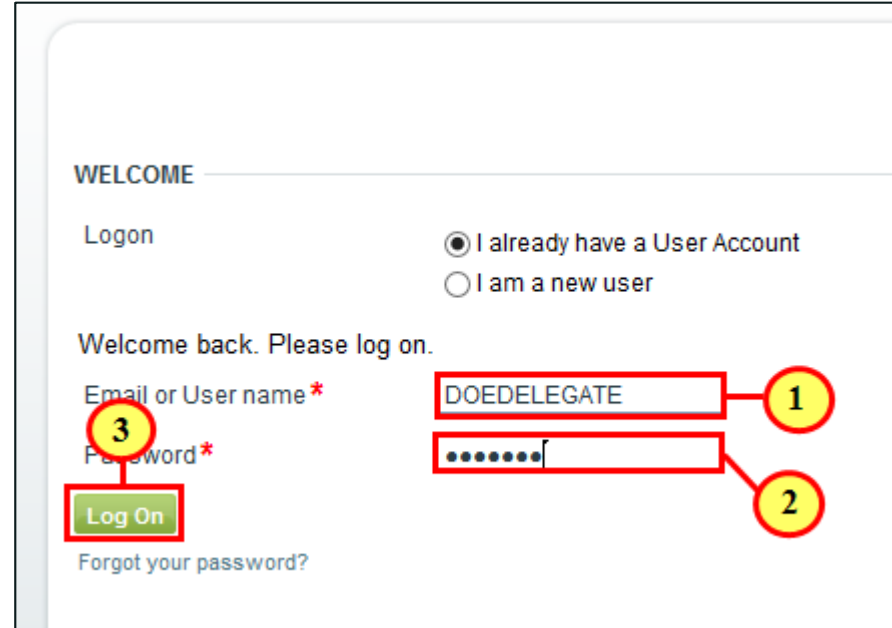# ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Login to ITU/TIES User Management Page

i To request TIES access, you need to first create and activate your ITU user account. To learn how to do so, please check the **How to** section under **TIES Account** in the TIES Services website:

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.
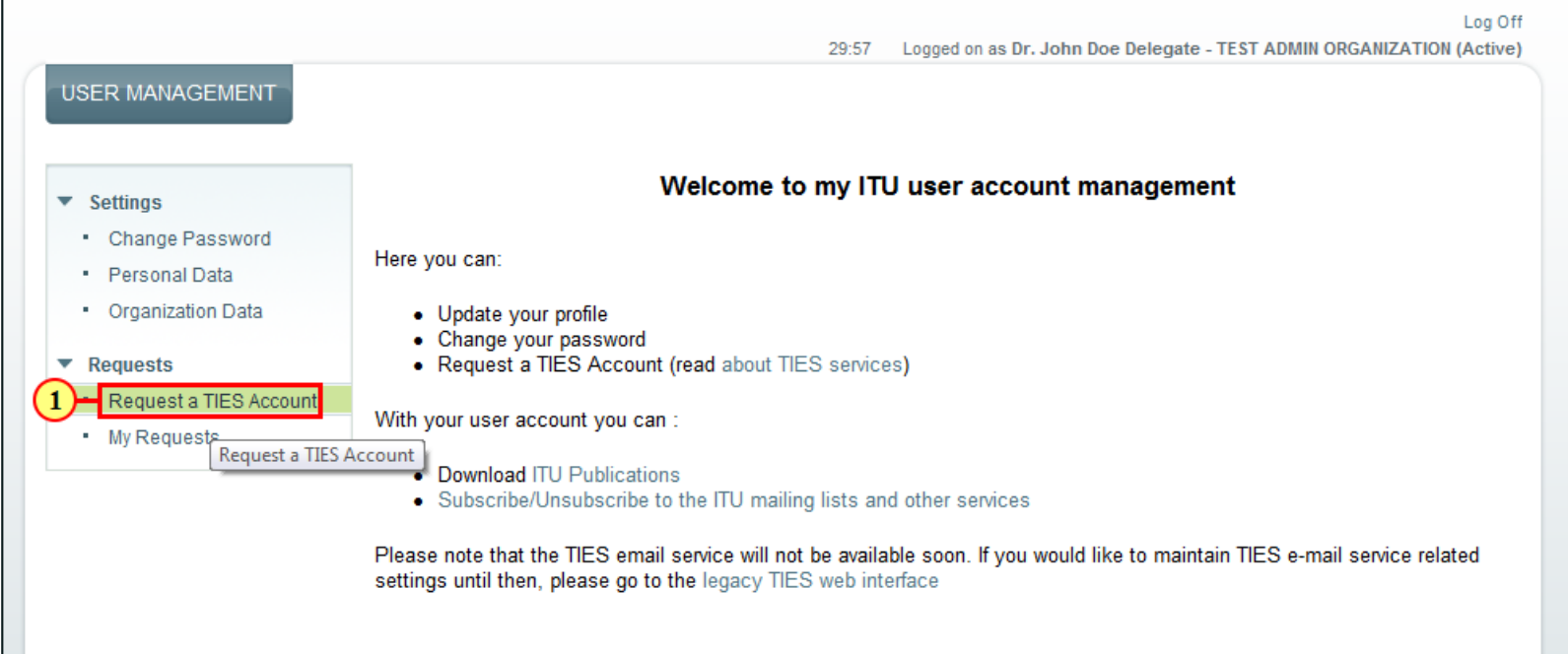
ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Go to Request a TIES Account

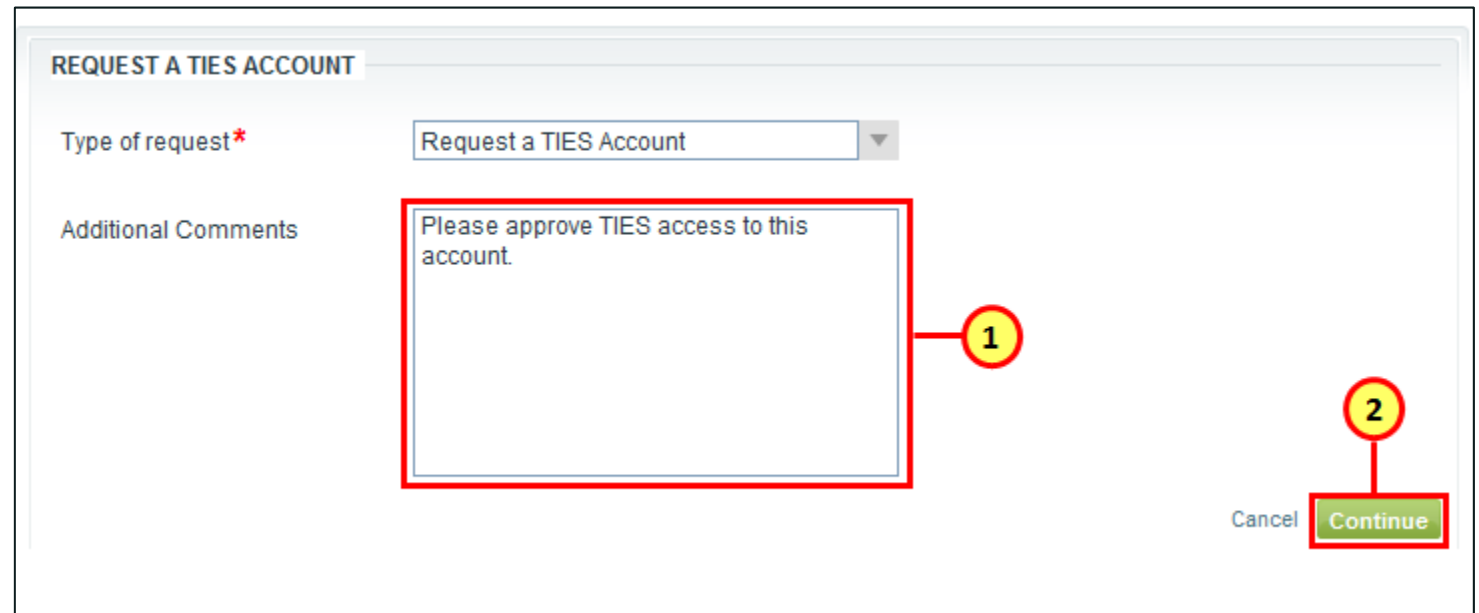1. Click on Request a TIES Account under the **Requests** menu.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Additional Comments

1. Enter **Additional Comments** in this field (optional step).
2. Click on the [Continue] button.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Complete TIES User Request

1. Click on the **Finish** button.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Go Back to Home Page

ⓘ View the details of the TIES User Request submitted.

1. Click on the [Done] button to go back to the ITU/TIES User Management Home page.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Log Off

1. Click Log Off .

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

E-mail Confirming TIES User Request Submission

i You will receive an e-mail confirming the submission of a TIES User Request to the TIES Focal Point of your organization.

ITU TIES user request
From: <NoReply@itu.int>
Date: 2017-07-24 19:09

Encoding: worldwide (utf-8) ▼

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ITU USER MANAGEMENT

ITU TIES USER REQUEST

Dear Dr. John Doe Delegate,

Your TIES request has been submitted to your TIES Focal Point. You will receive an e-mail when the request is approved/rejected.

Please login to the ITU User Management page to view the status of your request or contact your focal point: Mr. Focal Point at test_admin_ties_fp@yopmail.com for further information.

Thank you.
With best regards,

ITU User Management Service

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Login to ITU/TIES 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.
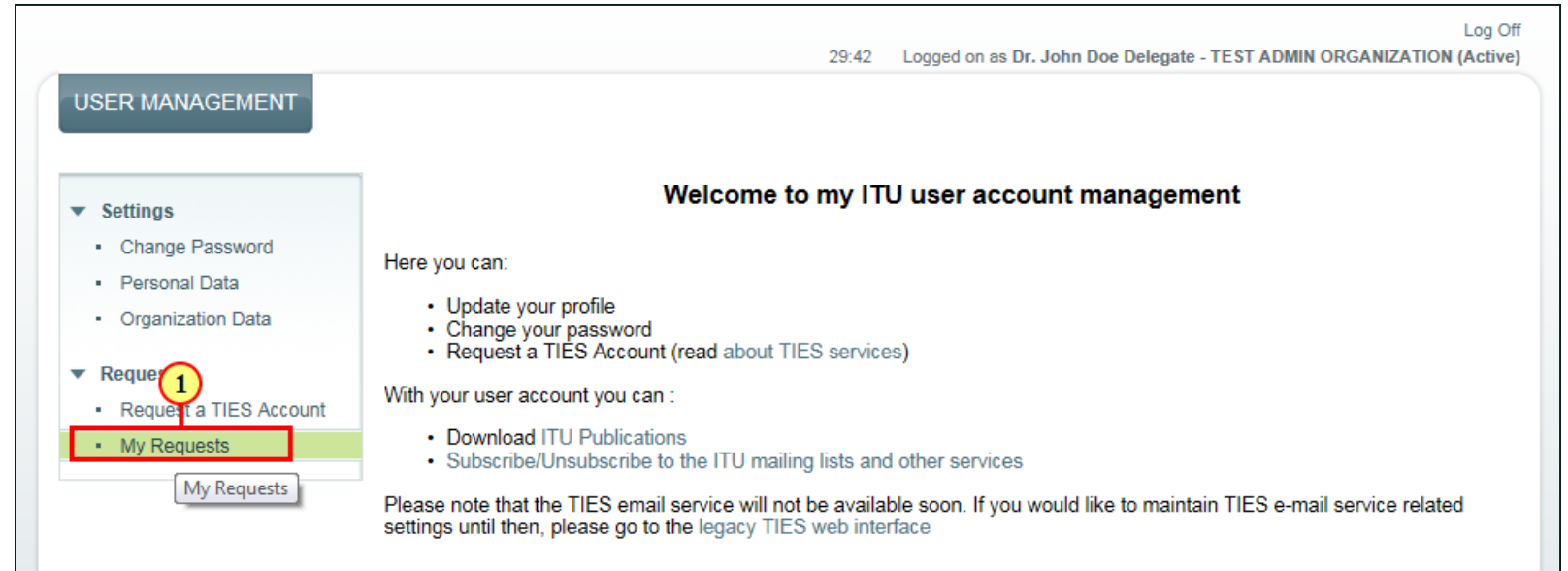
ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Go to My Requests

1. Click on **My Requests** under the **Requests** menu.

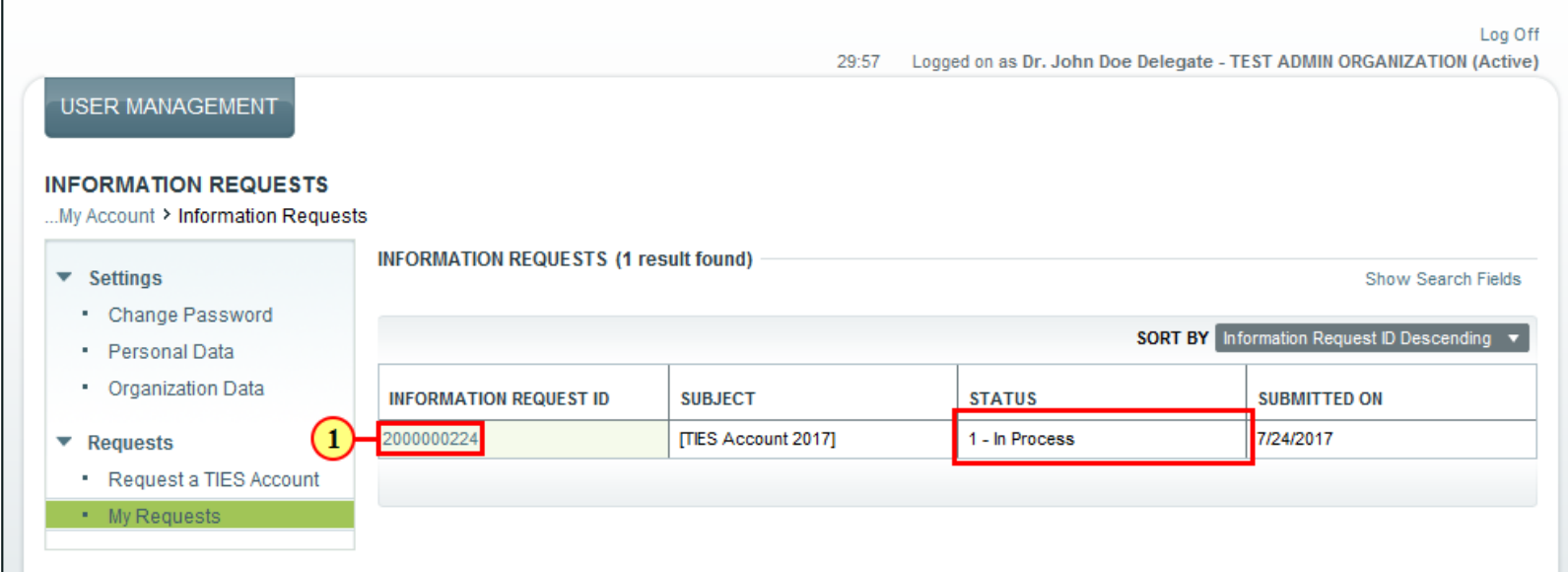# ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

View Status of Your Request

i   View the status of your TIES User Request in this section.

1. Click on the hyperlinked **TIES User Request ID**: 2000000224 to view more details.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

View TIES User Request Details (View/Add Comments)

1. Add **Additional Comments** here, if required.
2. Click on the Save button.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

TIES User Request Updated

i This message will be displayed on the screen, when the TIES User Request is updated.

☑ The following information request was updated: 2000000224

1. Click on the **USER MANAGEMENT** tab to go back to the Home page.

Log Off

29:55   Logged on as **Dr. John Doe Delegate - TEST ADMIN ORGANIZATION (Active)**

USER MANAGEMENT — ①

☑ The following information request was updated: 2000000224

INFORMATION REQUEST 2000000224
...My Account > Information Requests > Information Request 2000000224

[Save] [Print View]

INFORMATION REQUEST DETAILS

Information Request ID	2000000224	Created By	Dr. John Doe Delegate
Subject	[TIES Account 2017]	Address	/ 1217 GENEVA
Information Category 1	Request a TIES Account	Company Name	TEST ADMIN ORGANIZATION (Active)
		Created On	7/24/2017
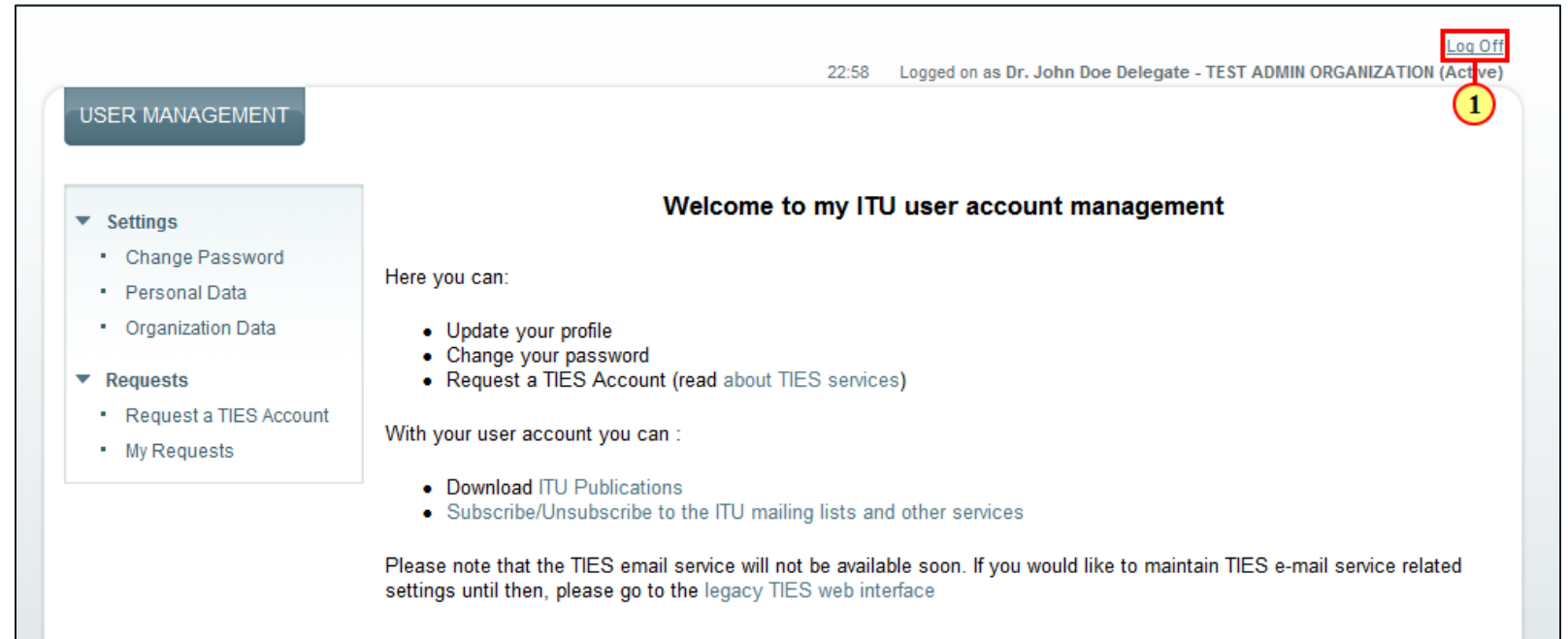
INFORMATION REQUEST HISTORY

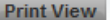| UPDATED BY	DATE	DESCRIPTION
Mr. John Doe Delegate	7/24/2017 17:06:38	Please approve TIES access to this account.
Mr. John Doe Delegate	7/24/2017 17:23:02	Please could you process this request urgently.

ITU International Telecommunication Union

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ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

E-mail Confirming TIES User Request Rejection

i If your TIES User Request is rejected by the TIES Focal Point of your organization, you will receive an e-mail informing you of the same.

TIES User Request [2000000224] Rejected
From: <NoReply@itu.int>
Date: 2017-07-24 19:28

Encoding: worldwide (utf-8) ▼

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ITU USER MANAGEMENT

TIES USER REQUEST REJECTED

Dear Dr. John Doe Delegate,

Your TIES user request number: 2000000224 has been rejected by the TIES Focal Point: Mr. Focal Point of your organization.

Please contact your TIES Focal Point at test_admin_ties_fp@yopmail.com for any queries or clarifications regarding this.
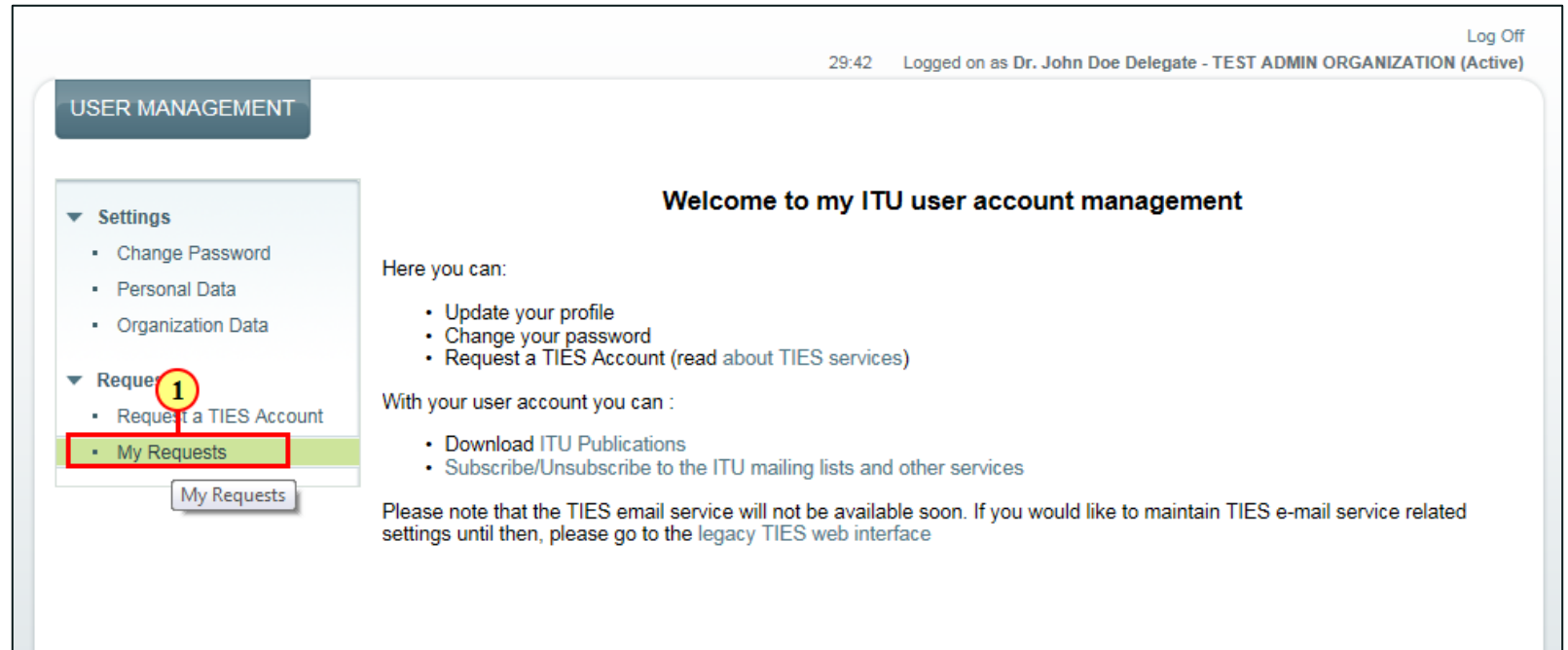
Thank you.
With best regards,

ITU User Management Service

International Telecommunication Union

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ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Go to My Requests
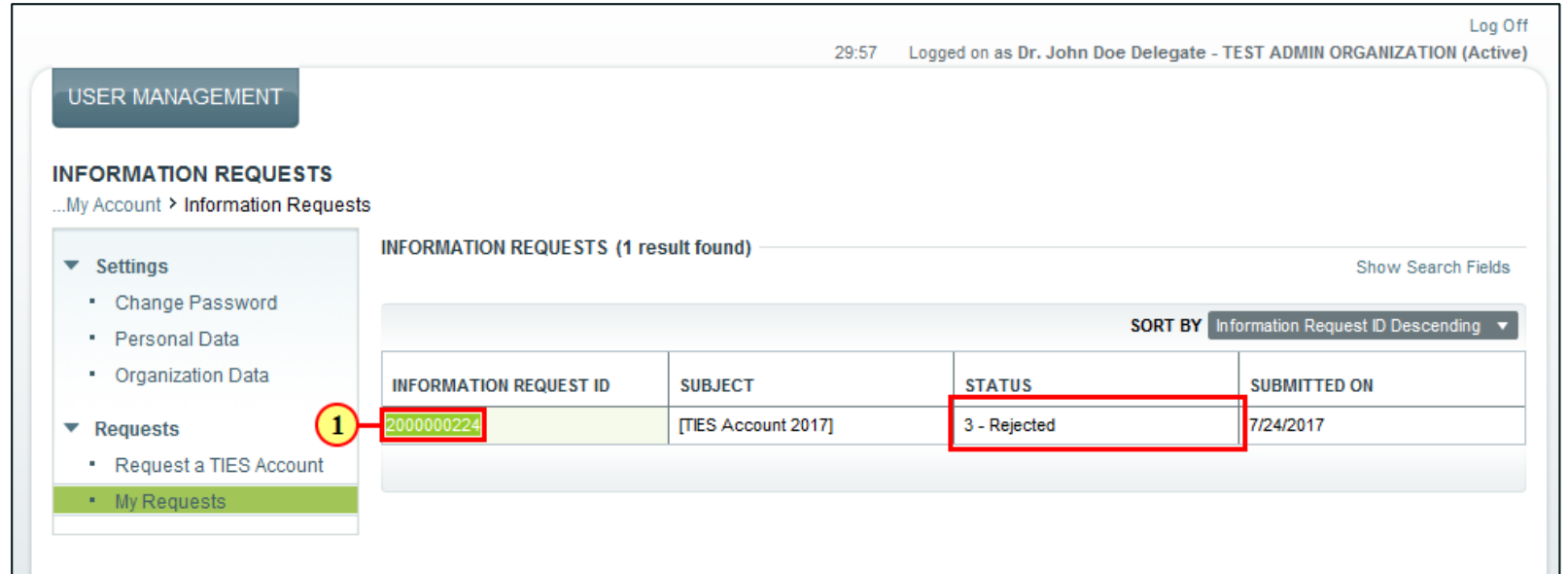
1. Click on My Requests under the **Requests** menu.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

View Status of TIES User Request

i   View the status of your TIES User Request in this section.

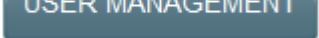1. Click on the hyperlinked **TIES User Request ID**: 2000000224 to view more details.

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

View Details of TIES User Request

ℹ️ If any comment was added by your TIES Focal Point, you can view it in this section.

USER MANAGEMENT

1. Click on the **USER MANAGEMENT** tab to go back to the Home page

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Log Off

1. Click Log Off .

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

E-mail Confirming TIES User Request Approval

i If your TIES User Request is approved by the TIES Focal Point of your organization, you will receive an e-mail informing you of the same.

ITU TIES user request approved
From: <NoReply@itu.int>
Date: 2017-07-24 19:38

Encoding: worldwide (utf-8) ▼

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ITU USER MANAGEMENT

ITU TIES USER REQUEST APPROVED

Dear Dr. John Doe Delegate,

Your TIES request has been approved by your TIES Focal Point.

When you now login to the ITU User Management page with your e-mail: test_admin_ties_del@yopmail.com, or user name: DOEDELEGATE, you will have TIES access.

Thank you.
With best regards,

ITU User Management Service

ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

Login to ITU/TIES 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.
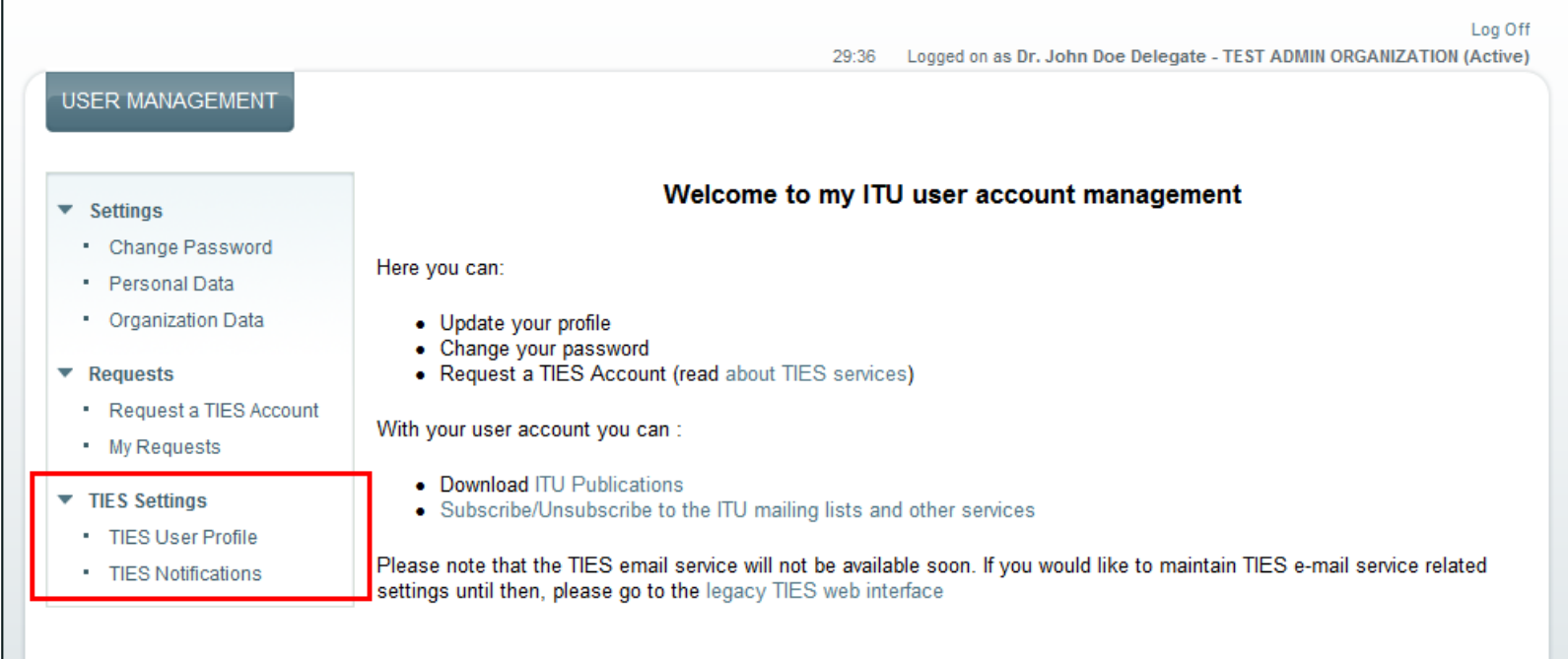
ITU/TIES USER ACCOUNT: REQUEST TIES ACCESS

ITU/TIES User Management Page

i Once you have TIES access, the TIES Settings menu will be enabled on your ITU/ TIES User Management page.