



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:

A screenshot of a web form titled 'Pre-Registration'. It contains four input fields: 'Email *', 'Name*', and 'Surname*', each with a yellow highlight. Below these is a CAPTCHA section with a grid of characters and a text box labeled '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 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

 **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:


 **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).

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

Login:

Password:

[» lost password ?](#)

[» new user ?](#)

2 – Submit an abstract

After access the restricted you will see:

The screenshot shows a user interface for a restricted area. On the left, there is a navigation menu with three main sections: 'author', 'special sessions', and 'personal data'. Under 'author', there are links for 'Submit Document' and 'Documents List'. Under 'special sessions', there is a link for 'Special session proposal'. Under 'personal data', there are links for 'Change data' and 'Change password'. The main content area is titled 'Welcome to the Restrict Area of Conference IC SA2010'. It contains a form for user information. The form has fields for 'Login/Email', 'Name', 'Surname', 'Alternative Email', 'Institution', 'Position', 'Address', 'Postal Code', 'City', 'Country', 'Phone', and 'Fax'. There is a 'no photo' placeholder for a profile picture. At the bottom, there is a 'Roles' field with a dropdown menu showing '| Author | Participant |'.

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

The screenshot shows a document submission form. On the left, there is a navigation menu with three main sections: 'author', 'special sessions', and 'personal data'. Under 'author', there are links for 'Submit Document' and 'Documents List'. Under 'special sessions', there is a link for 'Special session proposal'. Under 'personal data', there are links for 'Change data' and 'Change password'. The main content area is titled 'Documents submission'. It has a radio button selection for 'Theme' (selected) and 'Special Session'. Below this, there are fields for 'Theme*' (dropdown menu with '« choose one »'), 'Document type*' (dropdown menu with '« choose one »'), 'Title*' (text input field), 'File*' (text input field with a 'Procurar...' button), and 'Short file description *' (text input field with 'doc' entered). There is a 'save' button at the bottom right. A red asterisk legend indicates '* - Required field'.

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.

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print close

Personal Info Roles Fellow-traveller

User

Author Participant Student

save cancel

* - Required field

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.

Login:

Password:

enter

>> lost password ?

>> new user ?

The screenshot shows a web form titled "recover" with a logo. It contains an "Email*" field with a yellow highlight, a CAPTCHA image, and a text input field for the CAPTCHA characters. The text "Type the characters you see in the picture" is positioned above the input field. At the bottom right, there are "save" and "cancel" buttons.

* - 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, please click on the [custom link](#) or copy and paste it in your browser. When you visit that page, you will be asked to enter the new password.

The screenshot shows a web form titled "recover" with a logo. It contains an "Email*" field with a yellow highlight, a "Password*" field with a note "(8 to 12 letters and numbers)", a "Retype password*" field, a CAPTCHA image, and a text input field for the CAPTCHA characters. The text "Type the characters you see in the picture" is positioned above the input field. At the bottom right, there are "save" and "cancel" buttons.

* - Required field