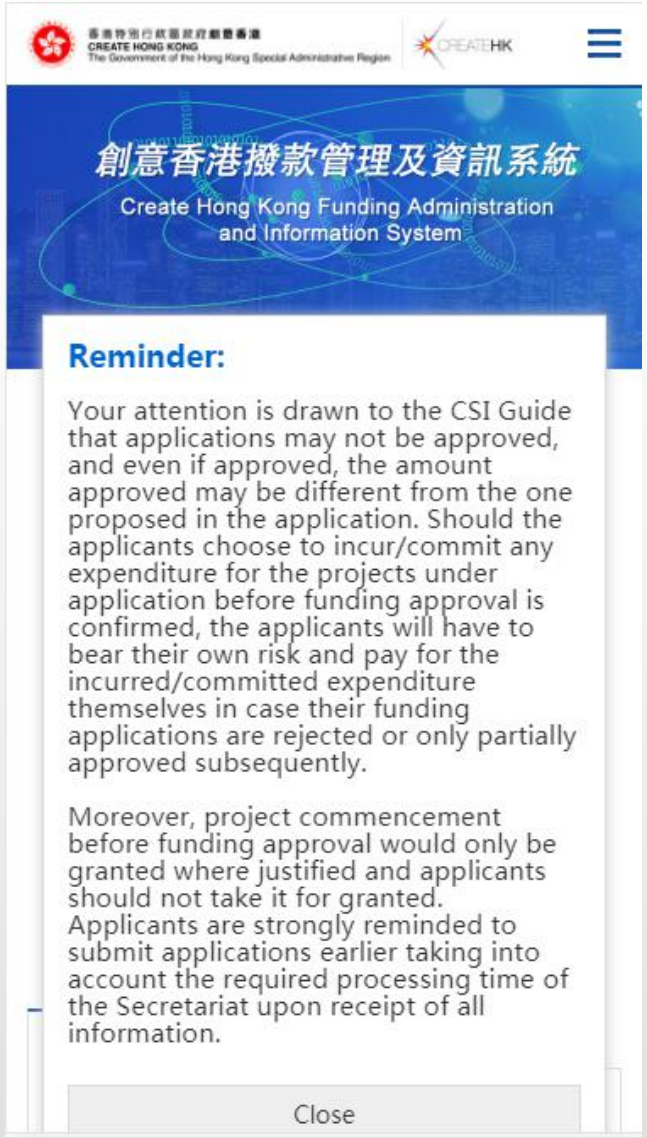
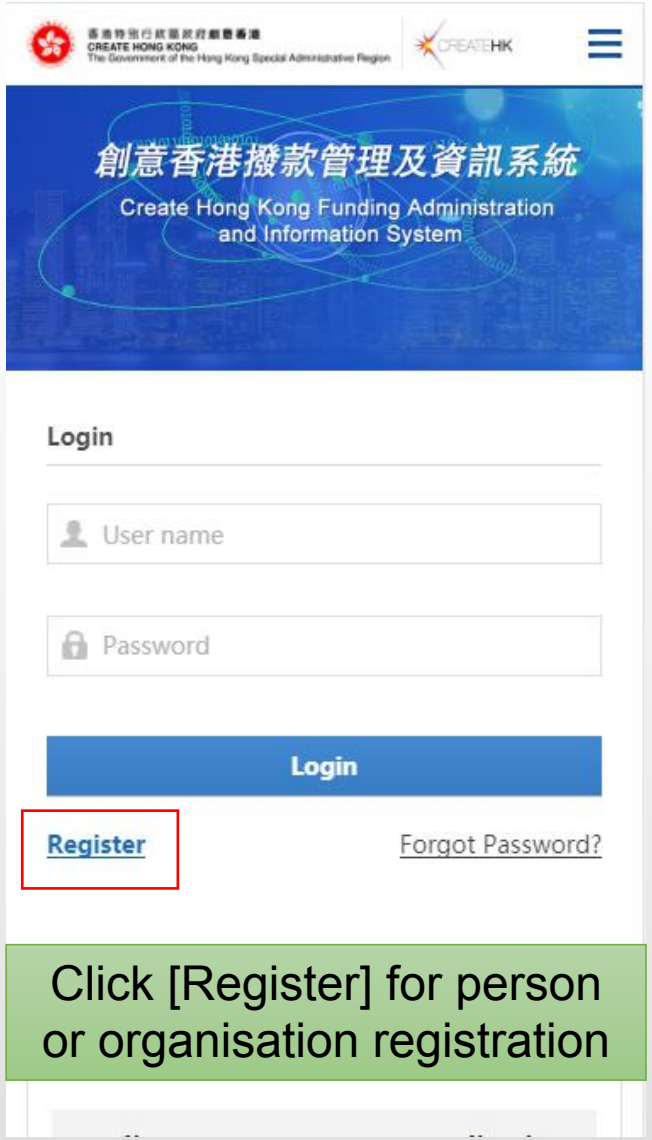
User Guide for Public User

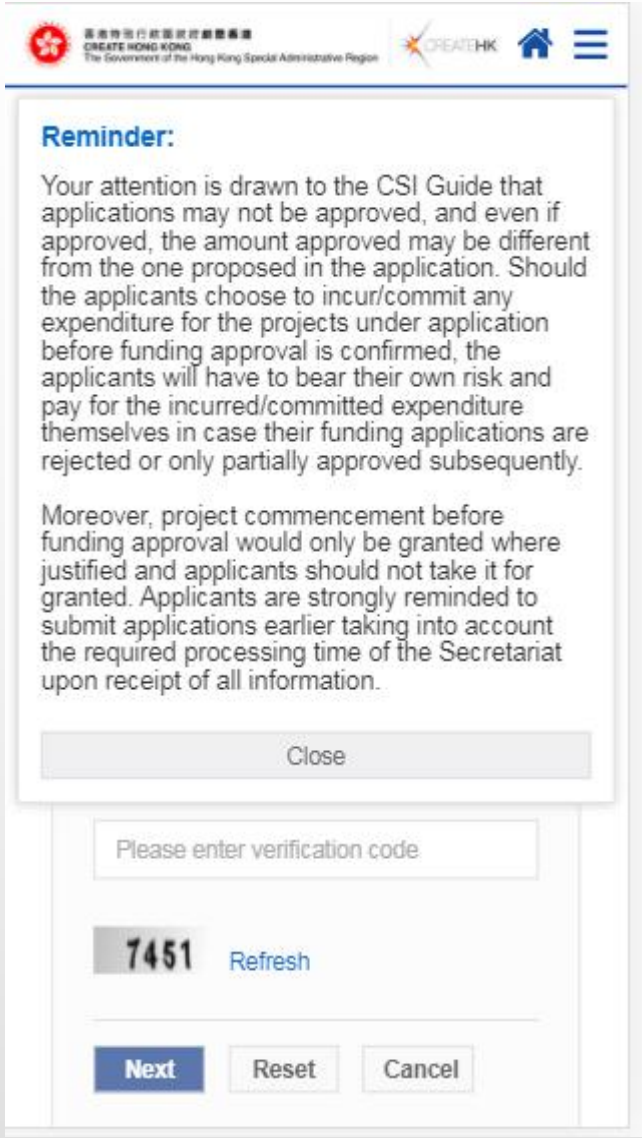
1. **Registration**
2. Forgot Password

Registration

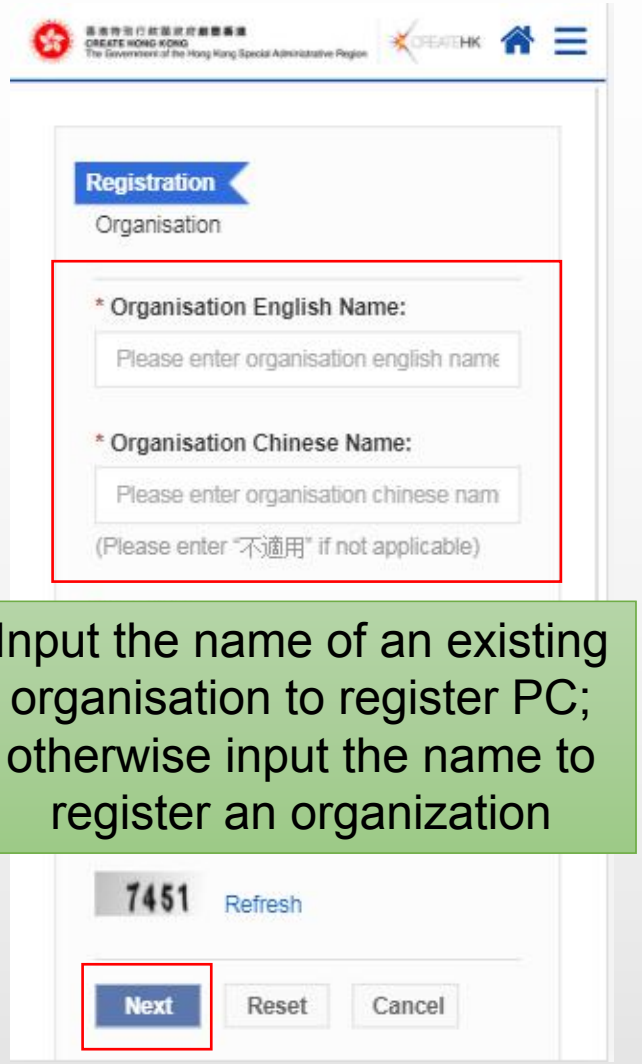




Click [Register] for person or organisation registration

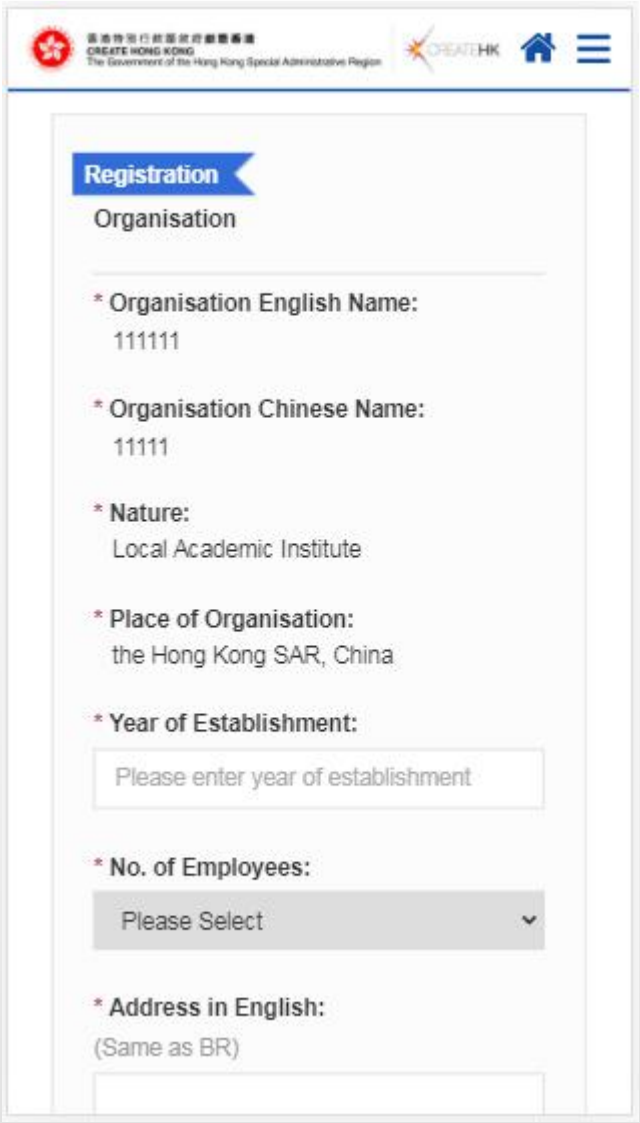


Registration

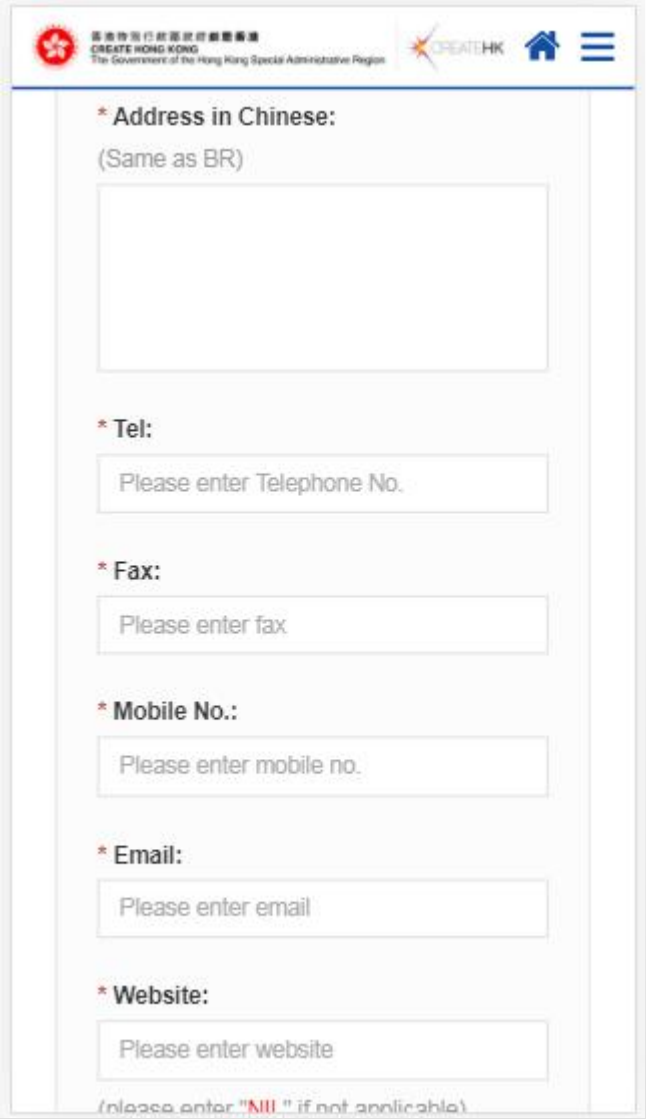


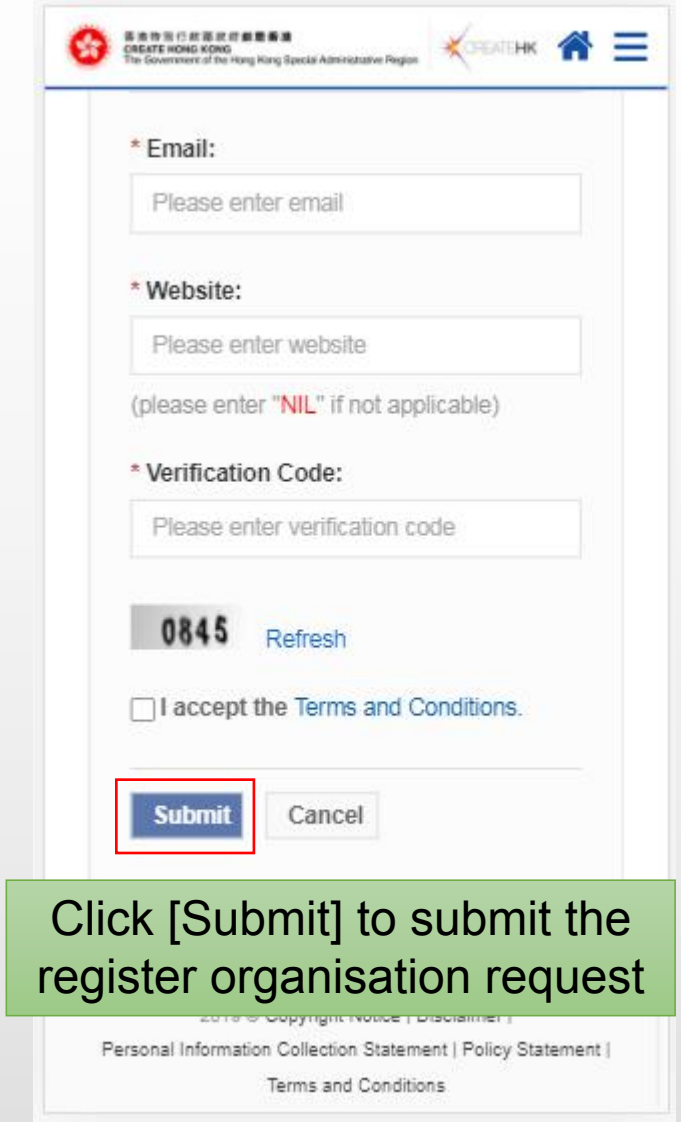
Input the name of an existing organisation to register PC; otherwise input the name to register an organization

Click [Next] to register Project Coordinator (PC) or organisation



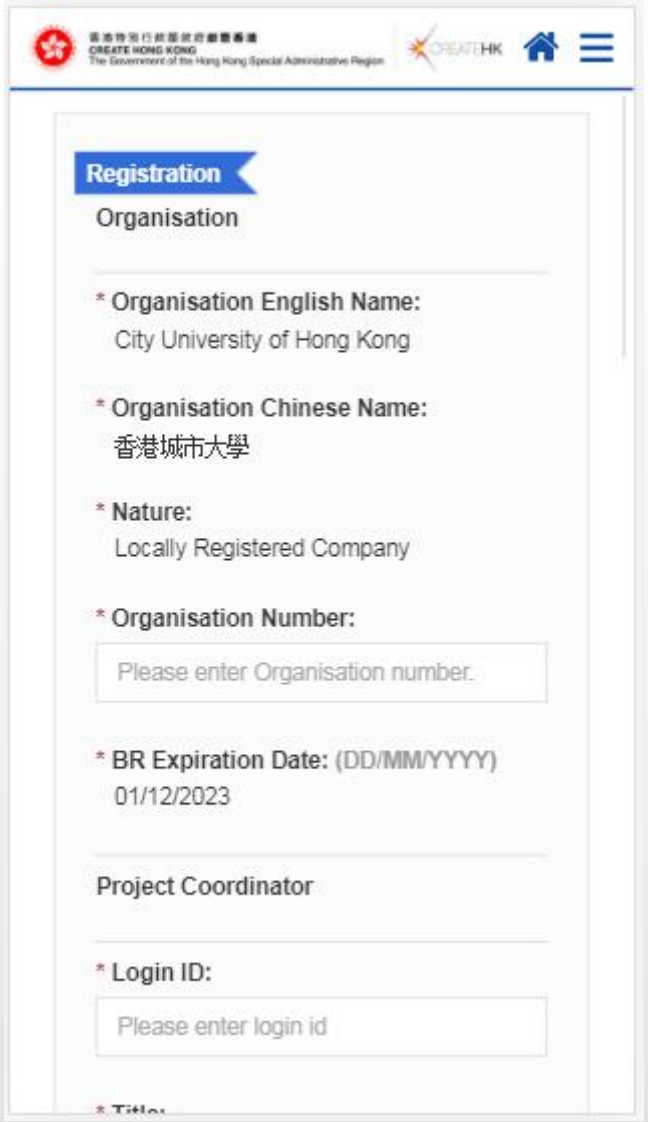
Register an Organisation

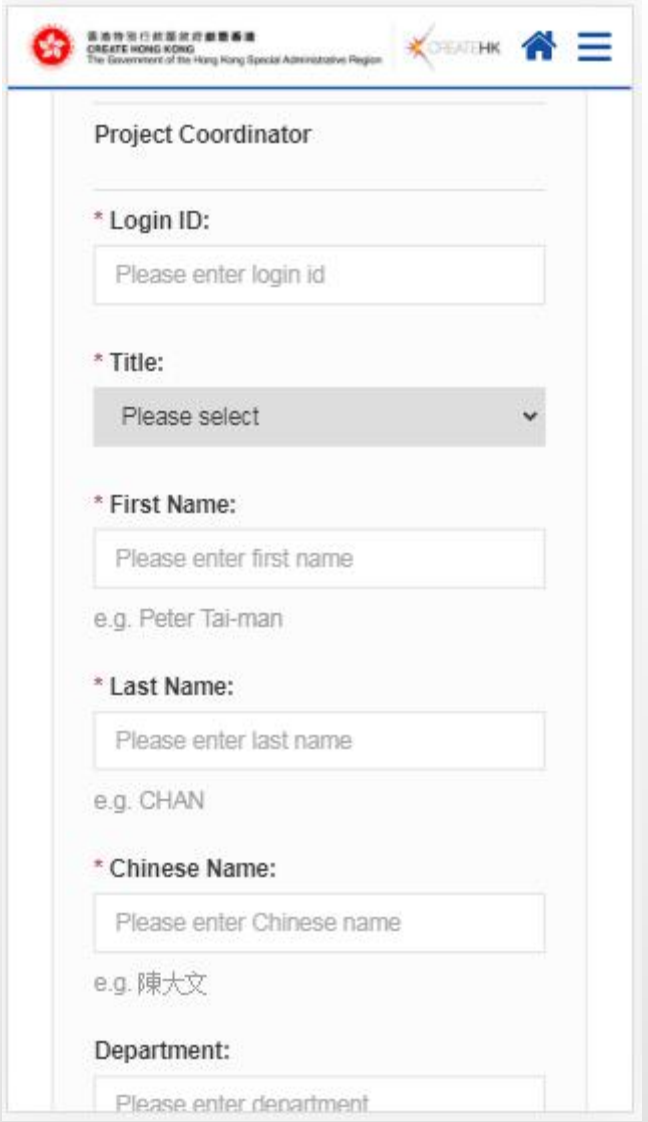


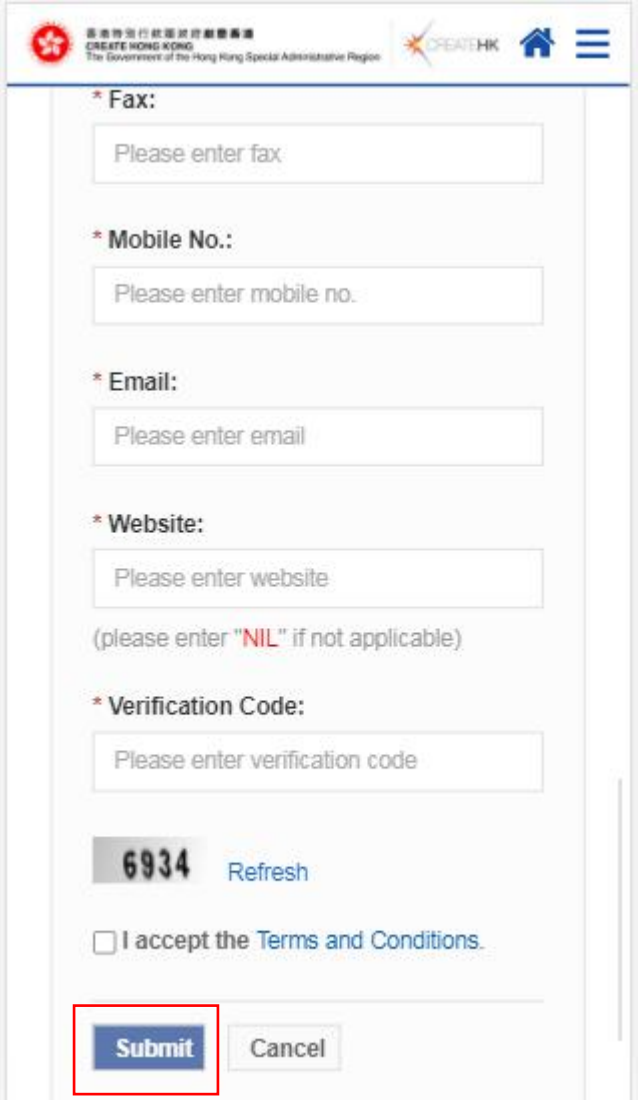


Click [Submit] to submit the register organisation request

Registration - Project Coordinator



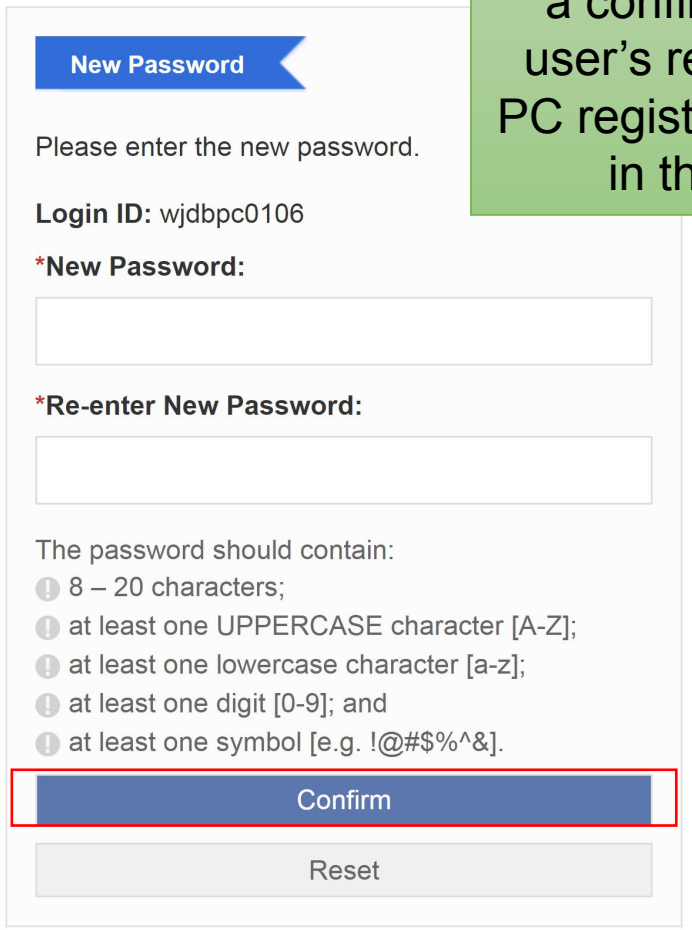




Click [Submit] to submit register PC request

Registration - Password

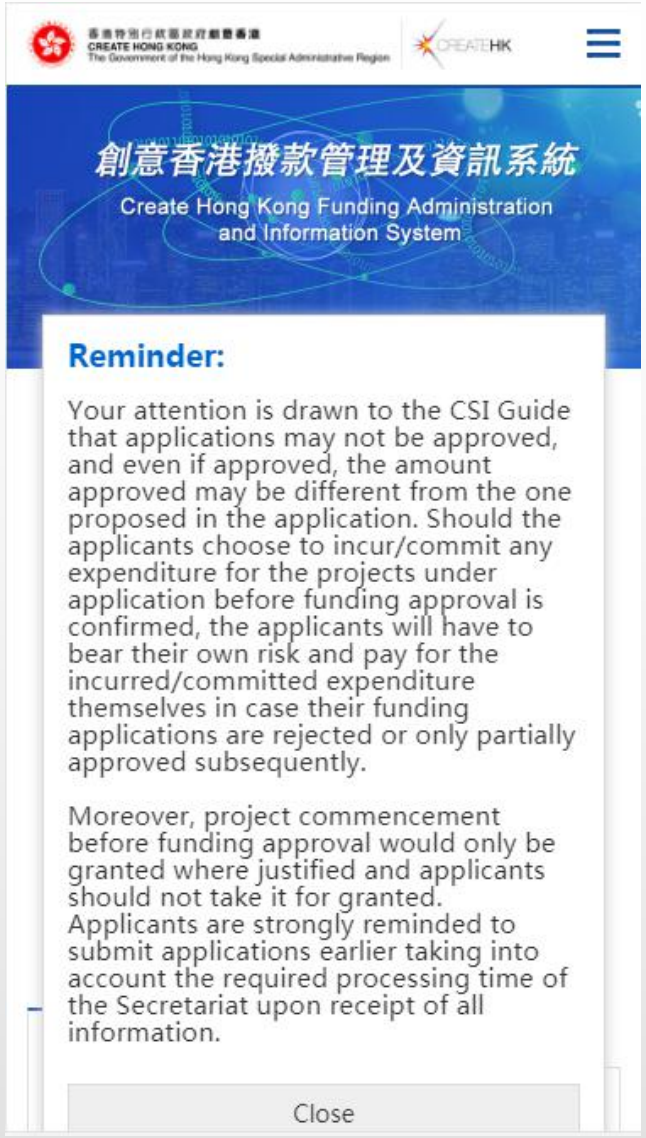
1. After register PC request being approved, a confirmation email will be sent to the user's registered email address after the PC registration is approved. Open the URL in the email to set the password.

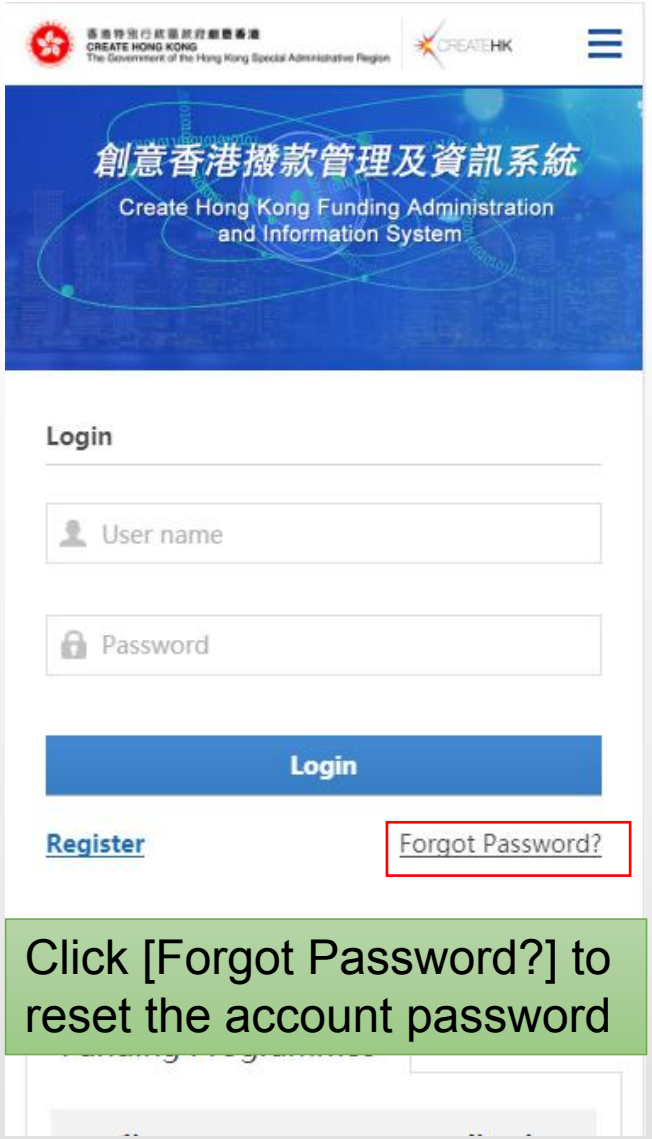


2. Enter the password and click [Confirm] to confirm the new login password

1. Registration
2. **Forgot Password**

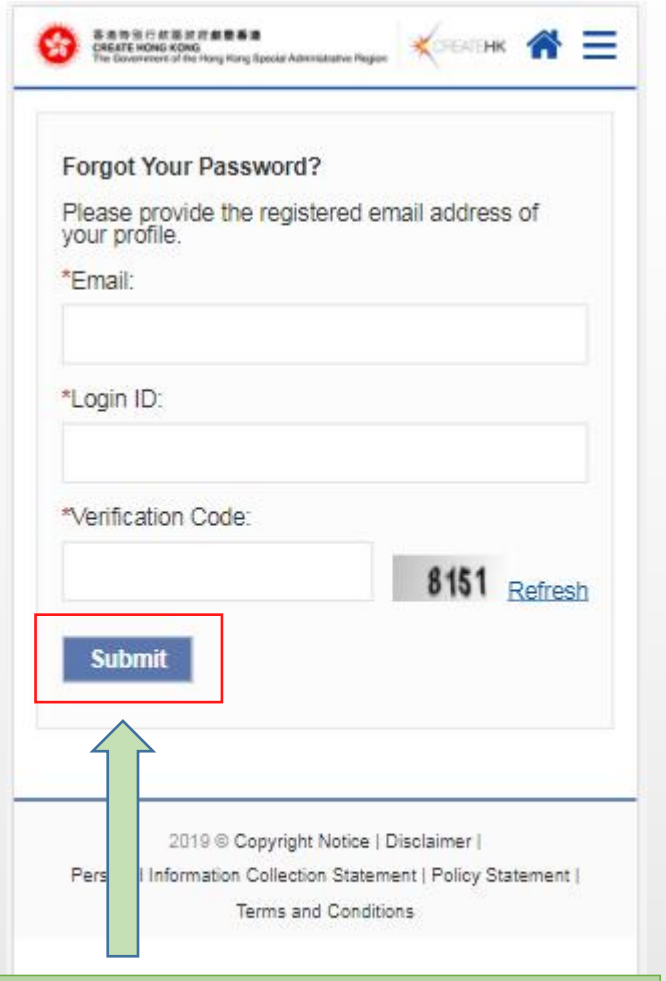
Forgot Password



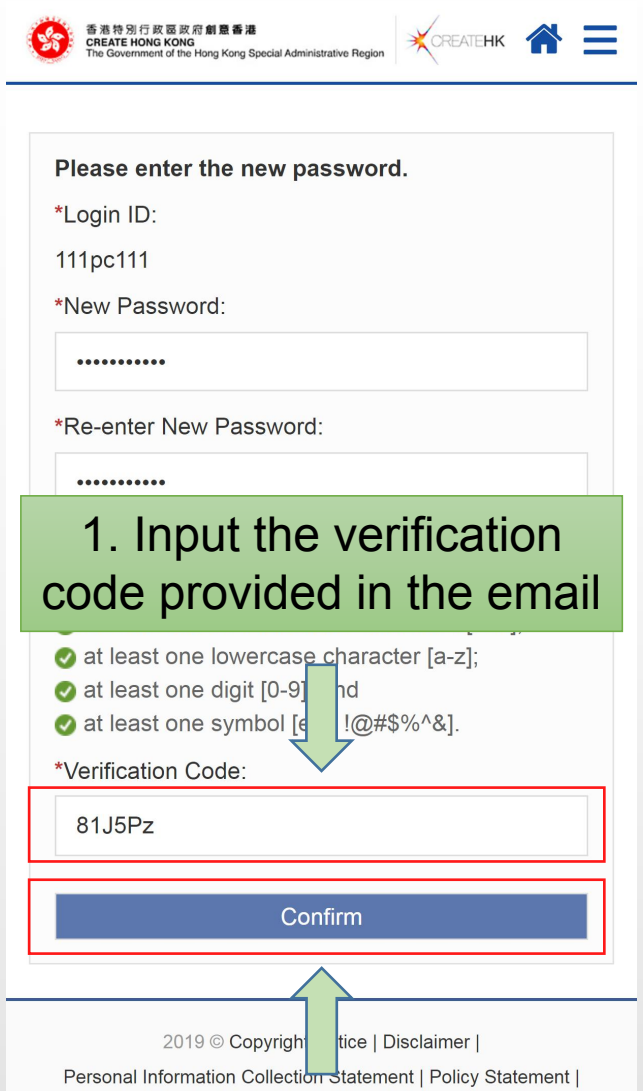


Click [Forgot Password?] to reset the account password

Forgot Password

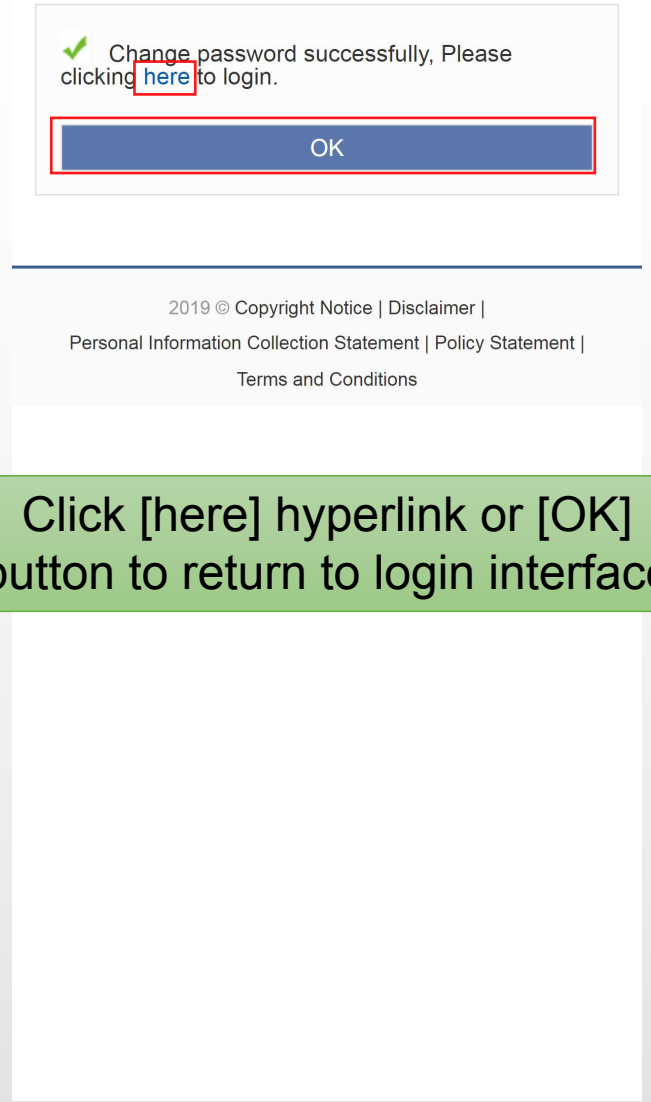


Fill in the textboxes and click [Submit]. An email with a code for resetting the password will be sent



1. Input the verification code provided in the email

2. After filling in the password and code, click [Confirm]



Click [here] hyperlink or [OK] button to return to login interface