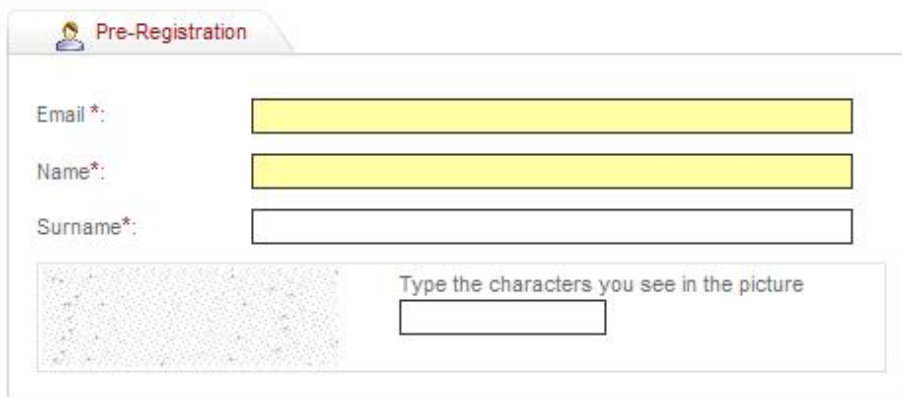


Instructions to access the restricted area of MTD2017 web page and to submit an abstract

Non registered users

1 – Pre-Registration

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



The image shows a web form titled "Pre-Registration" with a user icon. It contains the following fields:

- Email *: A yellow highlighted text input field.
- Name*: A yellow highlighted text input field.
- Surname*: A white text input field.
- A CAPTCHA image showing a grid of small characters.
- A text input field with the label "Type the characters you see in the picture" below it.


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 from mtd2017@design.uminho.pt 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:

 **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



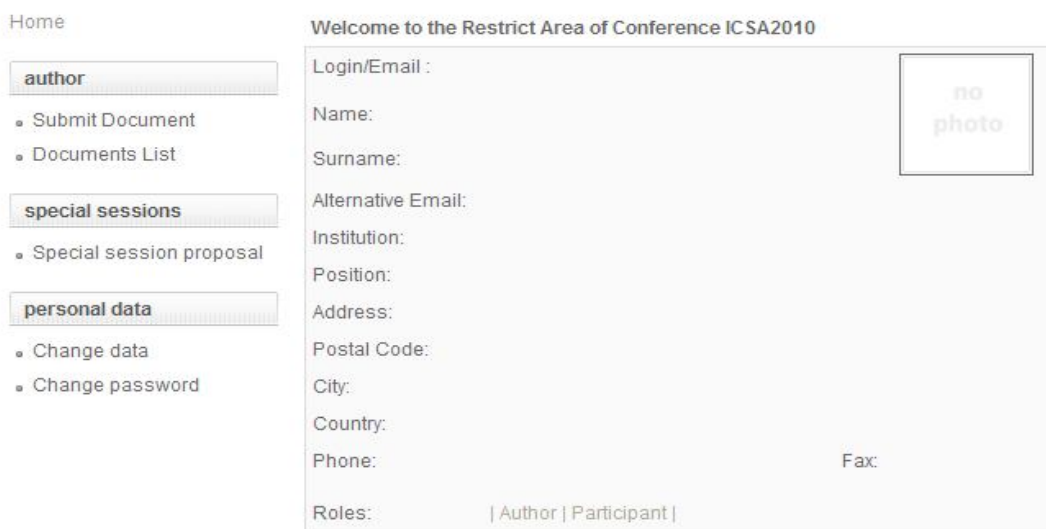
Login:
Password:
enter
» lost password ?
» new user ?

area by left).

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

2 – Submit an abstract


After access the restricted you will see:



Home

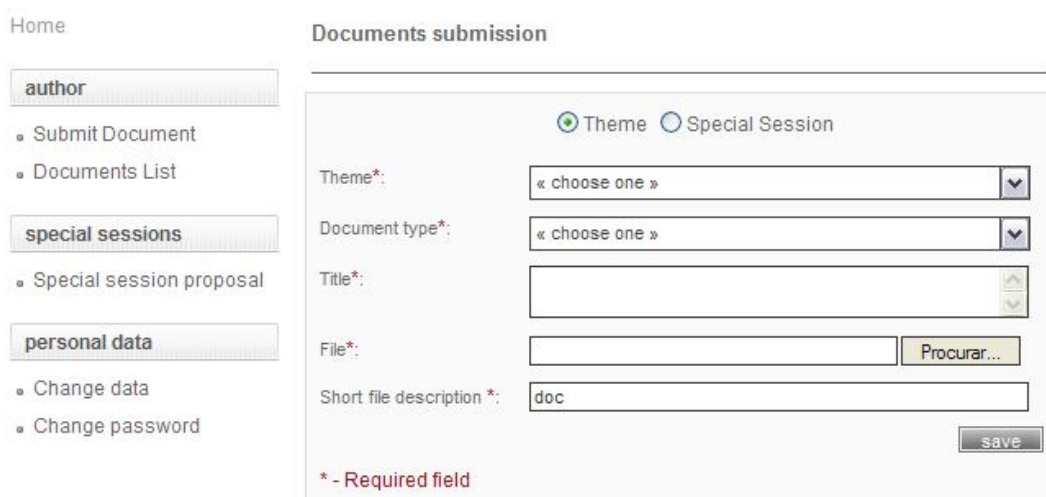
- author
 - Submit Document
 - Documents List
- special sessions
 - Special session proposal
- personal data
 - Change data
 - Change password

Welcome to the Restrict Area of Conference ICSA2010

Login/Email : 

Name:
Surname:
Alternative Email:
Institution:
Position:
Address:
Postal Code:
City:
Country:
Phone: Fax:
Roles: | Author | Participant |

Select **Submit Document**, introduce all the required data and save.



Home

- author
 - Submit Document
 - Documents List
- special sessions
 - Special session proposal
- personal data
 - Change data
 - Change password

Documents submission

Theme Special Session

Theme*: « choose one »
Document type*: « choose one »
Title*:
File*: Procurar...
Short file description *: doc
save
* - Required field

You will receive an email confirming the submission of your abstract.

3 – Change your attributes

If instead the menus:

- author**
 - Submit Document
 - Documents List
- special sessions**
 - Special session proposal
- personal data**
 - Change data
 - Change password

You only have the following options:

- special sessions**
 - Special session proposal
- personal data**
 - Change data
 - Change password

This means you have only attributes of participant.

To **change your attributes** please select **Change data**.

In the new window please select **Roles**, change to **Author** and save.

Universidade do Minho

print close

Personal Info Roles Fellow-traveller

User

Author Participant Student

save cancel

* - Required field

Then **close the window** and **leave the restricted area**, by clicking on the padlock logo  (on the left).

After **accessing again to the restricted area** you will be able to complete the abstract submission.

4 – Password Recovery

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

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

Login:

Password:

enter

» lost password ?
» new user ?

will have

The screenshot shows a web form titled "recover" with a logo on the left. It contains an "Email*" field with a yellow highlight. Below it is a CAPTCHA area with a noisy image and a text input field labeled "Type the characters you see in the picture". At the bottom right are "save" and "cancel" buttons.

* - 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, please click on the custom link or copy and paste it in your browser. When you visit that page, you will be asked to enter the new password.

The screenshot shows a web form titled "recover" with a logo on the left. It contains three input fields: "Email*" (highlighted in yellow), "Password*" (with a note "(8 to 12 letters and numbers)"), and "Retype password*". Below these is a CAPTCHA area with a noisy image and a text input field labeled "Type the characters you see in the picture". At the bottom right are "save" and "cancel" buttons.

* - Required field