



## Instructions to access the restricted area of MTD2017 web page

### Non registered users

#### 1 – Pre-Registration

Select **Portal Registration** (bottom left) and complete the following form:

A screenshot of a web form titled 'Pre-Registration'. It contains four input fields: 'Email \*', 'Name\*', 'Surname\*', and a CAPTCHA field. The CAPTCHA field includes a small image of random characters and the instruction 'Type the characters you see in the picture'.


The Email must be your **complete email address**. It will not be possible to change it later.

After save these data you will receive an email with the following subject **Confirm Sign-UP in MTD2017**. It will contain a custom link to the confirmation page to validate the pre-registration. This step is required in order to have access to the web portal. Additional data must be introduced in the confirmation page.

#### 2 – Confirmation of Pre-Registration

After receiving the specific link by email, click on it or copy and paste it in your browser and introduce the additional data in the following form:

## Introduce your personal information

 **Personal Info**

Login/Email \*:

Name\*:

Surname\*:

Alternative Email:

Institution\*:

Position:

Address:

Postal Code:


City\*:

Country\*:

Phone:

Fax:

**Define your profile by selecting:** Author, Participant and / or Student

 **User**

Author       Participant       Student

**If you want you can change you password** (a minimum of 8 characters and a maximum of 12 – you have to mix letters and numbers and please avoid the use of special characters (&, %, <, ", etc.):


 **Password**

Password\*:  (8 to 12 letters and numbers)

Retype password\*:


**After a successful registration the following message will appear:**

Your Registration has been accepted!

You can now access our private area after you login at  .

## Registered users

### 1 – Access the restricted area

In MTD2017 home page (www.mtd2017.com) access to the restricted area by clicking over  (top left) or over “**Access to Restricted Area**” (bottom left).

**Introduce your login** (complete email address) **and password**



Login:  
  
Password:  
  
  
[» lost password ?](#)  
[» new user ?](#)

### 2 – Password Recovery

If you try to access the restricted area but you have forgotten your password you will have the opportunity to recover it.

Please select **lost password**, enter the required data and save.



Login:  
  
Password:  
  
  
[» lost password ?](#)  
[» new user ?](#)

password you



recover


Email \*:

 Type the characters you see in the picture

\* - Required field

If the email address is valid, you will immediately receive an e-mail with a custom link, allowing you to reenter the site with a new password.

To reset the password, copy and paste the custom link it in your browser. When you visit that page, you will be asked to enter the new password – a minimum of **8** characters and a maximum of **12** – **you have to mix letters and numbers** and please avoid the use of special characters (&, %, <, “, etc.).



The image shows a web form titled "recover" with a logo. It contains the following fields and elements:

- Email \***: A text input field with a yellow background.
- Password\***: A text input field with a note "(8 to 12 letters and numbers)".
- Retype password\***: A text input field.
- Image CAPTCHA**: A square image containing a grid of small, light-colored characters.
- Type the characters you see in the picture**: A text input field positioned to the right of the CAPTCHA image.
- Buttons**: "save" and "cancel" buttons located at the bottom right of the form.

\* - Required field

**After save the page will show this message:**

Your Password as been changed!

You can now access our private area after logging in.