAME, NAME, IS TIES?, and ACTIONS. The table contains several rows. The row for 'test_sg1_itud@yopmail.com' is highlighted in green, and its 'Activate TIES' button is also highlighted with a red box and a yellow circle containing the number '1'. A tooltip 'Activate TIES' is visible over this button. The top right corner shows 'Log Off' and '29:46 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active)'.

EMAIL	USERNAME	NAME	IS TIES?	ACTIONS
test_admin_ties_fp@yopmail.com	1100008525	Focal Point	Yes	Cancel TIES
tsb123@itu.fr	1100009454	bgbgb bgbgb	No	Activate TIES
tod-tsb5@yopmail.com	1100009827	fghgfh fhfgh	No	Activate TIES
test_sg1_itud@yopmail.com	1100011721	Test SG1 ITUD	No	Activate TIES
test_telecom@yopmail.com	1100027618	Telecom 2017 Test	No	Activate TIES
test_telecom_2017@yopmail.com	1100027619	Telecom 2017 Test	No	Activate TIES
test_admin_ties@mailinator.com	DOEJOHN	John Doe	Yes	Cancel TIES
test_admin_ties_del@yopmail.com	DOELEGATE	John Doe Delegate	Yes	Cancel TIES

As Focal Point: Manage TIES Users

TIES Account Activation - Confirmation Message



A message confirming TIES access activation for the selected user will be displayed on the screen.

28:20 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) Log Off

USER MANAGEMENT

TIES user for: Test SG1 ITUD has been enabled. An e-mail has been sent to the user.

MANAGE TIES USERS

EMAIL	USERNAME	NAME	IS TIES?	ACTIONS
test_admin_ties_fp@yopmail.com	1100008525	Focal Point	Yes	<button>Cancel TIES</button>
tsb123@itu.fr	1100009454	bggbg bggbg	No	<button>Activate TIES</button>
tod-tsb5@yopmail.com	1100009827	fghgfh fhgfh	No	<button>Activate TIES</button>
test_sg1_itud@yopmail.com	1100011721	Test SG1 ITUD	Yes	<button>Cancel TIES</button>
test_telecom@yopmail.com	1100027618	Telecom 2017 Test	No	<button>Activate TIES</button>
test_telecom_2017@yopmail.com	1100027619	Telecom 2017 Test	No	<button>Activate TIES</button>
test_admin_ties@mailinator.com	DOEJOHN	John Doe	Yes	<button>Cancel TIES</button>
test_admin_ties_del@yopmail.com	DOEDELEGATE	John Doe Delegate	Yes	<button>Cancel TIES</button>

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

TIES Settings


- TIES User Profile
- TIES Notifications

TIES Focal Point

- TIES User Requests
- Manage TIES Users**
- Change Focal Point


As Focal Point: Manage TIES Users

E-mail Confirmation Of TIES Account Activation

 An e-mail confirming TIES account activation by the TIES Focal Point will be sent to the user.

TIES User Account Activated
From: <noreply@itu.int>
Date: 2017-07-25 13:29

Encoding: worldwide (utf-8)

 Committed to connecting the world
ITU USER MANAGEMENT

TIES USER ACCOUNT ACTIVATED

Dear Dr. Test SG1 ITUD,

Your TIES user account has been activated by the TIES Focal Point of your organization.

When you now login to the [ITU User Management](#) page with your e-mail: test_sg1_itud@yopmail.com, or user name: 1100011721, you will have TIES access.


Please contact your TIES Focal Point: Mr. Focal Point directly at <test_admin_ties_fp@yopmail.com> for any queries or clarifications.

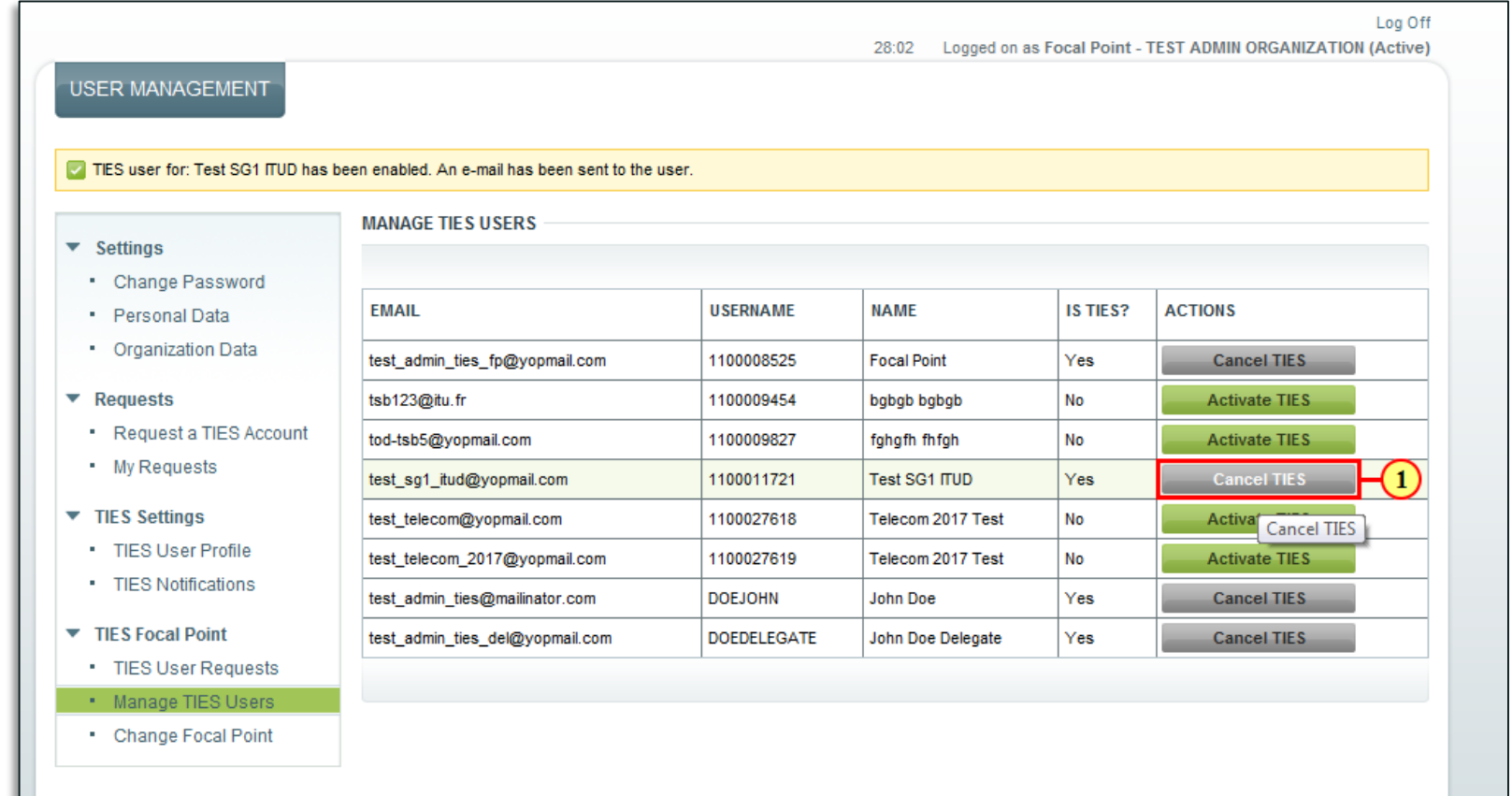
Thank you.
With best regards,

ITU User Management Service

As Focal Point: Manage TIES Users

Cancel TIES Account

1. To disable TIES access for a user, click the  button for that user.








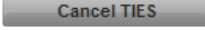


28:02 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT

TIES user for: Test SG1 ITUD has been enabled. An e-mail has been sent to the user.

MANAGE TIES USERS

EMAIL	USERNAME	NAME	IS TIES?	ACTIONS
test_admin_ties_fp@yopmail.com	1100008525	Focal Point	Yes	
tsb123@itu.fr	1100009454	bgbgb bgbgb	No	
tod-tsb5@yopmail.com	1100009827	fghgh fhgh	No	
test_sg1_itud@yopmail.com	1100011721	Test SG1 ITUD	Yes	 1
test_telecom@yopmail.com	1100027618	Telecom 2017 Test	No	
test_telecom_2017@yopmail.com	1100027619	Telecom 2017 Test	No	
test_admin_ties@mailinator.com	DOEJOHN	John Doe	Yes	
test_admin_ties_del@yopmail.com	DOEDELEGATE	John Doe Delegate	Yes	

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

TIES Settings


- TIES User Profile
- TIES Notifications

TIES Focal Point

- TIES User Requests
- Manage TIES Users**
- Change Focal Point

As Focal Point: Manage TIES Users

TIES Account Cancellation - Confirmation Message

 A message confirming TIES access cancellation for the selected user will be displayed on the screen.

28:54 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT

TIES user for: Test SG1 ITUD has been disabled. An e-mail has been sent to the user.

MANAGE TIES USERS

EMAIL	USERNAME	NAME	IS TIES?	ACTIONS
test_admin_ties_fp@yopmail.com	1100008525	Focal Point	Yes	Cancel TIES
tsb123@itu.fr	1100009454	bggbg bggbg	No	Activate TIES
tod-tsb5@yopmail.com	1100009827	fghgfh fhgfh	No	Activate TIES
test_sg1_itud@yopmail.com	1100011721	Test SG1 ITUD	No	Activate TIES
test_telecom@yopmail.com	1100027618	Telecom 2017 Test	No	Activate TIES
test_telecom_2017@yopmail.com	1100027619	Telecom 2017 Test	No	Activate TIES
test_admin_ties@mailinator.com	DOEJOHN	John Doe	Yes	Cancel TIES
test_admin_ties_del@yopmail.com	DOEDELEGATE	John Doe Delegate	Yes	Cancel TIES

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

TIES Settings


- TIES User Profile
- TIES Notifications

TIES Focal Point

- TIES User Requests
- Manage TIES Users**
- Change Focal Point


As Focal Point: Manage TIES Users

E-mail Confirmation Of TIES Account Cancellation

 An e-mail confirming cancelation of TIES Account by the TIES Focal Point will be sent to the user.

ITU User Management: TIES User Account Canceled
From: <noreply@itu.int>
Date: 2017-07-25 13:31

Encoding: worldwide (utf-8)

 Committed to connecting the world
ITU USER MANAGEMENT

TIES USER ACCOUNT CANCELED

Dear Dr. Test SG1 ITUD,

Your TIES user account has been canceled by the TIES Focal Point of your organization.

Please contact your TIES Focal Point: Mr. Focal Point directly at <test_admin_ties_fp@yopmail.com> for any queries or clarifications.

Note: You can still login to the [ITU User Management](#) page with your e-mail: test_sg1_itud@yopmail.com, or user name: 1100011721. However, you will **NOT** have TIES access.

Thank you.
With best regards,

ITU User Management Service

As Focal Point: Manage TIES Users

Log Off

1. Click on the [Log Off](#) button to log out of the ITU User Management page.

28:50 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) [Log Off](#) 1

USER MANAGEMENT

✔ TIES user for: Test SG1 ITUD has been disabled. An e-mail has been sent to the user.

MANAGE TIES USERS

EMAIL	USERNAME	NAME	IS TIES?	ACTIONS
test_admin_ties_fp@yopmail.com	1100008525	Focal Point	Yes	Cancel TIES
tsb123@itu.fr	1100009454	bgbgb bgbgb	No	Activate TIES
tod-tsb5@yopmail.com	1100009827	fghgh fhfgh	No	Activate TIES
test_sg1_itud@yopmail.com	1100011721	Test SG1 ITUD	No	Activate TIES
test_telecom@yopmail.com	1100027618	Telecom 2017 Test	No	Activate TIES
test_telecom_2017@yopmail.com	1100027619	Telecom 2017 Test	No	Activate TIES
test_admin_ties@mailinator.com	DOEJOHN	John Doe	Yes	Cancel TIES
test_admin_ties_del@yopmail.com	DOEDELEGATE	John Doe Delegate	Yes	Cancel TIES

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

TIES Settings


- TIES User Profile
- TIES Notifications

TIES Focal Point

- TIES User Requests
- Manage TIES Users**
- Change Focal Point

As Focal Point: Manage TIES Users

ITU User Management Page

 User will be taken back to the ITU User Management login page, after logging out.

Log On
29:55

WELCOME

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

Welcome back. Please log on.

Email or User name*

Password*

[Log On](#)

[Forgot your password?](#)