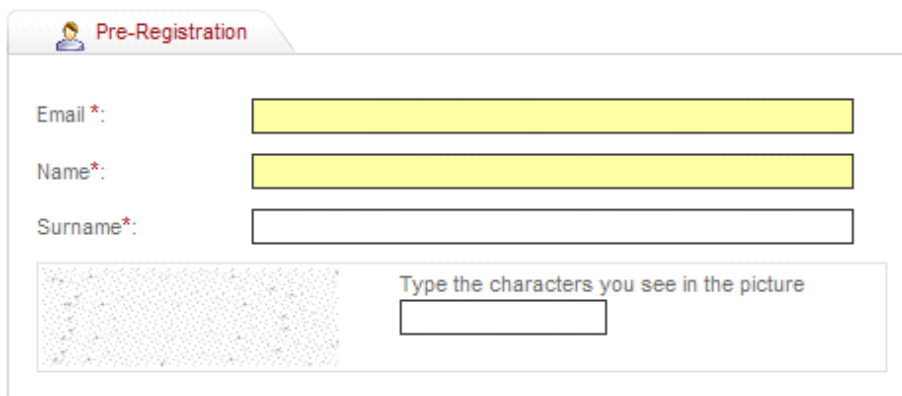**Instructions to access the restricted area of ICSA2019 web page**

<div align="center">

Non registered users

</div>

1 – Pre-Registration

In ICSA2019 home page (www.icsa2019.com) access to the restricted area by clicking over 🔓 (top left) or over "**Access to Restricted Area"** (bottom left). Click over "**new user**" and complete the following form:

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 ICSA2019**. 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*:	« choose one »
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   .

1 – Access the restricted area

In ICSA2019 home page (www.icsa2019.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**

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.

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

To reset the password, copy and paste the <u>custom link</u> 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.).

recover

Email *:

Password*:   (8 to 12 letters and numbers)

Retype password*:

Type the characters you see in the picture

save   cancel

* - 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.