

**ITU User Account
request
TIES Access
Rights**





TIES Access Rights

TIES access rights allow ITU members (Member States, Sector Members, Associates, and Academia) to access restricted documents and other online resources.

The TIES access rights are requested through the ITU User Management page.

TIES Focal Point

Each ITU member organization/entity has a dedicated focal point who will manage requests of TIES access rights.

[ITU Members](#)

[TIES Services \(itu.int\)](#)



1 Login

You already have an ITU User Account with an ITU-member organization, and **you wish to request TIES Access rights.**

a) Enter your [email](#) or Username, and your [password](#), then click on [Log in](#).



ITU User Account

To request TIES access rights, you need an ITU User Account.

a)

The screenshot shows a login form with the following elements:

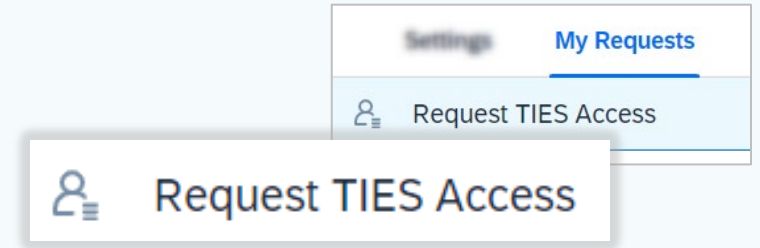
- An "Email *" label above a text input field.
- A "Password *" label above a text input field.
- A "Forgot password?" link located to the right of the password field.
- A blue "Log in" button at the bottom of the form.

2

Request TIES Access

- a) Go to [Request TIES Access](#) under the [My Requests](#) menu.
- b) Add any additional comments in the provided box, or just click on [Submit](#).

a)



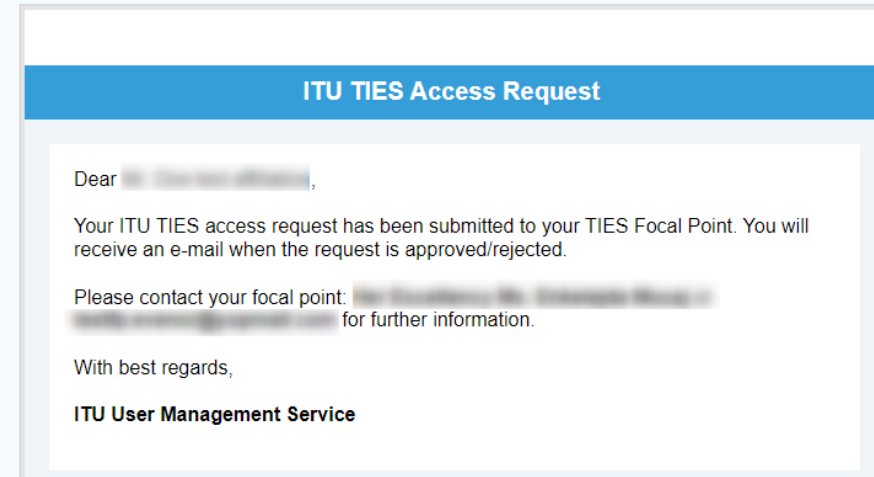
b)

A screenshot of a form for requesting TIES access. It features a label 'Additional Comments:' above a white text input field. Below the input field is a blue button with the text 'Submit' in white.

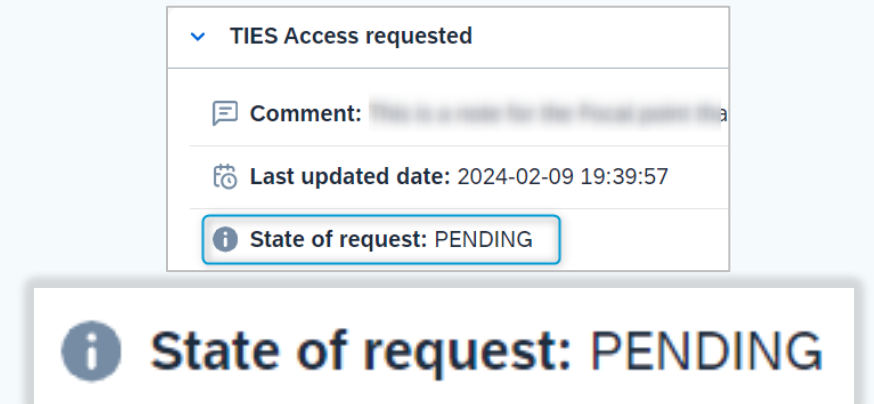
2 Acknowledgment

- a) An automated email will be sent to your inbox confirming your request and its status pending Focal Point review.
- b) The status of your request will also be displayed in the [Request TIES Access](#) page.

a)



b)



3 Request Approved

- a) An email will be sent to your inbox informing you that your request for TIES access has been **approved** by your focal point.
- b) The status is also reflected in your ITU Account Management page. Go to the **Request TIES Access** option under the **My Requests** menu.

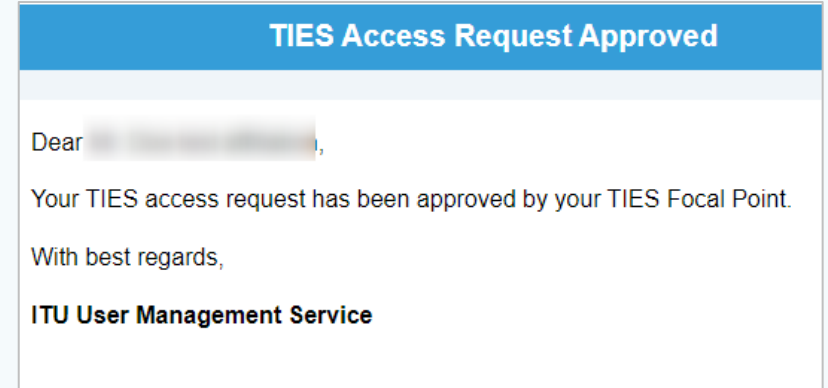


If your request was rejected by your TIES Focal Point, you will also receive an email notification and the status will be displayed in your ITU User Management page.

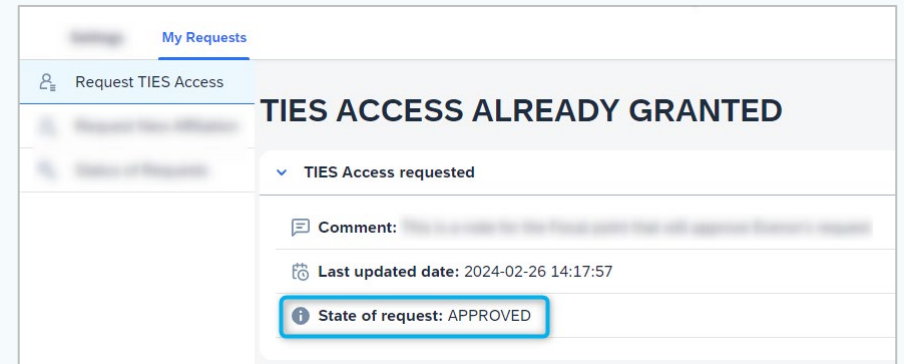
Once your request has been rejected, it is no longer possible to submit a new request through this platform.

Contact your focal point by email should you wish to submit a new request.

a)



b)



4 Subscribe to Notifications

Once you have been granted TIES access rights, you can subscribe to notifications.

- a) Go to the [TIES Notification Subscription](#) option under the [My TIES Settings](#) menu.
- b) Click on [Activate](#) OR [Deactivate](#) for the desired subscriptions.

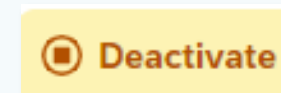


The subscriptions are grouped by ITU Sector.

a)

ID	Description	Type	Active	Action
NOTIF_SUBSCRIPTIONS_SG.SG_001	Council documents	SG	<input type="checkbox"/>	▶ Activate
NOTIF_SUBSCRIPTIONS_SG.SG_002	Plenipotentiary documents	SG	<input checked="" type="checkbox"/>	⊘ Deactivate
NOTIF_SUBSCRIPTIONS_SG.SG_003	Circular letters	SG	<input type="checkbox"/>	▶ Activate
NOTIF_SUBSCRIPTIONS_SG.SG_004	DM letters	SG	<input type="checkbox"/>	▶ Activate

b)



Need Assistance?

Check the [FAQ](#), or
contact us at ServiceDesk@itu.int