



Instructions to access the restricted area of ICSA2010 web page

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". The form contains the following fields:

- Email*:** A yellow input field.
- Name*:** A yellow input field.
- Surname*:** A white input field.
- A CAPTCHA section with a small image of random characters and a text input field 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 with the following subject **Confirm Sign-UP in ICSA2010**. 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*:	<input type="text"/>
Name*:	<input type="text"/>
Surname*:	<input type="text"/>
Alternative Email:	<input type="text"/>
Institution*:	<input type="text"/>
Position:	<input type="text"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City*:	<input type="text"/>
Country*:	<input type="text" value="« choose one »"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>

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

 **User**

<input checked="" type="checkbox"/> Author	<input checked="" type="checkbox"/> Participant	<input type="checkbox"/> Student
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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*:	<input type="text"/>	(8 to 12 letters and numbers)
Retype password*:	<input type="text"/>	

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 ICSA2010 home page (www.icsa2010.com) access to the restricted area by clicking over  (top left) or over “Access to Restricted Area” (bottom left).

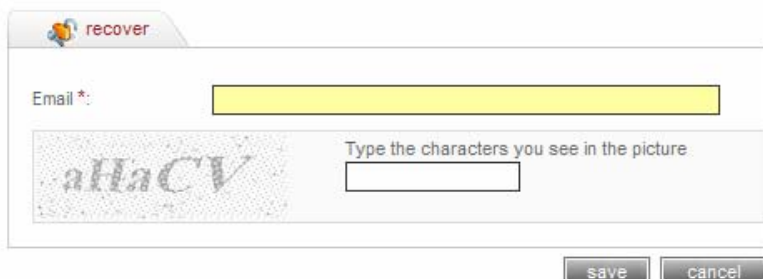
Introduce your login (complete email address) **and password**

A login form with two input fields: "Login:" and "Password:". Below the fields is an "enter" button. At the bottom, there are two red links: "» lost password ?" and "» 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.

A password recovery form with two input fields: "Login:" and "Password:". Below the fields is an "enter" button. At the bottom, there are two red links: "» lost password ?" and "» new user ?".A "recover" form with a title bar. It contains an "Email *" field, a CAPTCHA image with the text "aHlaCV", and a text input field labeled "Type the characters you see in the picture". At the bottom, 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, 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.).

A web form titled "recover" with a small icon of a person. It contains four input fields: "Email *:" (highlighted in yellow), "Password*:" (with a note "(8 to 12 letters and numbers)"), "Retype password*:", and a CAPTCHA field with the instruction "Type the characters you see in the picture". At the bottom right, there are "save" and "cancel" buttons.

* - 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.