

CITEL Collaborative Space: Registration Process User Guide

To register for the CITEL Collaborative Space, the CITEL member must:

1) Enter the CITEL Website:
<http://www.citel.oas.org>.
Then click on the section:
“Collaborative Space” located on the menu bar.

The screenshot shows the CITEL website home page. The top navigation bar includes links for HOME, MEMBERS, CONTACTS, AGENDA, MEDIA, SECRETARIAT, COLLABORATIVE SPACE, and VIRTUAL COMMUNITY. The 'COLLABORATIVE SPACE' link is circled in red. The left sidebar menu lists various sections, with 'Collaborative Space' circled in red at the bottom. The main content area features a 'Welcome to our New CITEL Portal!' message, a 'Next Meeting' section with details about a seminar and a meeting, and a 'Round Table' section.

2) The following screen will appear and to request access to the Collaborative Space, you must Click on “New USERS - Register here”.

The screenshot shows the CITEL Collaborative Space Sign-In page. The top navigation bar includes links for HOME, MEMBERS, CONTACTS, AGENDA, MEDIA, SECRETARIAT, COLLABORATIVE SPACE, and VIRTUAL COMMUNITY. The main content area features a 'CITEL Collaborative Space: Sign-In' heading, a 'Welcome to CITEL Collaborative Space!' message, and a 'New Users? Please Register here' link circled in red. There are also links for 'Registered Users? Please proceed to "Sign-In"', 'Forgot your Username or Password?', and 'Change your Password'.

3) Registration is a **simple FOUR-step process**

Step 1: Create your Username and Password in the CITELE Website.

The screenshot shows the CITELE website's registration process. The header includes the Inter-American Telecommunication Commission logo and navigation links. The main content area is titled "Collaborative Space: Registration Process" and contains a list of steps. Step 1, "Create your Username and Password in the CITELE Website. (In progress)", is highlighted. Below the steps is a registration form with fields for Username (mardanta), Password (*****), Confirm Password (*****), Given Name (Maria), Surname (Urdaneta), and Email (infanmay@oas.org). A CAPTCHA image is also present.

Step 1 (Con't): After you have successfully created your username and password, this screen will appear and you will receive an email confirming your registration as user of CITELE Website.

Please, be aware that you are **NOT** yet registered as a participant of the CITELE Collaborative Space.

The screenshot shows the CITELE website's registration process. The header includes the Inter-American Telecommunication Commission logo and navigation links. The main content area is titled "Collaborative Space: Registration Process" and contains a list of steps. Step 1, "Create your Username and Password in the CITELE Website. (Completed)", is highlighted with a green checkmark. Step 2, "Participation Request - CITELE Collaborative Space (Not started)", is highlighted in yellow. Below the steps is a registration form with fields for Username (mardanta), Password (*****), Confirm Password (*****), Given Name (Maria), Surname (Urdaneta), and Email (infanmay@oas.org). A CAPTCHA image is also present.

Step 2: Complete and submit the "Participation Request Form" for the CITELE Collaborative Space.

The screenshot shows the registration process on the Inter-American Telecommunication Commission website. The page title is "Collaborative Space: Registration Process". It indicates that registration is a 4-step process and that Step 1 (Create your Username and Password) is completed. Step 2, "Participation Request - CITELE Collaborative Space", is currently in progress. The form asks for the following information:

- Username: [text input]
- Salutation: Mrs. [dropdown menu]
- Full Name: [text input]
- Email: [text input]
- Department / Area: Telecom [dropdown menu]
- Position: Engineer [dropdown menu]
- Address: 1887 F Street NW [text input]
- City: Washington [text input]
- State: DC [dropdown menu]
- Country: United States of America [dropdown menu]
- Zip Code: 20180 [text input]
- Telephone: +1 202 4587727 [text input]
- Category: CTE Associate Members - PCE II [dropdown menu]
- Administrative/Group Affiliation: USA - THE BOEING COMPANY [dropdown menu]
- Group(s) of Interest: Assembly, COM/CITEL, PCE II, Steering Committee

A "Submit" button is located at the bottom of the form.

Step 3: Once the registration is completed, wait for your participation approval. The Secretariat of CITELE will review your request and you will receive an email notifying you the status of your request (if has been approved or if needs more details).

The screenshot shows the registration process on the Inter-American Telecommunication Commission website. The page title is "Collaborative Space: Registration Process". It indicates that registration is a 4-step process and that Step 2 (Participation Request) is completed. Step 3, "Participation Approval - CITELE Collaborative Space", is currently in progress. The page displays a "Thank you!" message and states: "Your participation request to the CITELE Collaborative Space has been received successfully." Below this, a yellow box contains the following information:

Step 3: Participation Approval - CITELE Collaborative Space (In progress)

The Secretariat of CITELE will review your request, and you will receive an email notification if your participation request has been approved or if it needs additional details.

Please be aware that this process may take up to 48 hours to review.

To ensure that our email reaches your inbox, please add the following email addresses to your address book, safe list or white list (stnrodrigo_ital@oas.org & citel@oas.org)

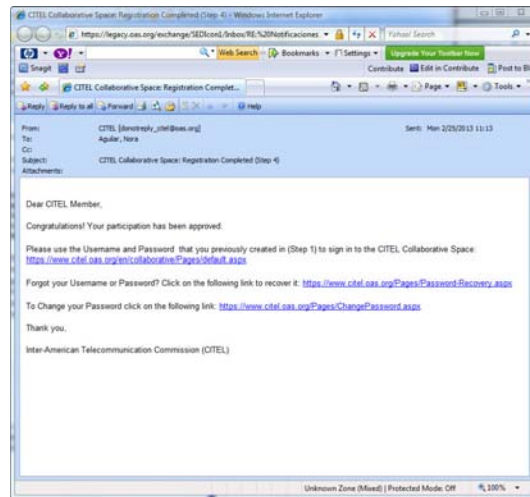
If you have any questions please do not hesitate to Contact Us.

Step 4: Once you have received the approval from CITEI, complete your registration by clicking on the link contained in the email:

<https://www.citel.oas.org/en/collaborative/Pages/default.aspx>

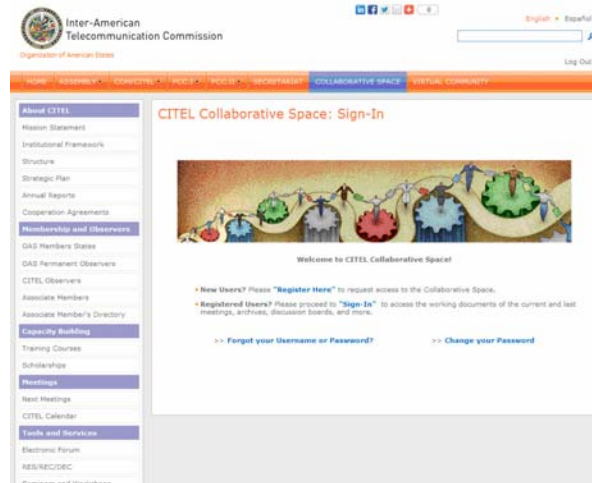
or

By entering the CITEI Website and by the "Collaborative Space" in the menu bar.

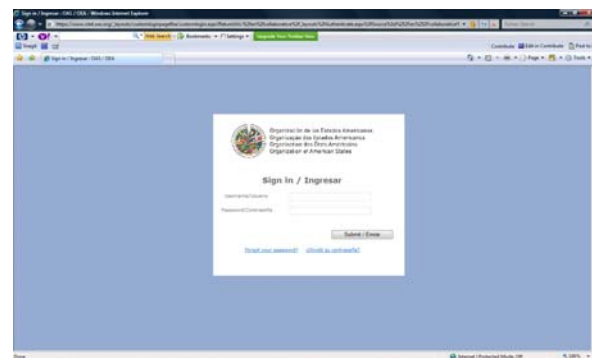


Step 4 (Con't):

Click on "Sign-In" on **Registered Users** from CITEI Collaborative Space.



4) Sign-In: using the Username and Password that you previously created in the Step 1.



5) Click on the open meeting.

The screenshot shows the homepage of the Collaborative Space for the Inter-American Telecommunication Commission. The header includes the organization's name and logo, along with language options (English and Español) and a search bar. A navigation menu contains links for HOME, FCC.II, VIRTUAL COMMUNITY, and CITEL WEB SITE. A sidebar on the left lists menu items: About CITEI, Membership and Observers, Call for Building, Meetings Calendar, and Tools and Services. The main content area features a banner image with the text "Welcome to the New Collaborative Space!" and a brief description of the space's purpose. Below the banner, there are bullet points listing upcoming events: "XXX Meeting of FCC.II: April 8 to 13, 2013, Cali, Colombia" and "Seminar on fixed and mobile satellite services: April 7, 2013, Cali, Colombia".

6) Explore the CITEI Collaborative Space.

The screenshot displays the CITEI Collaborative Space page for the Permanent Consultative Committee II (PCC.II). The header is identical to the previous screenshot. The navigation menu includes a link for "CITEL WEB SITE". The sidebar on the left is expanded to show "Current Meeting" (11-COL-13), "Last Meeting" (11-20-MEX-12), and "WORKING GROUPS - FCC.II". Under "WORKING GROUPS", there are three entries: "1. Working Group for the Preparation of CITEI for Regional and World Radiocommunication Conferences", "2. Working Group on Terrestrial Fixed and Mobile Radiocommunication", and "3. Working Group Relative to Satellite Systems to Provide Fixed and Mobile Services". Each entry has links for "Documents" and "Discussion Board". The main content area features a banner image with the text "Permanent Consultative Committee II (PCC.II)". Below the banner, the title "Permanent Consultative Committee II: Radiocommunication including Broadcasting (PCC.II)" is displayed. The page provides information about the current meeting, including dates and location, and a link to "Submit Your Document". It also lists "deadlines to submit the documents" and provides sections for "ORDER OF BUSINESS", "MEETING DOCUMENTS", "TEMPLATES", and "SHARED".