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

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

2) The following screen will appear and to request access to the Collaborative Space, you must Click on “New USERS - Register here”.
3) Registration is a **simple FOUR-step process**

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

**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 CITEL Website.

Please, be aware that you are **NOT** yet registered as a participant of the CITEL Collaborative Space.
**Step 2:** Complete and submit the “Participation Request Form” for the CITEL Collaborative Space.

**Step 3:** Once the registration is completed, wait for your participation approval. The Secretariat of CITEL 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).
Step 4: Once you have received the approval from CITEL, 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 CITEL Website and by the “Collaborative Space” in the menu bar.

Step 4 (Con’t): Click on “Sign-In” on Registered Users from CITEL Collaborative Space.

4) Sign-In: using the Username and Password that you previously created in the Step 1.
5) Click on the open meeting.

6) Explore the CITEL Collaborative Space.