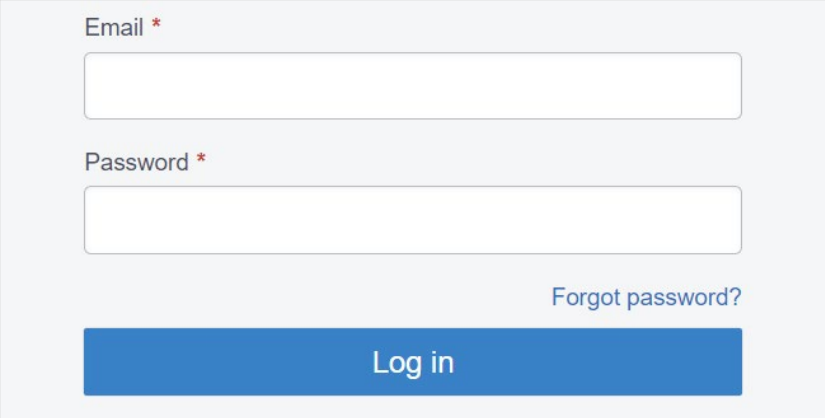**Focal Point**

Manage TIES Access Rights

1 Login

You are the TIES focal point for your organization. You have received a TIES access request for approval, or you want to manage TIES access rights for the users in your organization.

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

a)

Email *

Password *

Forgot password?

Log in

2 New TIES Requests

As TIES Focal Point, you have received an email notification of a request for TIES access rights.

a) Go to TIES User Requests under the Manage my users menu.

b) All new requests will appear in this page. For each request, simply click on Accept or Decline.

ℹ️ Declined requests will remain listed in this menu for your reference.
Approved requests will no longer appear listed in this menu.
Go to **Manage TIES users** should you wish to approve a previously declined request, OR reject a previously approved request

a)

b)
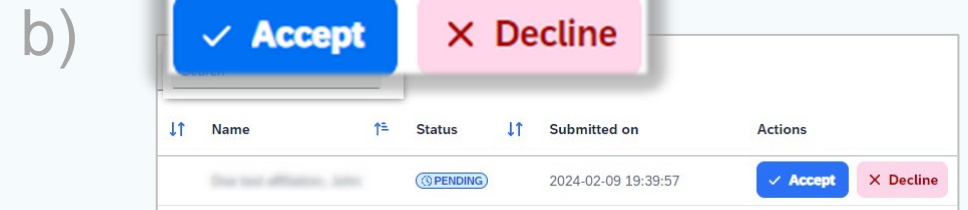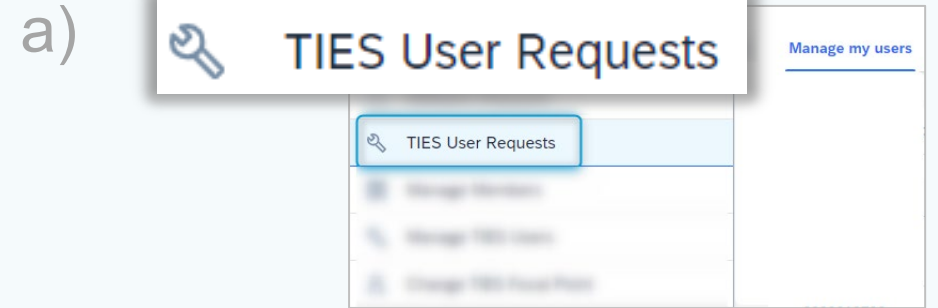
3 Manage TIES Users

As a TIES Focal Point, you wish to grant or remove TIES access rights to users in your organization.

a) Go to Manage TIES Users under the Manage my users menu. All users linked to your organization will be listed here.

b) To activate TIES access rights simply click on Set as TIES user next to the contact person.

c) To Remove TIES access rights simply click on Remove TIES User Permission.

a)

b)

c)
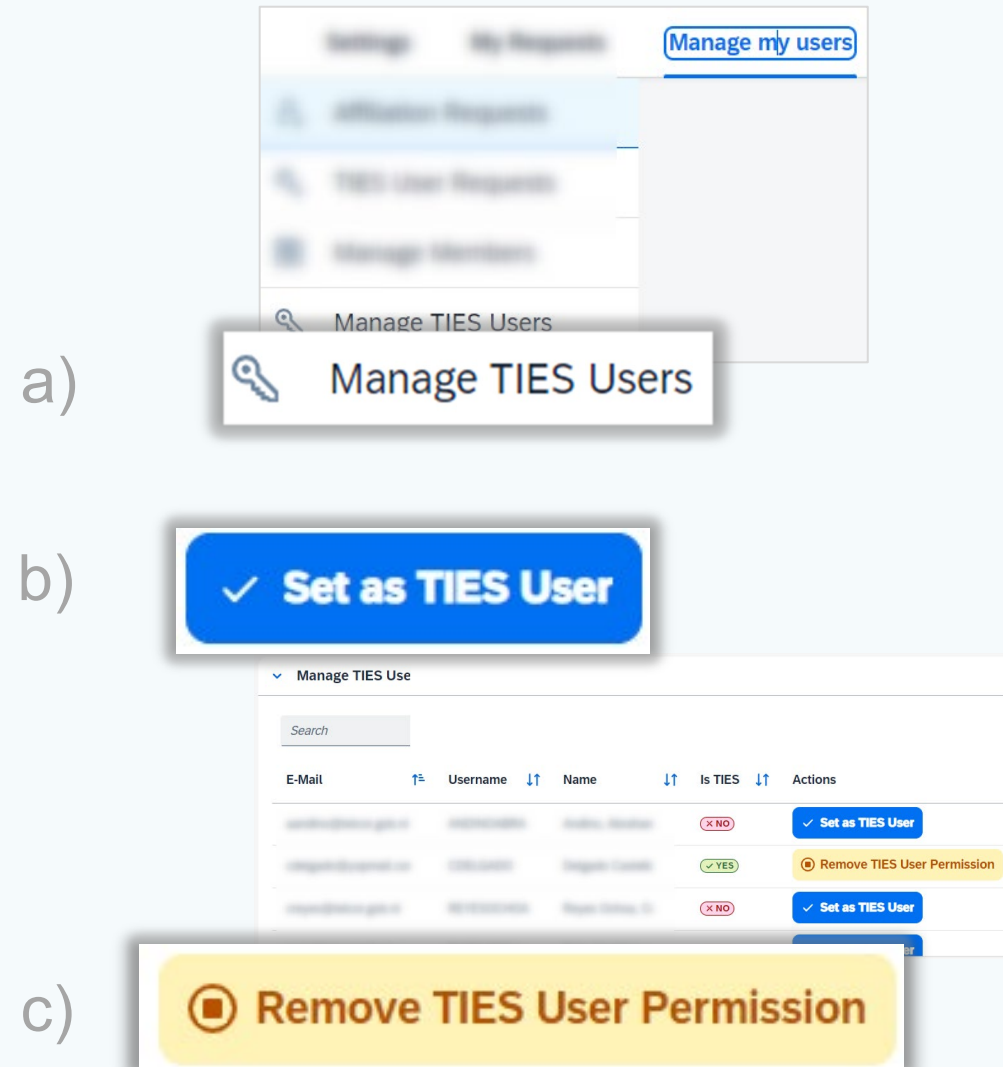
4 Change TIES Focal Point

As TIES Focal Point you wish to grant TIES Focal Point rights to a colleague.

a) Go to Change TIES Focal Point under the Manage my users menu.

b) Use the search box to find the contact person and click on Set as TIES FP.

c) Confirm.

⚠️ The contact person must have TIES access rights before assigning as TIES focal point.

a)

b)

c)

Need Assistance?

Check the **FAQ**, or

contact us at **ServiceDesk@itu.int**