



USER MANUAL

ISTC Forum web site

Part 1: Registration and Sign in

September, 2023

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Open the website “ISTC Forum”

- Open the main ISTC website <https://www.portal.istc.int>
- The home page of the Forum web site appears



REGISTRATION

To join the ISTC forum you have to register first.

A User account will be created.

- Click on “**Sign in / Registration**” at the site header



- Click on the tab “**Register**”.

⚠ **All information has to be entered in **ENGLISH** transcription**

- Next window will appear which will prompt you to enter your **Email**, **Username** and **Password**. Also Confirm your **Password**.



Register for a new local account

* Email

* Username

* Password

* Confirm password

Register

⚠ **To use any application, you have to write down on your note and save your Username and Password.**

⚠ **Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).**

⚠ **Last Name, First Name cannot be changed in you User account.**

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

- 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 terms and conditions



Terms and Conditions

“**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:

- was available to the general public at the time it was entered into the ISTC Forum web site or became available to the general public thereafter;
- was in the User's possession or was previously known to the User without obligation of confidentiality;
- becomes lawfully and generally available to the public other than as a result of a violation of any confidentiality agreement;
- is rightfully obtained by the User without obligations of confidence from a third party who is free to disclose the information;
- is disclosed by the Author to a third party without a duty of confidentiality on the third party;
- was independently developed by the User without use of, or reference to, the Confidential Information;
- is required by law or the action of a court of competent jurisdiction to be disclosed by the User; and
- is approved for release by written authorization of the Author.

“**Purpose**” means the submission of, discussion on, consideration and evaluation of Project Proposals on this ISTC Forum web site.

“**Author**” means the author of a Project Proposal or any Comment regarding a Project Proposal.


By registration for this ISTC Forum web site, the **User**

- obligates to ensure the confidentiality of Confidential Information made available to him in connection with the Purpose.
- shall make use of the Confidential Information solely for the Purpose.
- shall protect the Confidential Information against unauthorized use, dissemination or publication by using the same degree of care, but no less than a reasonable degree of care, as he uses to protect his own Confidential Information of a similar nature.
- shall refrain from making available the Confidential Information to any third person who has not registered for this ISTC Forum web site.
- may make available the Confidential Information to employees and advisors engaged in the Purpose. In this case the **User** shall be obliged to inform any such person of the obligation of confidentiality prior to making available Confidential Information to any such person.

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 agree to these terms and conditions.

➤ Click on «**I agree**» to continue registration.

A window will appear which prompt you to fill **“Profile”, “Contacts”, “Work” and “Passport”**

Menu **“Profile”**

- Enter your Last Name and you First Name.

Home > Profile

Profile

sebiv62617 sebiv62617

Your Information

Last Name * sebiv62617

Country * Armenia

First Name * sebiv62617

City * Yerevan

Purpose registration * Create a new proposal

Date of birth * 5/28/2023

Degree type * Doctoral degree (PhD)

Gender * Female


Role * Project Manager

Update

- Date of Birth need to be filled on following order:
 - 1) M-Month
 - 2) D-Date
 - 3) Y- Year

For example: 5/23/1987

- On **“Purpose of registration”, “Degree type”** and **“Role”** need click the down arrow and choose from the list.

- To fill the County and City, please click on Search Icon 

Home > Profile

Profile

Profile name

Your Information

Last Name * [Search Icon]

Country * [Search Icon]

First Name * [Search Icon]

City * [Search Icon]

Purpose registration * [Dropdown]

Date of birth * M/D/YYYY

Degree type * [Dropdown]

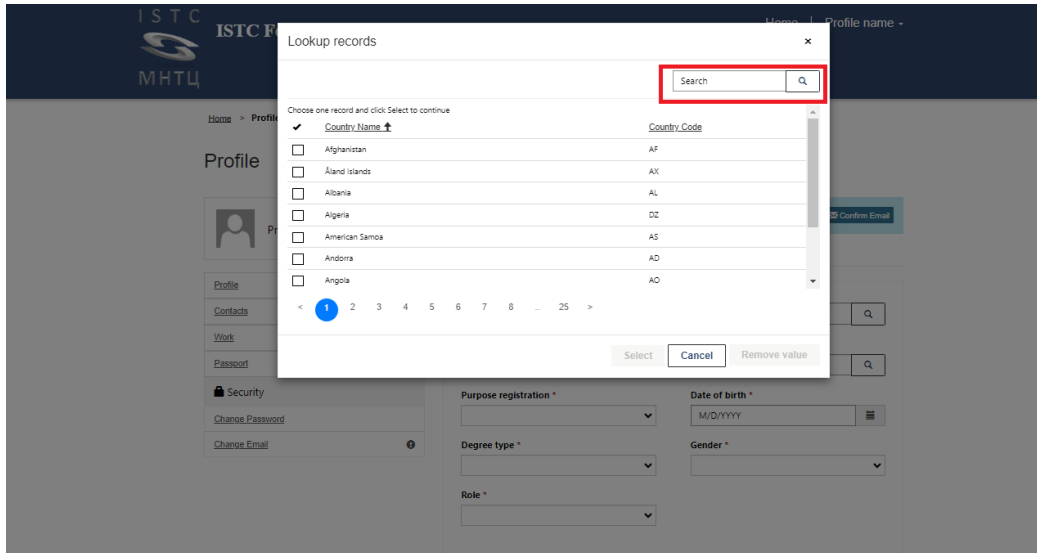
Gender * [Dropdown]

Role * [Dropdown]

Update

Choose your country from the List or you can Search typing your country on the “Search”


⚠ **If the necessary Country or City is not contained in the selection table, you need to email Portal@istc.int.**



The next window will appear which will prompt you to fill **“Contact”**

1. Choose **“Preferred Method of Contact”**
2. Add **“Phone”**
3. Required to add **“Email”**

Profile

 Profile name

• Your email requires confirmation
 Confirm Email

Your Information

ⓘ The form could not be submitted for the following reasons:

[Phone is a required field.](#)
[Institution/Company Name is a required field.](#)
[Department is a required field.](#)
[Position is a required field.](#)
[Field of work is a required field.](#)
[Passport № is a required field.](#)
[Passport Date of Issue is a required field.](#)
[Citizenship is a required field.](#)
[Passport Date of Expiry is a required field.](#)
[Passport Issuing is a required field.](#)

Preferred Method of Contact *

Phone *


Email *

Update

➤ The next window will appear which will prompt you to fill **“Work”**

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

Profile

 Profile name

• Your email requires confirmation
 Confirm Email

Your Information

ⓘ The form could not be submitted for the following reasons:

[Phone is a required field.](#)
[Institution/Company Name is a required field.](#)
[Department is a required field.](#)
[Position is a required field.](#)
[Field of work is a required field.](#)
[Passport № is a required field.](#)
[Passport Date of Issue is a required field.](#)
[Citizenship is a required field.](#)
[Passport Date of Expiry is a required field.](#)
[Passport Issuing is a required field.](#)

Institution/Company Name *

Department *

Position *

Field of work *

- The next window will appear which will prompt you to fill **“Passport”**

The screenshot shows the 'Profile' page in the ISTC Proposal Portal. The left sidebar has a menu with 'Passport' highlighted. The main content area is titled 'Your Information' and contains several form fields: 'Passport No.' (text input), 'Passport Date of Issue' (date picker), 'Citizenship' (text input with search icon), 'Passport Date of Expiry' (date picker), and 'Passport Issued by' (text input). Below these is an 'Upload a copy of Passport' section with a 'Choose File' button and the text 'No file selected'. At the bottom of the form is a blue 'Update' button. A light blue notification bar at the top of the form area says 'Your email requires confirmation' with a 'Confirm Email' button.


- After that on the button **“Citizenship”** Choose your country from the List or you can Search typing your country on the **“Search”**

The screenshot shows a 'Lookup records' dialog box overlaid on the profile page. The dialog has a search bar at the top right with a search icon. Below the search bar is a table with columns 'Country Name' and 'Country Code'. The table lists countries like Afghanistan, Aland Islands, Albania, Algeria, American Samoa, Andorra, and Angola. A blue circle highlights the first page of the pagination. The dialog has 'Select', 'Cancel', and 'Remove value' buttons at the bottom.

Country Name	Country Code
<input checked="" type="checkbox"/> Afghanistan	AF
<input type="checkbox"/> Aland Islands	AX
<input type="checkbox"/> Albania	AL
<input type="checkbox"/> Algeria	DZ
<input type="checkbox"/> American Samoa	AS
<input type="checkbox"/> Andorra	AD
<input type="checkbox"/> Angola	AO

- After you finish to fill all required menu click on the button «Update»

Profile

 sebiv62617 sebiv62617

Your email requires confirmation [Confirm Email](#)

Your Information

Passport № * 0101010	Passport Date of Issue * 1/1/1965
Citizenship * Armenia	Passport Date of Expiry * 9/1/2024
Passport Issuing * MID	Uploading a copy of your Passport Choose File No file selected

[Update](#)

- Profile
- Contacts
- Work
- Passport**
- Security
- Change Password
- Change Email

- Here you need some time to get access by Administration into next step where you will have an access to “**Institution Management**”. If you didn’t get access within 1 day, please email to: Portal@istc.int

SIGN IN

After some time, you have to go to website and **Sign in**.
To use any application, you have to sign in.

- Click on **“Sign in / Registration”** at the site header

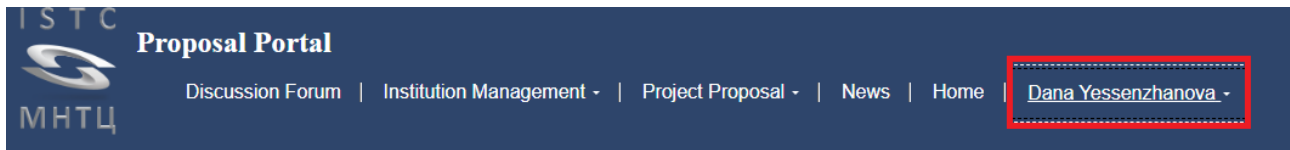


- A window will appear which prompt you to enter your User name and you Password. After that click on tab “Sign in”

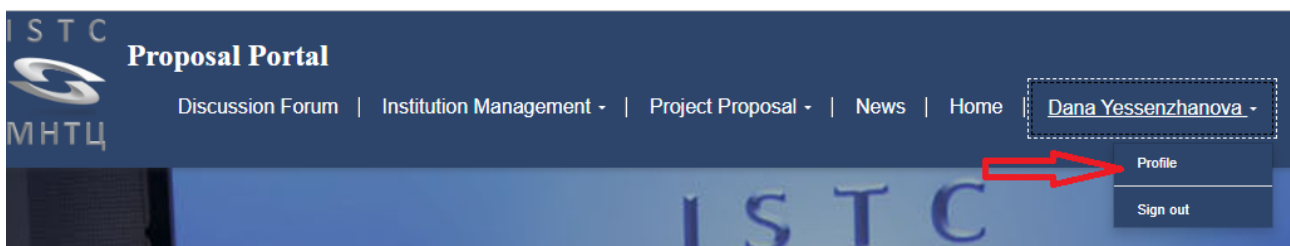
- Click on **«Forgot password?»** if you forgot your Password. You will receive an email from the ISTC Administrator with a new Password and Security (Password).
- Afterwards you should login and open the menu **«Password»** of your User account to change your Password and your Security (Password).
- In case you don't receive any email, please email to: Portal@istc.int

USER ACCOUNT

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



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




MENU “CHANGE PASSWORD”

➤ Password

⚠ You can change your Password – **Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).**

Home > Profile > Change Password

Change Password

 sebiv62617 sebiv62617

Profile

Security

Change Password

Change Email ⓘ

Username

* Current password

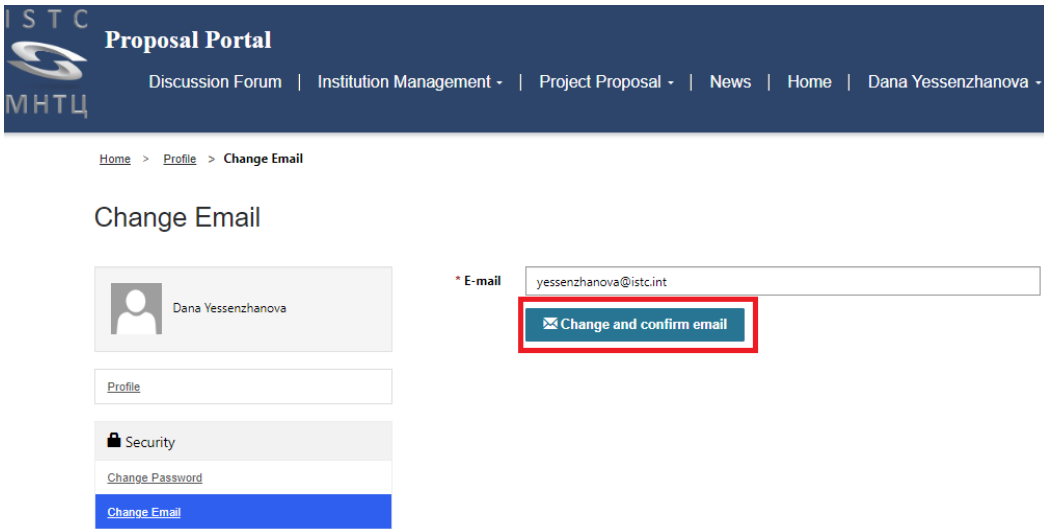
* New password

* Confirm new password

Change password

MENU “CHANGE EMAIL”

You can change your “Email” and confirm your new email



After you click to “Change and Confirm email’ the new window will appear.

