




## Instructions to access the restricted area of ICSA2013 web page

### Non registered users

#### 1 – Access the restricted area

In ICSA2013 home page ([www.icsa2013.com](http://www.icsa2013.com)) access to the restricted area by clicking over  (top left) or over “**Access to Restricted Area**” (bottom left).


Click over » **new user**

Login:  
  
Password:

» [lost password ?](#)  
» [new user ?](#)

#### 2 – Pre-Registration

Introduce the following information.

 **Pre-Registration**

Email\*:

Name\*:

Surname\*:

 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 ICSA2013**. 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.

### 3 – 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"/>
Firm:	<input type="text"/>
Position:	<input type="text"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City*:	<input type="text"/>
Country*:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>


Please note the following fields are mandatory: Login/Email, Name, Surname, City and Country.

**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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**Introduce your 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"/>	(8-12 alpha-numeric chars)
Retype password*:	<input type="text"/>	

**Save** your information.

**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 ICOSA2013 home page (www.icsa2013.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 – Password Recovery

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

Login:  
  
Password:

[» lost password ?](#)  
[» new user ?](#)

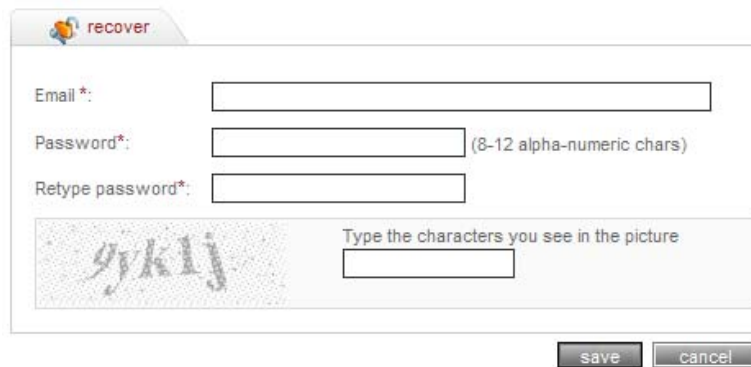
Please select **» lost password**, enter the required data and save.

The dialog box has a title bar with a globe icon and the word 'recover'. It contains an 'Email \*:' label followed by a text input field. Below this is a CAPTCHA area with a background image of 'eCixB' and the text 'Type the characters you see in the picture' above a small text input field. At the bottom right 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.).



The image shows a web form titled "recover" with a logo. It contains three input fields: "Email \*:", "Password\*:" (with a note "(8-12 alpha-numeric chars)"), and "Retype password\*:". Below these is a CAPTCHA area with a picture of the characters "9yklj" and a text input field labeled "Type the characters you see in the picture". At the bottom right are "save" and "cancel" buttons.

\* - Required field

After save you will see the following confirmation:

Your Password as been changed!

You can now access our private area after logging in.