

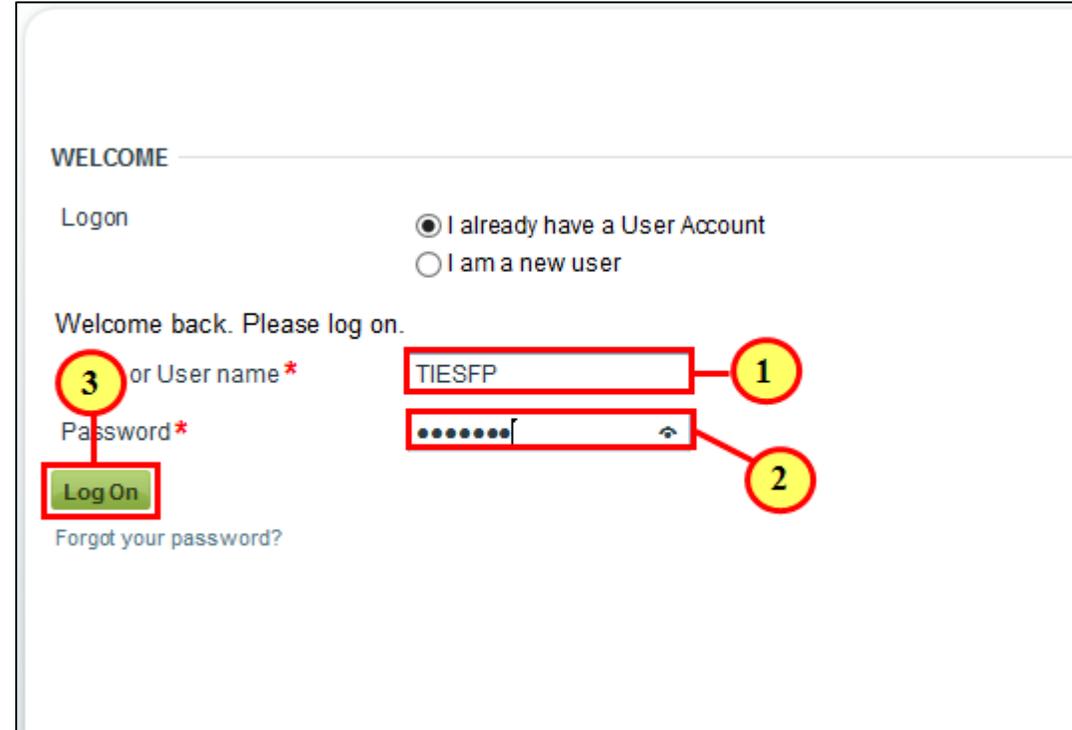
TIES FOCAL POINT FUNCTIONS: CHANGE FOCAL POINT

As Focal Point: Change Focal Point

Login To ITU User Management Page

 This is the ITU User Management login page.

1. Enter your login **Email or User name** in this field, such as here: <**TIESFP**> is entered.
2. Type a relevant password in the **Password** box.
3. Click on the **Log On** button.



WELCOME

Logon I already have a User Account
 I am a new user

Welcome back. Please log on.

3 or User name* **1**

Password* **2**

Log On

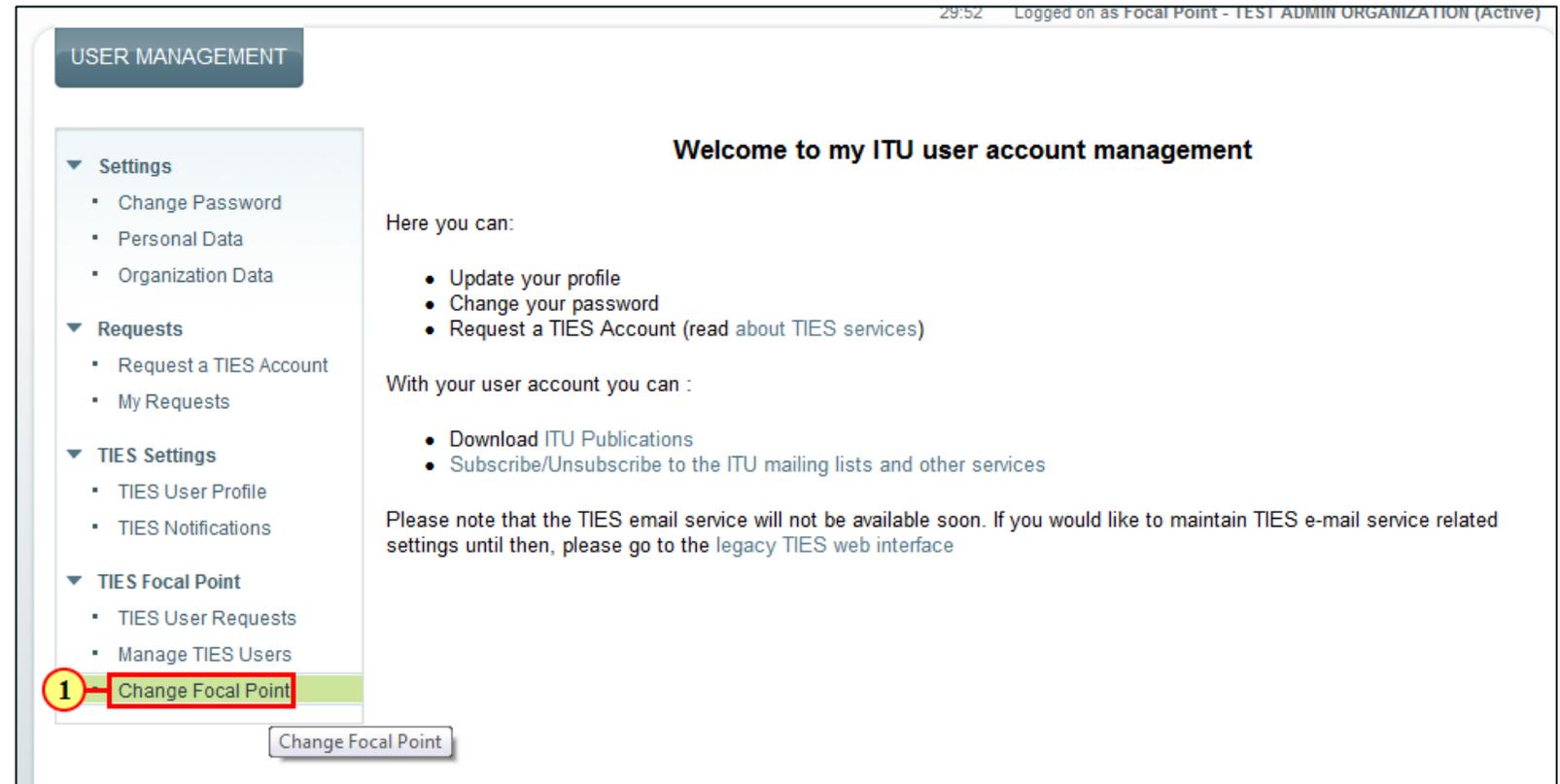
[Forgot your password?](#)

The screenshot shows the ITU User Management login page. It features a 'WELCOME' header, a 'Logon' section with radio buttons for 'I already have a User Account' (selected) and 'I am a new user'. Below this is a message 'Welcome back. Please log on.' followed by two input fields: 'or User name*' containing 'TIESFP' and 'Password*' containing masked characters. A green 'Log On' button is positioned below the input fields. A 'Forgot your password?' link is located at the bottom left. Red boxes and numbers (1, 2, 3) highlight the user name field, the password field, and the 'Log On' button, respectively.

As Focal Point: Change Focal Point

Go To Change Focal Point

1. Click on **Change Focal Point** in the **Navigation Menu**.



29:52 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active)

USER MANAGEMENT

Welcome to my ITU user account management

Here you can:

- Update your profile
- Change your password
- Request a TIES Account ([read about TIES services](#))

With your user account you can :

- Download ITU Publications
- Subscribe/Unsubscribe to the ITU mailing lists and other services

Please note that the TIES email service will not be available soon. If you would like to maintain TIES e-mail service related settings until then, please go to the legacy TIES web interface

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

TIES Settings

- TIES User Profile
- TIES Notifications

TIES Focal Point

- TIES User Requests
- Manage TIES Users
- 1** • **Change Focal Point**

Change Focal Point

As Focal Point: Change Focal Point

Set User As TIES Focal Point

-  The Change Focal Point section can be used by the TIES Focal Point to set another ITU user as the TIES Focal Point.
-  If a specific user to be set as TIES Focal Point is not available in this list, please write to membership@itu.int.
-  Once another ITU user has been set as the TIES Focal Point, you will not be the TIES Focal Point anymore. You must log out for the changes to take effect.

1. To make another ITU user account, the TIES Focal Point, click the  button for that user.

29:53 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active)

USER MANAGEMENT

CHANGE FOCAL POINT

EMAIL	USERNAME	NAME	ACTIONS
test_admin_ties_fp@yopmail.com	1100008525	Focal Point	
test_sg1_itud@yopmail.com	1100011721	Test SG1 ITUD	
test_admin_ties@mailinator.com	DOEJOHN	John Doe	
test_admin_ties_del@yopmail.com	DOEDELEGATE	John Doe Delegate	 



As Focal Point: Change Focal Point

Set User As TIES Focal Point - Confirmation Message

 A message confirming the setting of a selected ITU user as the TIES Focal Point, will be displayed on the screen.

29:52 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active)

USER MANAGEMENT

John Doe Delegate is the new TIES Focal Point of your Organization. An e-mail has been sent to the user confirming the same.

CHANGE FOCAL POINT

EMAIL	USERNAME	NAME	ACTIONS
test_admin_ties_fp@yopmail.com	1100008525	Focal Point	<input type="button" value="Set as Focal Point"/>
test_sg1_itud@yopmail.com	1100011721	Test SG1 ITUD	<input type="button" value="Set as Focal Point"/>
test_admin_ties@mailinator.com	DOEJOHN	John Doe	<input type="button" value="Set as Focal Point"/>
test_admin_ties_del@yopmail.com	DOEDELEGATE	John Doe Delegate	<input type="button" value="Set as Focal Point"/>

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

TIES Settings

- TIES User Profile
- TIES Notifications

TIES Focal Point

- TIES User Requests
- Manage TIES Users
- Change Focal Point**

As Focal Point: Change Focal Point

E-mail Confirmation Of Change in TIES Focal Point

 An e-mail confirming the changes made will be sent to the new TIES Focal Point.

ITU User Management: Promoted to TIES Focal Point

From: <noreply@itu.int>

Date: 2017-07-25 13:40

Encoding: worldwide (utf-8) ▼



Committed to connecting the world

ITU USER MANAGEMENT

PROMOTED TO TIES FOCAL POINT

Dear Dr. John Doe Delegate,

You have been promoted as TIES Focal Point of your organization.

Please contact your previous TIES Focal Point for any queries or clarifications.

Thank you.
With best regards,

ITU User Management Service



Committed to connecting the world

As Focal Point: Change Focal Point

Log Off

1. Click [Log Off](#) to ensure the changes in TIES Focal Point take effect.

28:26 Logged on as Focal Point - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

1

✓ John Doe Delegate is the new TIES Focal Point of your Organization. An e-mail has been sent to the user confirming the same.

USER MANAGEMENT

CHANGE FOCAL POINT

EMAIL	USERNAME	NAME	ACTIONS
test_admin_ties_fp@yopmail.com	1100008525	Focal Point	Set as Focal Point
test_sg1_itud@yopmail.com	1100011721	Test SG1 ITUD	Set as Focal Point
test_admin_ties@mailinator.com	DOEJOHN	John Doe	Set as Focal Point
test_admin_ties_del@yopmail.com	DOEDELEGATE	John Doe Delegate	Set as Focal Point

Settings

- Change Password
- Personal Data
- Organization Data

Requests

- Request a TIES Account
- My Requests

TIES Settings

- TIES User Profile
- TIES Notifications

TIES Focal Point

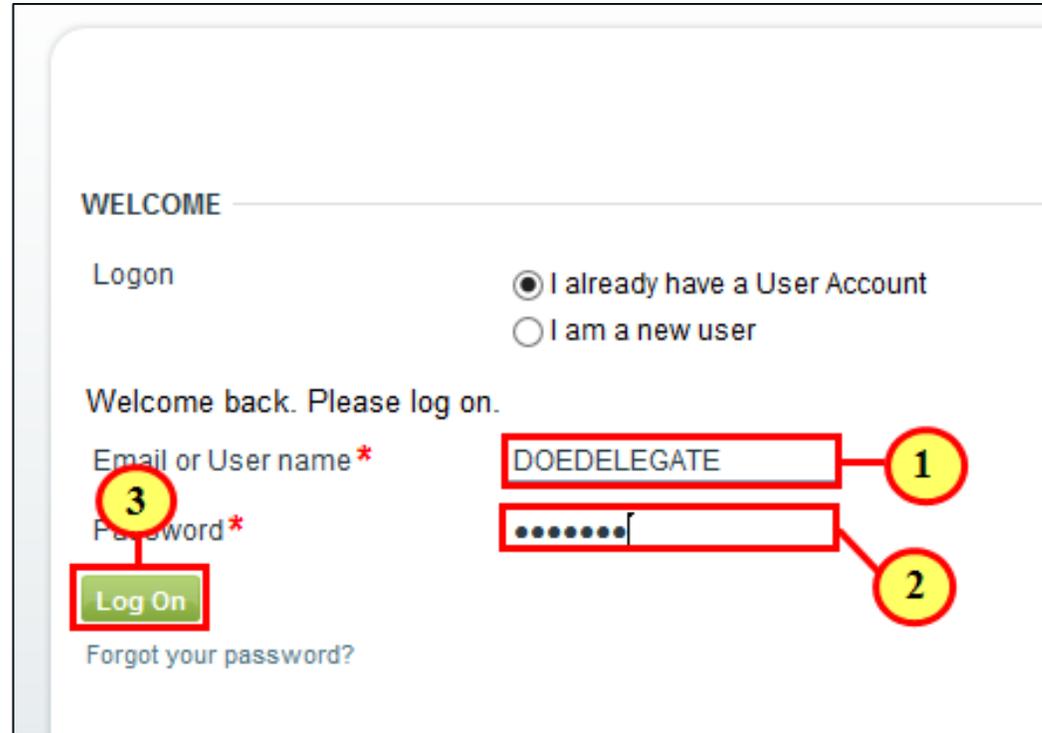
- TIES User Requests
- Manage TIES Users
- Change Focal Point**

As Focal Point: Change Focal Point

New TIES Focal Point Logs In

 The newly set TIES Focal Point logs in to the ITU User Management page

1. Enter your login **Email or User name** in this field, such as here: **<DOEDELEGATE>** is entered.
2. Type a relevant password in the **Password** box.
3. Click on the **Log On** button.



The screenshot shows a login form with the following elements:

- WELCOME** header.
- Logon** label.
- Radio buttons for I already have a User Account and I am a new user.
- Text: "Welcome back. Please log on."
- Input field for "Email or User name*" containing "DOEDELEGATE" (annotated with a red box and a yellow circle with the number 1).
- Input field for "Password*" containing "....." (annotated with a red box and a yellow circle with the number 2).
- A green "Log On" button (annotated with a red box and a yellow circle with the number 3).
- A link for "Forgot your password?"

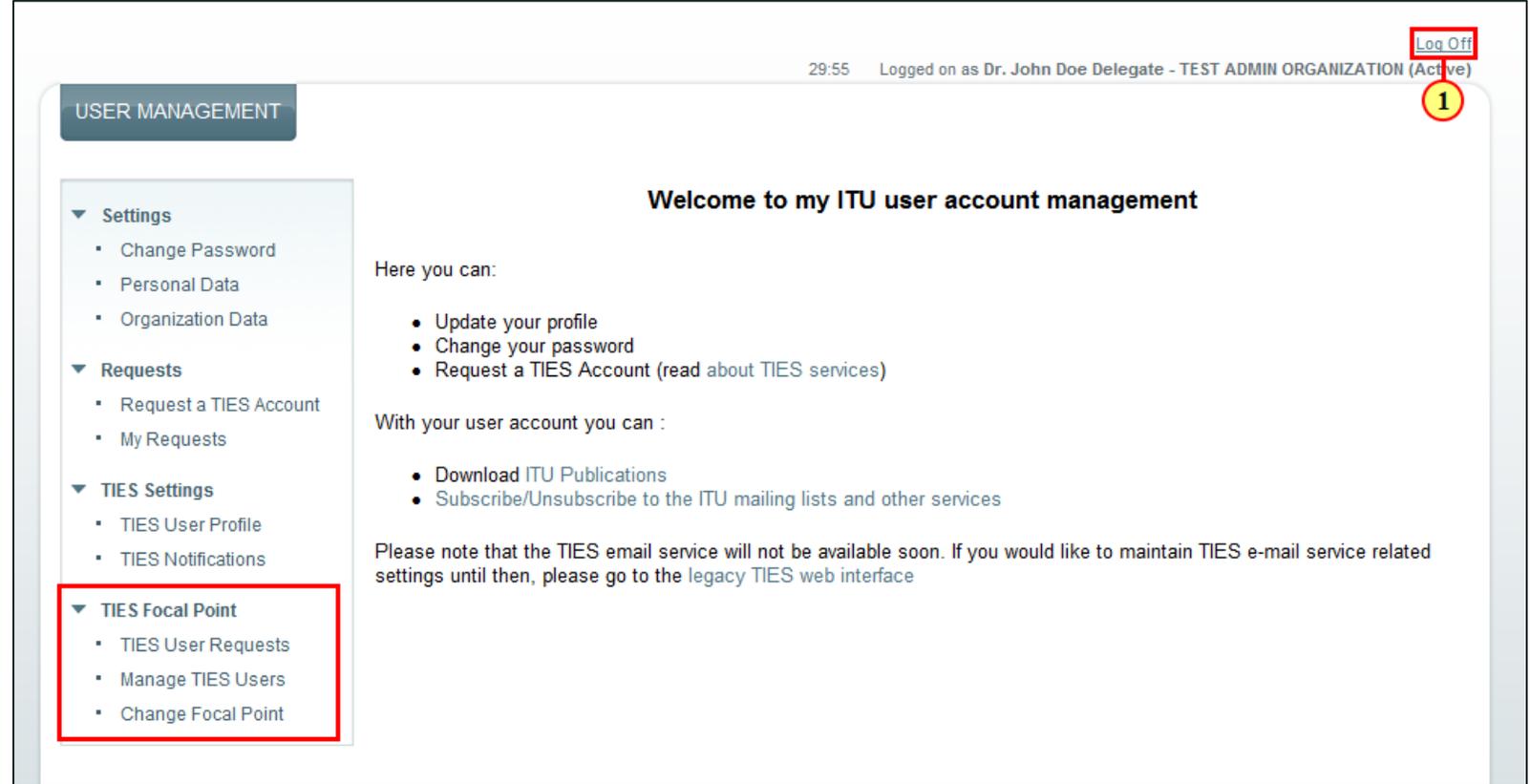
As Focal Point: Change Focal Point

New TIES Focal Point

 The TIES Focal Point menu will now be available in the Navigation bar for the new TIES Focal Point.

 **Note:** This menu will no longer be available for the previous TIES Focal Point.

1. Click [Log Off](#).



29:55 Logged on as Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active) [Log Off](#)

USER MANAGEMENT

- ▼ Settings
 - Change Password
 - Personal Data
 - Organization Data
- ▼ Requests
 - Request a TIES Account
 - My Requests
- ▼ TIES Settings
 - TIES User Profile
 - TIES Notifications
- ▼ **TIES Focal Point**
 - TIES User Requests
 - Manage TIES Users
 - Change Focal Point

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As Focal Point: Change Focal Point

ITU User Management Page

 User will be taken back to the ITU User Management login page, after logging out.

Log On
29:57

WELCOME

Logon I already have a User Account
 I am a new user

Welcome back. Please log on.

Email or User name*

Password*

[Log On](#)

[Forgot your password?](#)