



USER MANUAL

ISTC Forum web site

Part 1: Registration and Login

Revision 2019/02

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Open the website «ISTC Forum»

- Open the main ISTC website www.istc.int
- Click on «**ISTC Forum**» within the blue array

The screenshot shows the ISTC website homepage. At the top, there is a navigation bar with the ISTC logo and MHTC logo. Below the logo, there are links for Member Countries (Armenia, European Union, Georgia, Japan, Kazakhstan, Republic of Korea, Kyrgyz Republic, Norway, Tajikistan, United States) and a search bar. The main content area is divided into several sections: 'About us' (The International Science and Technology Center), 'News' (The ISTC would like to direct the attention of scientists...), and 'Annual Reports' (The electronic version of the 2017 Annual Report and 2017 Audited Financial Report). A blue sidebar on the right contains links for 'EU CBRN CoE Projects', 'EU INSC Project MC 5.01 15B', 'Export Control', 'ISTC Forum' (highlighted with a red rectangle), 'ISTC Tenders', 'Jobs', and 'More on:'. The 'Project Scientists' menu item in the top navigation bar is highlighted in blue.

or

- Open the menu «Project Scientists» and then «Apply for Research Grants» and click on «**ISTC Forum**».

The screenshot shows the ISTC website homepage with the 'Project Scientists' menu item highlighted in blue. The 'Apply for Research Grants' link is highlighted with a red rectangle. The 'Annual Reports' section is also visible on the right side of the page.

Commercial Partners | Project Scientists | Project Collaborators | Government Parties | ISTC Databases | Current Funding Opportunities

Apply for Research Grants

The Science Project Program is the most comprehensive nonproliferation activity conducted by the ISTC. Through this program, the ISTC solicits scientific project proposals from institutes throughout the CIS and provides funding and logistic support to project teams.

Project teams receive written concurrence from the host country on whose territory their research will be conducted, and then develop and execute their project with foreign collaborating organizations. Foreign collaborators ensure the project goals contribute to the state-of-the-art in the field, and that results will find applications in real problems in basic and applied research.

[Location of ISTC Projects](#)
[Targeted initiatives](#)

Guidelines on Submission of new Project Proposals

A [«ISTC forum»](#) web site for submission of new Project Proposals is being developed.

In this connection please be informed, that

- At the 65th ISTC Governing Board meeting in December 2017 it was decided to make funding decisions only once a year (in mid-year);
- At the 66th ISTC Governing Board meeting in July 2018 it was approved that starting with the next GB Funding session (probably in June of 2019) the Scientific Advisory Council (SAC) and Secretariat should prepare for each «Area of Interest» a Ranking List of the highest scored Project Proposals.

It means that

- all Project Proposals which had been submitted prior to the last deadline (March 15, 2018) for evaluation by the ISTC Scientific Advisory Council (SAC) passed through the 66th ISTC Governing Board funding session;
- new Project Proposals which have been submitted later will be evaluated in the next round by the SAC based on new evaluation criteria probably in April 2019.
- the new SAC Project Proposal evaluation will be integrated in the [«ISTC forum»](#) web site and SAC members will only evaluate web site Project Proposals.

The [«ISTC forum»](#) web site is already accessible and one can enter new Project Proposals. But at the moment this web site has not yet the intended functionality to enter the complete information on Project Proposals in accordance with the current hard copy (paper) template.

New Project Proposals which have been already submitted (with Host Government Concurrence) to the ISTC, have to be transferred to the [«ISTC forum»](#) web site – when the web site is completed ISTC will ask the authors to do that.

Annual Reports

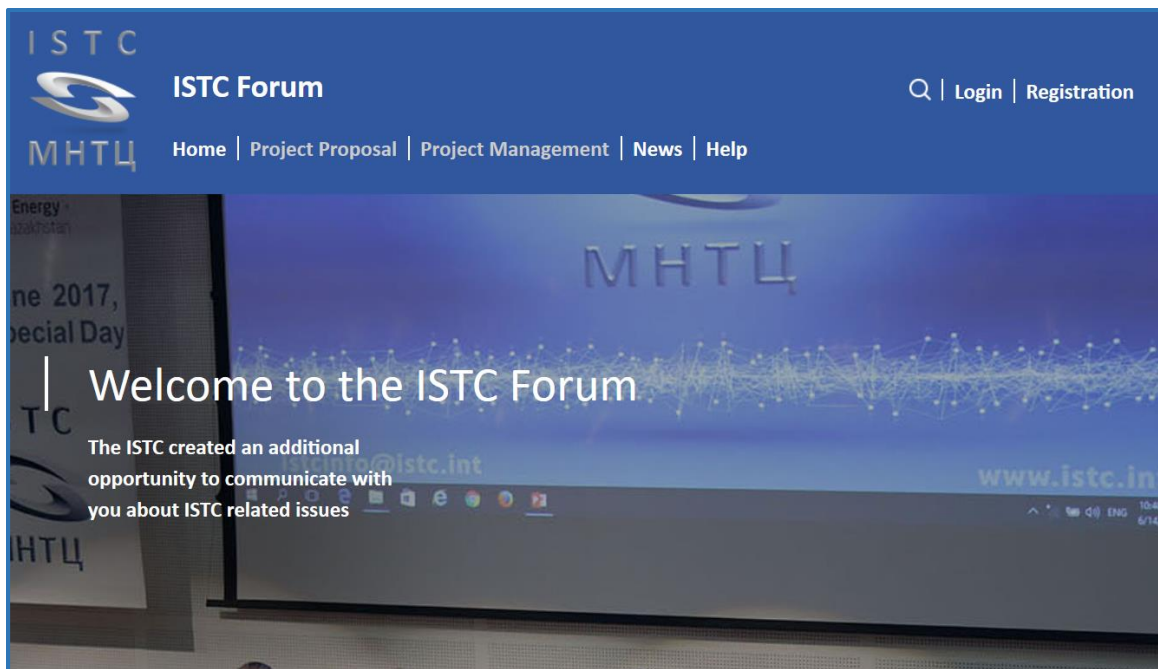
The electronic version of the [2017 Annual Report and 2017 Audited Financial Report](#) is available by downloading the pdf file from this website [view](#)

[EU INSC Project MC 5.01 15B](#)
[EU CBRN CoE Projects](#)
[Export Control](#)
[ISTC Tenders](#)
[Events](#)
[News](#)
[Contact Info](#)
[Jobs](#)
[Sitemap](#)
[Useful links](#)
[Terms and Conditions](#)
[ISTC Forum](#)

Promotional Material

See ISTC's new Promotional video [view](#)

➤ The home page of the ISTC Forum web site appears



Registration

To join the ISTC forum you have to register first.

A User account will be created. Your unique User name will be generated automatically as a combination of **Last name, First name** (and may be a **Suffix**) which will be connected by the **underline character**.

You have to define two passwords: the first one (Password) is required for login; the second one (Security) is required to open your User account.

- Click on «**Registration**» at the site header



- On this web site you will find any kind of confidential information. You will get access to this site only if you agree with the conditions of the following non disclosure commitment.



 Non Disclosure Commitment

| Non Disclosure Commitment

“**Confidential Information**” means any and all information, including, without limitation, Technology or Intellectual Property Rights, Specifications, Customer Information, Marketing Plans, or other Business or Technical information, and which is disclosed by the Author on this ISTC Forum web site as text, attached document or link.

Without limiting the foregoing, the Confidential Information does not include information which:

The Confidential Information shall remain the property of the Author. It is understood that no license is granted to the **User**.

The access to the Confidential Information do not imply any commitment to conclude a collaboration agreement or any other agreement.

The Author shall have no liability or responsibility for errors or omissions in the Confidential Information or relating to or resulting from the use in whole or in part of Confidential Information or any decisions made in reliance on the Confidential Information.

I don't agree

I agree

- Click on «**I don't agree**» to go back to the main page.
- Click on «**I agree**» to continue registration.

A window will appear which prompt you to enter your **Last Name** and **First Name**.

After that click on «**Next**»



All information has to be entered in **English** transcription.

- Enter your **Last Name** and your **First Name**.
After clicking on «**Next**» the Username will be generated and checked against existing Usernames.
- If necessary you will be requested to enter a **Suffix**. After that click on «**Next**» again.
The updated Username will be rechecked against existing Usernames.

- If necessary you will be requested to change the **Suffix**. After that click on «**Next**» again.
The updated Username will be rechecked against existing Usernames.



Last Name, **First Name** and **Suffix** cannot be changed in your User account.
If necessary please contact the ISTC Administrator.

- If your **Username** is unique, it will be shown in all following windows of the registration menu.

- The next window will appear which will prompt you to enter a **Password** and a **Security (Password)** and verify them.

The screenshot shows a registration form with the following fields and instructions:

- Password*:** [Input field with 7 dots]
- Password Verification*:** [Input field with 7 dots]
- Combine, at least one Capital, Smallcase, Three Numerals and a Special Character
- To edit your user account requires a security check password
- Security*:** [Input field with 7 dots]
- Security Verification*:** [Input field with 7 dots]
- Combine, at least one Capital, Smallcase, Three Numerals and a Special Character
- Email*:** [Input field containing 'kabanbay@istc.int']
- Email Verification*:** [Input field containing 'kabanbay@istc.int']
- *To be mandatory
- Next** button

To use any application you have to log in by your **Username** and **Password**.
The **Security** is an additional password, which is necessary to open your User Account.

- Enter a **Password** and verify it.
Then enter a **Security (Password)** and verify it.
A Password or Security has to be composed of - at least - one Capital, one Small case, one Special Character and three Numerals.
Password and Security will not be echoed to the screen.
- Enter an **Email address** and verify it.
All further information from the ISTC Administrator will be sent to this email address.
After clicking on «**Next**» the Email address will be checked against existing Email.



Do not forget to store your input by clicking on the button «Next».
To reject your input click on the button «Cancel».
If you leave the menu before you have stored your input the registration will be terminated.



Passwords and Email address can be changed in your User account.

After that the combination of Last Name, First Name and Email will be checked against existing User Accounts.

If such a User account exists already, the new User account cannot be created.

User with Family Name, First Name
and E-mail, exists!

- Click on «**Cancel**» to start the Registration again.
- Click on «**Renew**» if you had already registered and forgot your Password.
You will receive an email from the ISTC Administrator with a new Password and Security Check (Password).

Afterwards you should login and open the menu «**Password**» within your **User account** to change your Password and your Security Check (Password).

- If the Combination of Last Name, First Name and Email is unique your User name will be accepted.
A new window will appear which will prompt you to enter any personal data.

Registration

Registration - Kabanbay_Batyr

Personal data

Middle Name:	Academic Title:
<input type="text"/>	<input type="text"/>
Place of Birth:	Date of Birth:*
<input type="text"/>	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2018"/>
Country of Birth:	Citizenship:*
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>

Institution Data

Country*:	City*:	
<input type="text" value="Please select..."/>	<input type="text"/>	<input type="button" value="Add"/>
Institution Name*:		
<input type="text"/>	<input type="button" value="Add"/>	
Department:*	<input type="text"/>	
Position:*	<input type="text"/>	
Field of work:*	<input type="text"/>	

*To be mandatory

To select an institution

- first choose the respective **Country**;
- then choose the **City** (all shown Cities are filtered by the selected **Country**) or add a new **City**;
- after that choose the **Institution** (all shown Institutions are filtered by the selected **City**) or add a new **Institution**.



Please take into consideration that an Institution should be a legal entity.
To specify your Institution please use also the field **Department**.

- Click on the drop-down-field «**Country**» and select the **Country** where your institution is located.
- Then click on the drop-down-field «**City**» and select the **City** where your institution is located. Shown locations are filtered by the selected **Country**.

- If the necessary **City** is not contained in the selection table click on the button «**Add**» on the right of the field «**City**».
A new window will appear which prompt you to enter the Name of the new city in English and Native / Russian notation.



Do not forget to store your input by clicking on the button «**Save**».
To reject your input click on the button «**Cancel**».

- After that you can select the new added **City** in the drop-down-field «**City**».

- Then click on the drop-down-field «**Institution Name**» and select the **Institution**.
Institutions included in the drop-down-field are filtered by the selected **City**.

- If the **Institution** is not contained in the selection table click on the button «**Add**» on the right of the field «**Institution Name**».

A new window will appear which prompt you to enter the **Name** of the new Institution, it's **Address** and **Postal Code** and also it's **superior authority** (all in English notation).



Do not forget to store your input by clicking on the button «Save».
To reject your input click on the button «Cancel».

- After that you can select the new added **institution** in the drop-down-field «**Institution Name**».

- Enter your **Department** and your **Position** within the Institution / Department.
Separate **Fields of Work** by commas.

Institution Data

Country*: Kazakhstan City*: Astana

Institution Name*: Institute for History of Central Asia

Department*: Department for 13 - 16 centuries

Position*: Head of Department

Field of work*: History of wars

*To be mandatory



Do not forget to store your input by clicking on the button «Save».
To reject your input click on the button «Cancel».

The successful registration will be confirmed by an email to the recorded Email address.

User Account has been Created!

After the Registration by ISTC
an E-mail will be sent
to the recorded E-mail Address.
Don't Forget to check your Spam Folder.

Login

To use any application you have to log in.

Without log in you can only open the menu «[Help](#)» at the site header.

- Click on «[Login](#)» at the site header



- A window will appear which prompt you to enter your [Username](#) and your [Password](#). After that click on «[Login](#)»

Login

Username

Password

[Forgot password?](#)

- Click on «[Forgot password?](#)» if you forgot your Password. You will receive an email from the ISTC Administrator with a new Password and Security (Password).
- Afterwards you should login and open the menu «[Password](#)» of your User account to change your Password and your Security (Password).

User account

- To open your User account click on your Username at the site header.



- A window will appear which prompt you to enter your **Security** (Password). After that click on «**Confirm**».

Security Check

Security check

The window «**Personal Account**» will appear which prompt you to change or complete your personal data.



All information has to be entered in English transcription.

Menu «Personal Data»

Personal Account

Kabanbay_Batyr

<ul style="list-style-type: none"> <li style="background-color: #ccc; padding: 5px; margin-bottom: 5px;">Personal data <li style="padding: 5px; margin-bottom: 5px;">Password <li style="padding: 5px; margin-bottom: 5px;">Contacts <li style="padding: 5px; margin-bottom: 5px;">Work <li style="padding: 5px;">Messages 	<p>Middle Name: <input style="width: 100%;" type="text"/></p> <p>Place of Birth: <input style="width: 100%;" type="text" value="Almaty"/></p> <p>Country of Birth: <input style="width: 100%;" type="text" value="Kazakhstan"/></p> <p><small>*To be mandatory</small></p>	<p>Academic Title: <input style="width: 100%;" type="text" value="PhD"/></p> <p>Date of Birth:* <input style="width: 30px;" type="text" value="1"/> <input style="width: 30px;" type="text" value="January"/> <input style="width: 30px;" type="text" value="1950"/></p> <p>Citizenship:* <input style="width: 100%;" type="text" value="Kazakhstan"/></p>
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Do not forget to store your changes by clicking on the button «Save».
To reject your changes click on the button «Cancel» or leave this menu.

Menu «Password»

Kabanbay_Batyr Personal Account

Personal data

Password

Contacts

Work

Messages

Password: Password Verification:?

Combine, at least one Capital, Smallcase, Three Numerals and a Special Character

To edit your user account requires a security check password

Security: Security Verification:

Combine, at least one Capital, Smallcase, Three Numerals and a Special Character

*To be mandatory

Cancel Save

➤ Password

You can change your **Password** – it has to be composed of - at least - one Capital, one Small case, one Special Character and three Numerals.
After that you have to verify the new Password.

➤ Security Check

The **Security Check** is an additional password, which is necessary to open your User Account.
You can change your **Security Check** (Password) – it has to be composed of - at least - one Capital, one Small case, one Special Character and three Numerals.
After that you have to verify the new Security Check.



Do not forget to store your changes by clicking on the button «Save».
To reject your changes click on the button «Cancel» or leave this menu.

Menu «Contacts»

You can add any number of Contacts or Phone numbers.

➤ Contact

There is a 2-step classification system for all contacts.

The first one is a classification by location: **Work** or **Home**

The second one is a classification by kind of contact: **Email** or **Skype** (other will be added).

Select classification 1 and 2 and enter the Address.

After that click on the button «**Add**»

➤ Phone

There is a 2-step classification system for all phone numbers.

The first one is a classification by location: **Work** or **Home**.

The second one is a classification by kind of phone: **Voice** (for landline), **Cell** (mobile network) or **Fax**(fax interface).

The phone number is treifold: Country code (C.C.), Area code (A.C.) and Number.

Select classification 1 and 2 and enter Country code, Area code and Number.

After that click on the button «**Add**»

Personal Account

Kabanbay_Batyr

Personal data

Password

Contacts

Work

Messages

Location:

Your Contacts:

Pref	E-Mail	kabanbay@istc.int	<input type="button" value="✎"/>
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Location:

Your Phones:

Work	Voice	+7 7172 7691111	<input type="button" value="✕"/>
Home	Cell	+7 775 9998877	<input type="button" value="✕"/>



Do not forget to store your changes by clicking on the button «Save».
To reject your changes click on the button «Cancel» or leave this menu.

Menu «Work»

Kabanbay_Batyr

Personal Account

Personal data

Password

Contacts

Work

Messages

Institution:

Institute for History of Central Asia
1, Old Ave ,Astana ,010000 ,KZ

Department*:
Department for 13 - 16 centuries

Position*:
Head of Department

Field of work*:
History of wars

*To be mandatory

➤ Institution

Click on the button «[Select](#)» to change the Institution.



**Please take into consideration that an Institution should be a legal entity.
To specify your Institution please use also the field [Department](#).**

New fields will appear which prompt you to select

- first the respective [Country](#);
- then the [City](#) (all shown Cities are filtered by the selected [Country](#)) or add a new [City](#);
- after that the [Institution](#) (all shown Institutions are filtered by the selected [City](#)) or add a new [Institution](#).

Personal Account

Kabanbay_Batyr

Personal data

Password

Contacts

Work

Messages

Institution: Select

Institute for History of Central Asia
1, Old Ave ,Astana ,010000 ,KZ

Country*: Please select... City*: No cities Add

Institution Name*: No institutes Add

Department*: Department for 13 - 16 centuries

Position*: Head of Department

Field of work*: History of wars

*To be mandatory

Cancel Save

- Click on the drop-down-field «Country» and select the Country where your institution is located in.

Institution: Select

Institute for History of Central Asia
1, Old Ave ,Astana ,010000 ,KZ

Country*: Kazakhstan City*: No cities Add

Guinea-Bissau

Guyana

Haiti

Heard Island and Mcdonald Islands

Holy See (Vatican City State)

Honduras

Hong Kong

Hungary

Iceland

India

Indonesia

Iran, Islamic Republic of

Iraq

Ireland

Israel

Italy

Jamaica

Japan

Jordan

Kazakhstan

Add

Cancel Save

- Then click on the drop-down-field «City» and select the City where your institution is located in. Shown locations are filtered by the selected Country.

Institution:		Select
Institute for History of Central Asia 1, Old Ave ,Astana ,010000 ,KZ		
Country*:	City*:	Add
Kazakhstan	Astana	Add
Institution Name*:	Almaty Aral Astana Gvardeyskiy Stepnogorsk Taraz	
Department*:		
Please select...		
Department for 13 - 16 centuries		

- If the necessary **City** is not contained in the selection table click on the button «**Add**» on the right of the field «**City**».
A new window will appear which prompt you to enter the Name of the new city in English and Native / Russian notation.

City	
Name English:*	
Schymkent	
Name Native:*	
Country:	
Kazakhstan	
Cancel	Save



Do not forget to store your input by clicking on the button «Save».
To reject your input click on the button «Cancel».

- After that you can select the new added **City** in the drop-down-field «**City**».

Institution:		Select
Institute for History of Central Asia 1, Old Ave ,Astana ,010000 ,KZ		
Country*:	City*:	Add
Kazakhstan	Please select...	Add
Institution Name*:	Almaty Aral Astana Gvardeyskiy Schymkent Stepnogorsk Taraz	
Department*:		
No institutes		
Department for 13 - 16 centuries		

- Then click on the drop-down-field «**Institution Name**» and select the **Institution**. Institutions included in the drop-down-field are filtered by the selected **City**.

Institution:

Country*: City*:

Institution Name*:

Institute for History of Central Asia
International Science and Technology Center
PI National Laboratory Astana

- If the **Institution** is not contained in the selection table click on the button «**Add**» on the right of the field «**Institution Name**». A new window will appear which prompt you to enter the **Name** of the new Institution, it's **Address** and **Postal Code** and also it's **superior authority** (all in English notation).

Institution

Country: City:

Institution Name*:

Under Authority:

Address*:

Postal Code:



Do not forget to store your input by clicking on the button «Save».
To reject your input click on the button «Cancel».

- After that you can select the new added **institution** in the drop-down-field «**Institution Name**».



Do not forget to store your input by clicking on the button «Save».
To reject your input click on the button «Cancel».

After saving the fields **Country**, **City** and **Institution Name** disappear.
 Enter **Department**, **Position** and **Field of Work**.

➤ **Department**

Your department at the institution

➤ **Position**

Your position within the institution or department e.g. Executive Director, Senior Researcher

➤ **Field of Work**

Educational background, experiences

Separate different **Fields of Work** and **Experiences** by commas.



Do not forget to store your changes by clicking on the button «[Save](#)».
To reject your changes click on the button «[Cancel](#)» or leave this menu.

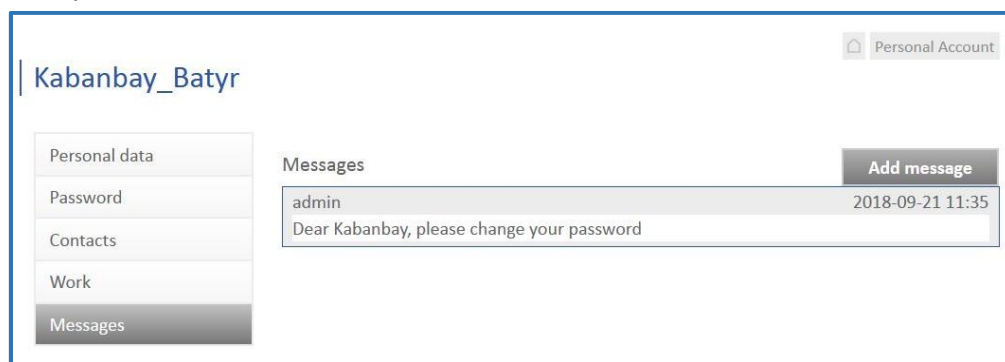
Menu «Messages»

There is a possibility to send messages between the User and the ISTC Administrator.

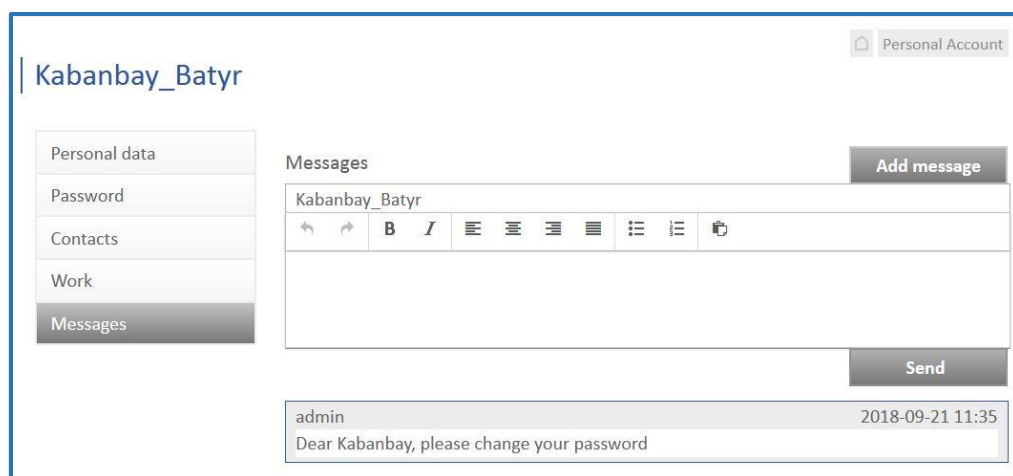
- If you received a new message from the ISTC Administrator a letter icon (✉) appears at the site header.



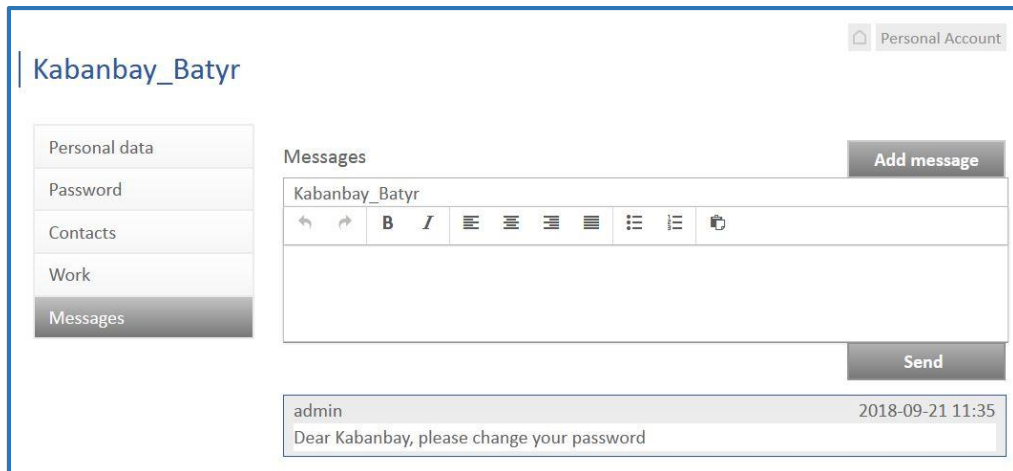
- To see this message open the menu «Messages» within your User Account. All messages are sorted by date.



- To write a message to the ISTC Administrator click on the button «**Add message**».
- A new field will appear.



- Enter the text in the appeared window. Then click on the button «**Send**».



- Confirm the action by clicking on the button «Ok». The new message will get a time and date stamp

