




## Instructions to access the restricted area of ICSA2013 web page and to submit an abstract

### 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"/>	

**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 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).

Login:  
  
Password:

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

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

### 2 – Submit an abstract

After access the restricted you will see:

Home

**author**

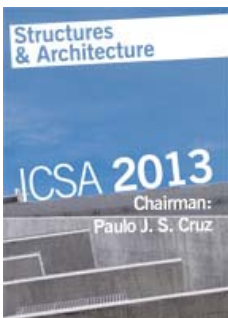
- Submit Document
- Documents List

**special sessions**

- Special session proposal

**personal data**

- Change data
- Change password



**Welcome to the Restrict Area of Conference ICSA2010**

Login/Email :

Name:

Surname:

Alternative Email:

Institution:

Position:

Address:

Postal Code:


City:

Country:

Phone:

Fax:

Roles: | Author | Participant |



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

Home

**author**

- Submit Document
- Documents List

**special sessions**

- Special session proposal

**personal data**

- Change data
- Change password

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**Documents submission**

Theme\*:

Document type\*:

Title\*:

File\*:

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

### 3 – Change your attributes

If instead the menus:

Home

**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.

Login:  
  
 Password:

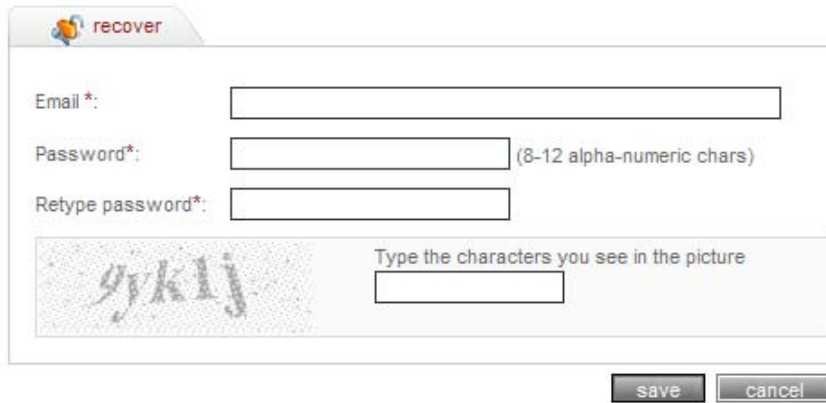
- » **lost password ?**
- » **new user ?**

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

\* - 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 (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 prompt "Type the characters you see in the picture" followed by an input field. 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.