

USER GUIDE – HOW TO LOG IN THE SYSTEM

This guide explains how to log in and logout *e-Submission of Satellite Network Filings* (in short *e-Submission* or the system).

It is recommended for new users and refers to the functionalities of the system as of 1 August 2018.

* The included images in this document were captured from the system under development and they might be slightly different from the system under tests (SUT).

1. How to log in the System

User accounts for log in the system can be classified in two categories: 1) Manager accounts created by BR and 2) user accounts created by those Managers. Any Administration should request BR to create the Administration Manager and/or Intergovernmental Organization Manager accounts. After Administration Managers log in to the system, they are able to register all Administration users, Operator Managers and Operator users via implemented user management functionality. Same way Intergovernmental Organization Managers can register the Intergovernmental Organization users.

After a user account is registered, the user can log in the system as follows:

- (1) Go to *e-Submission* website at <https://www.itu.int/itu-r/go/space-submission> .
- (2) Enter the TIES user name and password and click Log On button (Fig.1).
- (3) The system validates the entered username and password and determines if this user account is currently enabled, then displays the default page as shown on (Fig.2).
- (4) User can see the user name and assigned profile (i.e. administration/operator/ Intergovernmental Satellite Organization user role) on the upper right corner.



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Security (show explanation)

This is a public or shared computer(**Session duration 10 minutes**)

This is a private computer(**Session duration 240 minutes**)

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

Username: (TIES user name)

Password: (TIES account password)

Log On

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Fig. 1 Log in display





ITU e-Submission of Satellite Network Filings **Beta version**

Your account name
ITU_ERSC

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This is a system for the online submission of satellite network filings and comments (currently under test within the Radiocommunication Bureau), developed by the Bureau as instructed by Resolution 908 (rev WRC-15).

For all comments and questions, kindly contact the helpdesk spacehelp@itu.int or the hotline (telephone +41 22 730 6777, from 09:00 to 17:00 hours, Geneva time). Please refer to [Circular letter](#) or [Quick Start Guide](#) to apply for user accounts.

- What's new

- FAQ (13.03.2018)
- Circular letter (13.03.2018)
- Quick Start Guide (15.2.2018)
- User Manual
 - User Manual (General Information) - (21.2.2018)
 - User Manual (How to log in/out) - (15.2.2018)
 - User Manual (How to add user accounts) - (15.2.2018)
- The system was released for external test!

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Fig.2 Top page of the system

Please note that the user management of this system is based on TIES services. So your session expires automatically after 10 minutes (if you choose “a public or shared computer” when logging in) or after 240 minutes (if you choose “a private computer” when logging in).

When the session expires, a new log in is obligatory. The system remembers on which page the user has been when the session was closed and will automatically guide the user that page.

2. How to log out the System

You can log out the system as follows.

- 1) Click on the user name on the upper right corner (Fig.3).
- 2) Click on "Logout" (Fig.3).
- 3) You are redirected to the log out page. (Fig.4).
- 4) Then, close your web browser and you can log out.

As noted in section 1, your session expires in 10 minutes or 240 minutes and you automatically will be logged out the system.

Fig.3 Logout

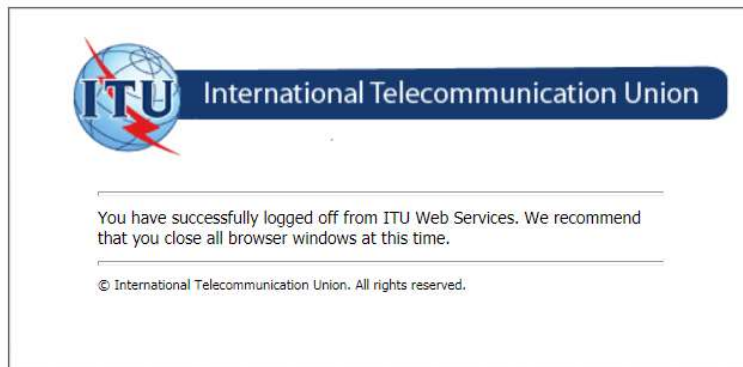


Fig.4 Redirected page to log out