USER MANUAL

ISTC Forum web site

Part 1: Registration and Login

Revision 2019/02

Content

Open the website «ISTC Forum»

➢ Open the main ISTC website www.istc.int

➢ Click on «**ISTC Forum**» within the blue array

or

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

➢ The home page of the ISTC Forum web site appears
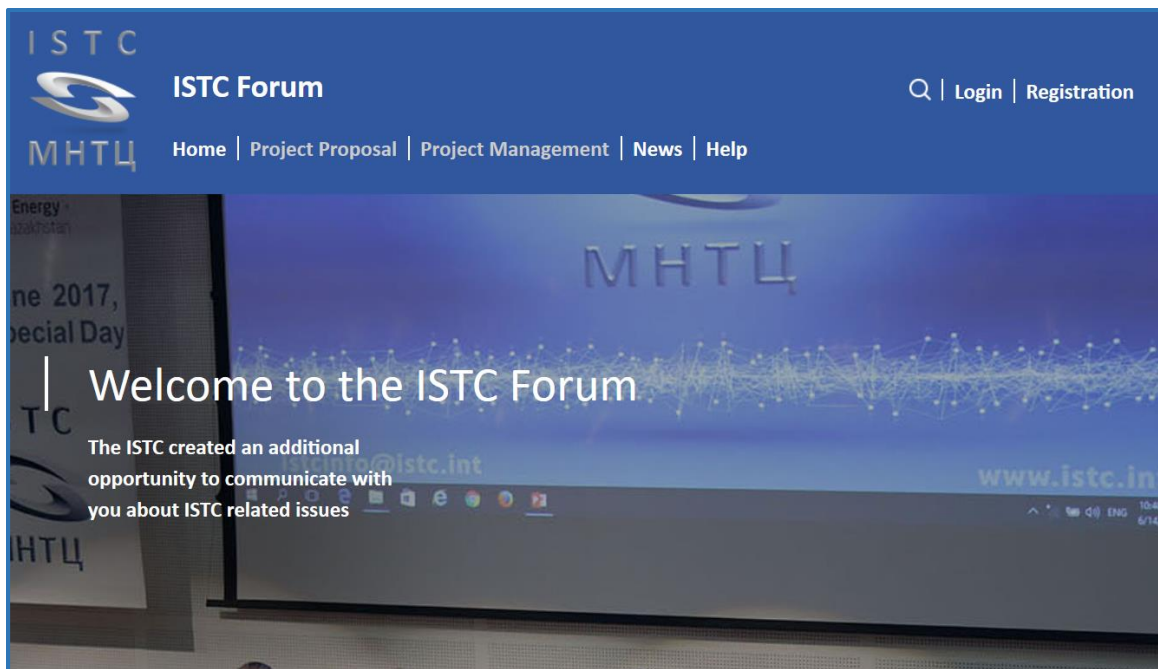
Registration

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.

➢ 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.

Registration

Registration - Kabanbay_Batyr

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

Email*:　　　　　　　　　　　　　　　Email Verification*:

kabanbay@istc.int　　　　　　　　　kabanbay@istc.int

*To be mandatory

Next

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.

➢ 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.

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.

Institution Data
Country*:　　　　　　　　　　　　　City*:
Kazakhstan　　　　　　　　　　Please select...　　　　Add
　　　　　　　　　　　　　　　Almaty
Institution Name*:　　　　　　　　Aral
No institutes　　　　　　　　Astana　　　　　　　　Add
　　　　　　　　　　　　　　　Gvardeyskiy
　　　　　　　　　　　　　　　Stepnogorsk

➢ 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:*
Taraz

Name National:*
Тараз

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 Data
Country*:　　　　　　　　　　　　　City*:
Kazakhstan　　　　　　　　　　Please select...　　　　Add
　　　　　　　　　　　　　　　Almaty
Institution Name*:　　　　　　　　Aral
No institutes　　　　　　　　Astana　　　　　　　　Add
　　　　　　　　　　　　　　　Gvardeyskiy
　　　　　　　　　　　　　　　Stepnogorsk
Department:*　　　　　　　　　　Taraz

➢ 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.

⚠ **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.

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**»

➢ 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**».

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»

⚠ **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»

➢ **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 treefold: 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**»

⚠️ **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»

> **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.

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

➢ 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.

> 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**».

⚠ **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.
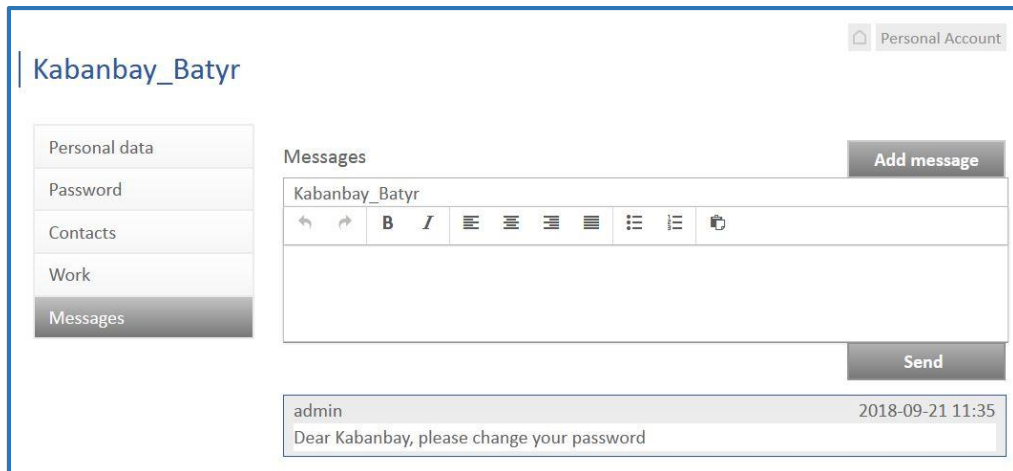

➢ To see this message open the menu «Messages» within your User Account.
All messages are sorted by date.
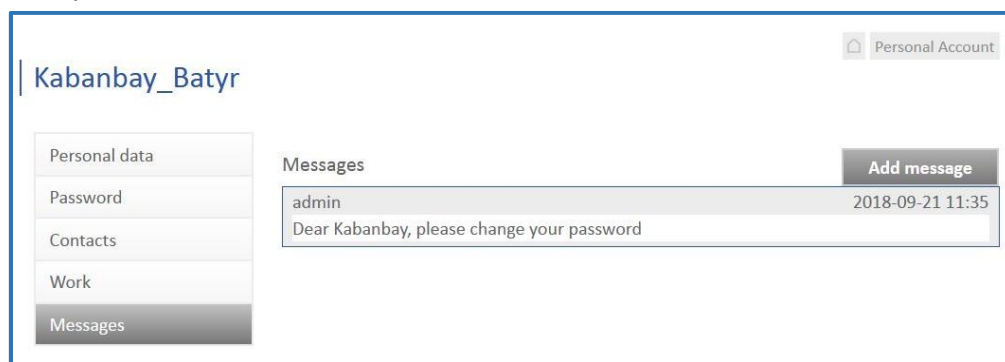
➢ To write a message to the ISTC Administrator click on the button «**Add message**».
A new field will appear.
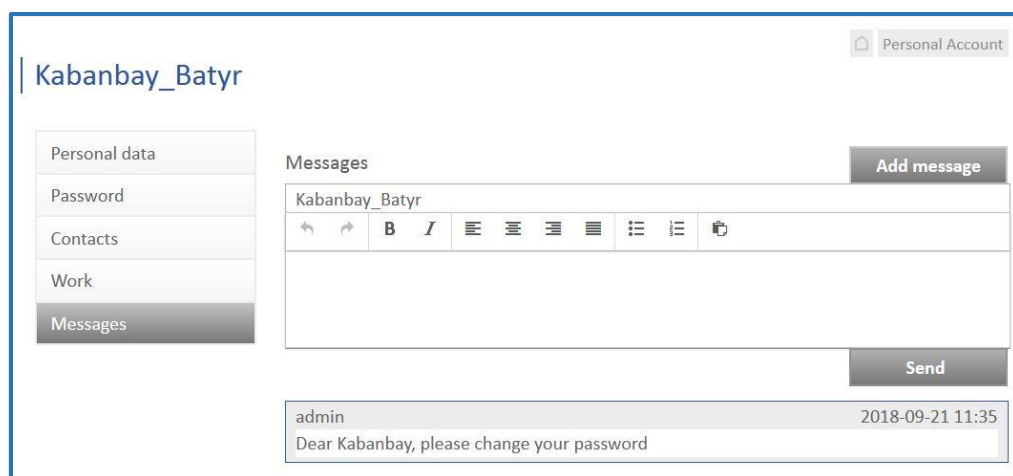
➢ Enter the text in the appeared window.
Then click on the button «**Send**».

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