

Guide through Member Area of the COST TD1208 Website

1. LOG-IN TO MEMBER AREA

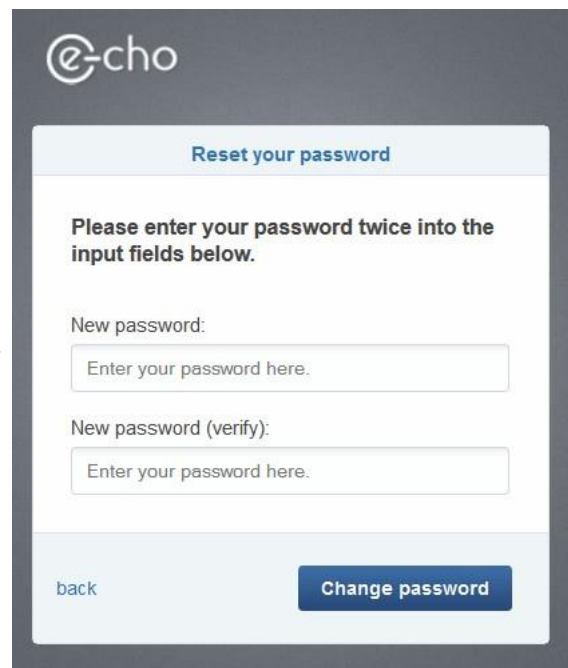
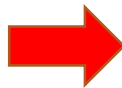
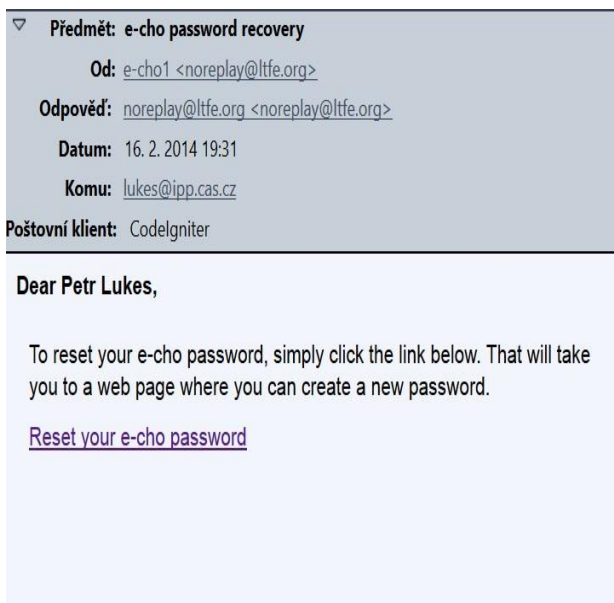
You can enter the Member Area on COST TD1208 website (<http://cost-plasma-liquids.eu>) by log-in with your username and password.



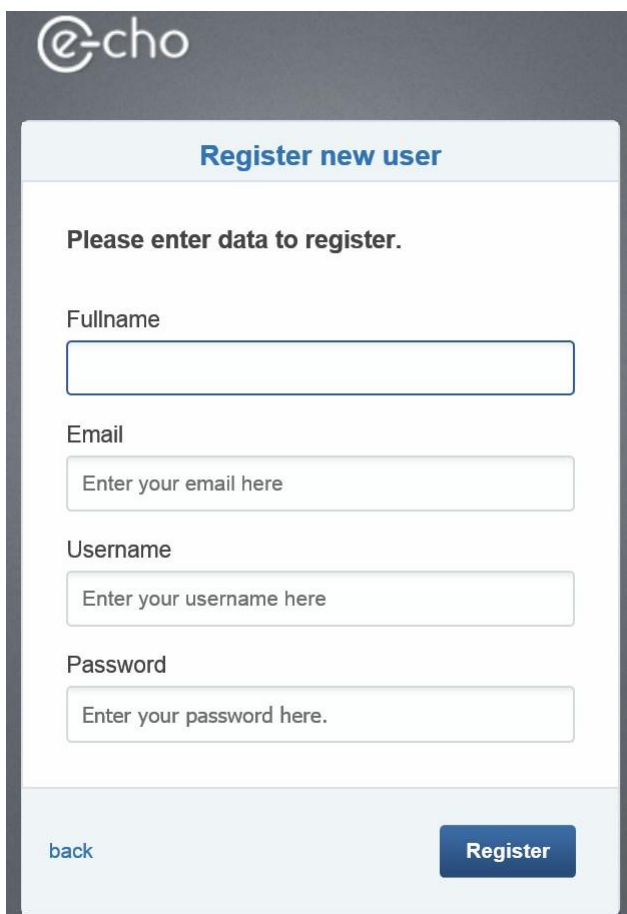
MC Members and MC substitutes of COST TD1208 have their profiles with usernames and temporary passwords already defined in the internal database of the Member area and these data were sent to them by e-mail. Other people will have to register first (see the procedure on the next page of this document). If you are already registered but you forgot your password you may set new password through following steps:

- 1) click on the **»Login«** button at top header of the website shown at picture above (you do not need to fill anything into username and password fields)
- 2) you will get into the next screen (see left screenshot below)
- 3) chose **“Forgot password”**
- 4) in the next screen (see right screenshot below) type your email address and you will obtain message to your mail box with the link to create your new password. **Please note that system will recognize only e-mail addresses already existing in the internal database of member area, therefore, you have to use the same e-mail address under which you registered into member area (by default it is the e-mail you used for the e-COST database)**
- 5) by clicking on the link from your mailbox new window will open and here type your new password and retype again to validate (see screenshot at next page). **Minimum length of password is 8 characters, use only letters and numbers, it cannot contain dots and special characters (like \$ #, \$ etc.).**
- 6) use your username and new password to login into Member area (point 1)

The image shows a 'User login' form. At the top left is the '@cho' logo. The title is 'User login'. Below the title is the instruction 'Please enter data to login.'. There are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link 'Don't have an account?'. To the right of the 'Password' field is a link 'Forgot password.' which is circled in red. At the bottom right is a blue 'Login' button.The image shows a 'Reset your password' form. At the top left is the '@cho' logo. The title is 'Reset your password'. Below the title is the instruction 'You can reset the password for your e-cho account by providing e-mail address.'. There is one input field labeled 'Your email address:'. At the bottom left is a blue 'back' button and at the bottom right is a blue 'Reset password' button.

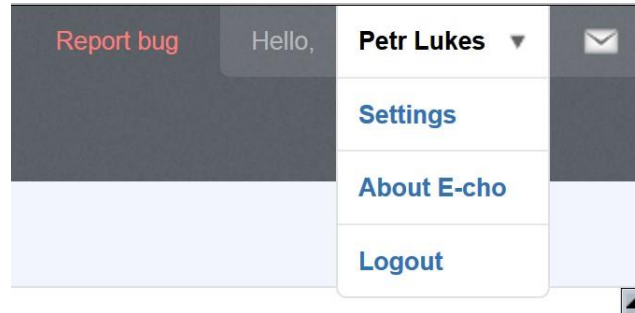


If you are not MC member or MC substitute member and this is your first time you will login into the Member area, you will have to register by filling the form shown at screenshot below. This means that **you will set your username and password yourself**. After that you will login into the Member area as *Self-registered user*. With this status, however, you will have **no right to access anything in the Member area** (see the picture on the right). You will have to follow next procedure, which you will find under *Home screen* of your profile (in this moment to contact website administrator at luke@ipp.cas.cz).



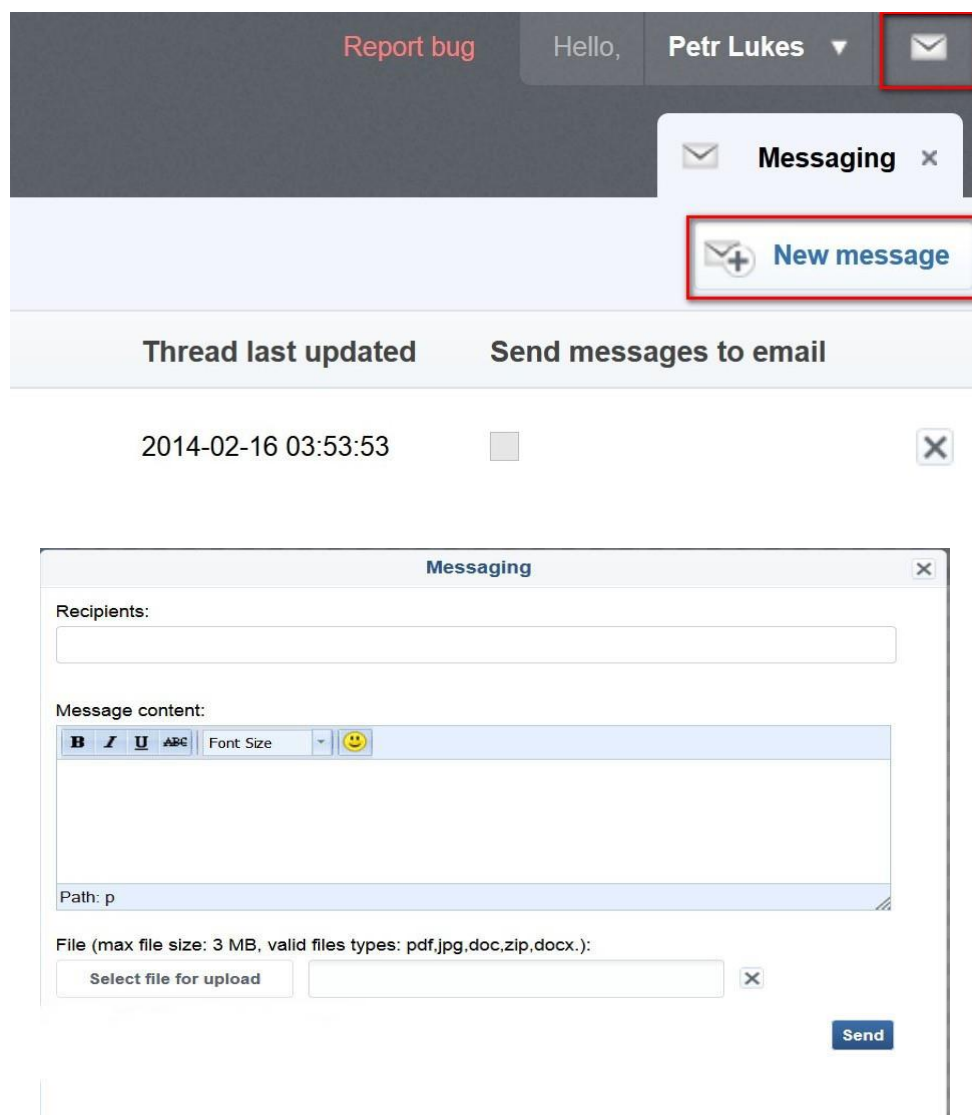
2.1 BROWSING THROUGH MEMBER AREA – YOUR PROFILE SETTINGS

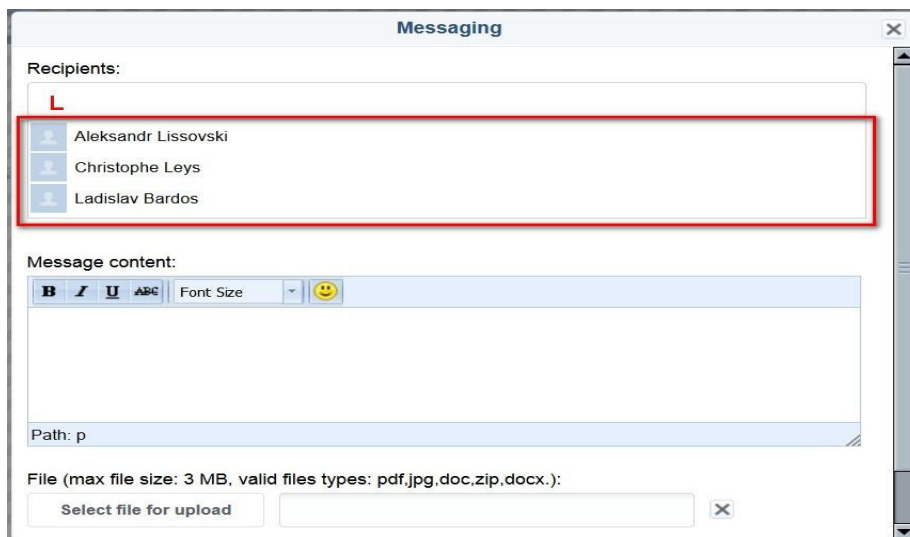
Once you are logged-in your full name should appear in the upper right corner. Pointing your mouse on it enables you to change your password (any time you wish) through *Settings* or to *Logout* from Member area.



2.2 BROWSING THROUGH MEMBER AREA – MESSAGING

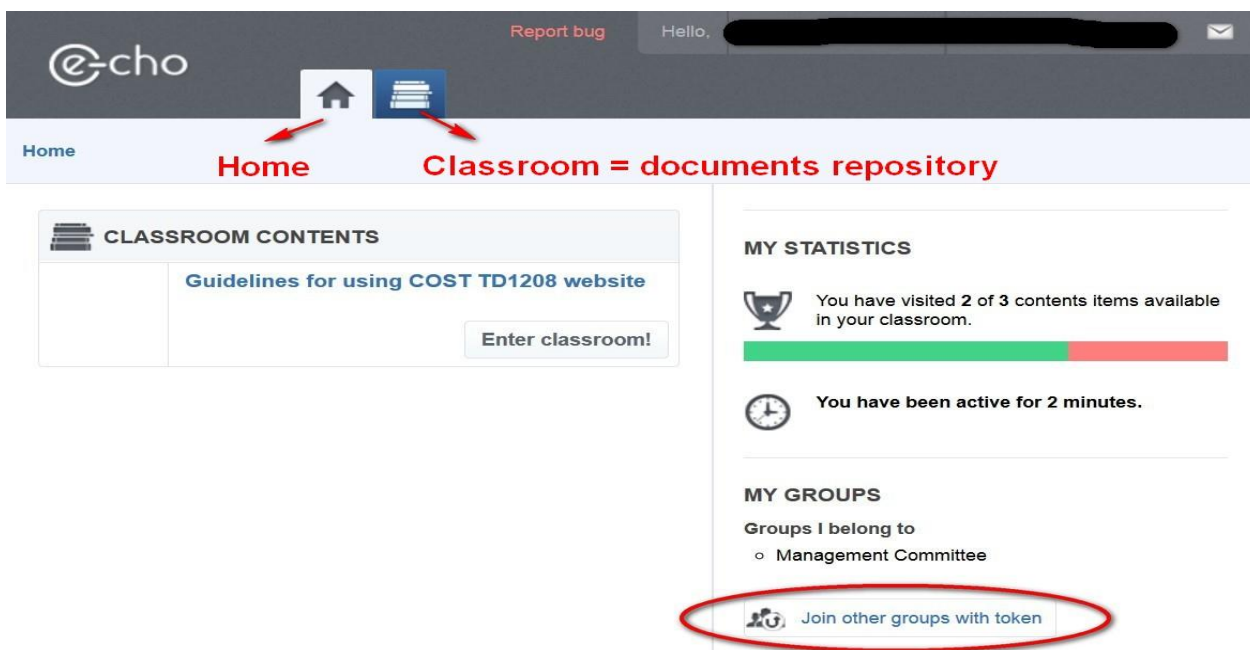
On the right side at the corner you can also see white envelope icon, which enter you into the **Messaging system** of the Member Area. You will be able to send message to any member of COST TD1208, who is registered in the internal database of Member Area of COST TD1208 – the database system will suggest you names of recipients based on the first letters you type to Recipients field (see picture below). You can send the message inside of Member area, it will appear in the recipient's profile in the Member area as a new message.





2.3. BROWSING THROUGH MEMBER AREA – HOME SCREEN

Two tabs are available on your Home screen: **Home** and **Classroom** (members of Core Group have one more tab for creating of new contributions, uploading documents and presentations from WGs meeting etc). On **Home screen** under **My groups** you can see to which groups you belong (Management Committee, Working Groups). By default you are not linked to any Working Group. You have to do it yourself in your profile. As you can see in the picture below, there is option to »Join other groups with token« (i.e., Working Groups). Becoming a member of the Working Group means that you can follow the work of this Working group (i.e., documents, presentations etc). Guideline how to join the Working Group(s) is described in detail in separate document available in the **Classroom Repository**.



2.4. BROWSING THROUGH MEMBER AREA - REPOSITORY OF FILES IN CLASSROOM

You can access all documents relevant by clicking on **Classroom** tab. Documents available for download are arranged in levels in **Contents** section. MC members will also have access to all documents that were discussed during MC meetings; each MC meeting will be stored under its own caption in the Content section.

e-cho

Classroom

SEARCH

Search classroom

Content

- Action Documents
- IMPORTANT: Guidelines for COST TD1208 website
- MC Meetings
- Presentations

In case of questions regarding Member area, please feel free to contact web administrator (luke@ipp.cas.cz).