



# WSIS User Guide

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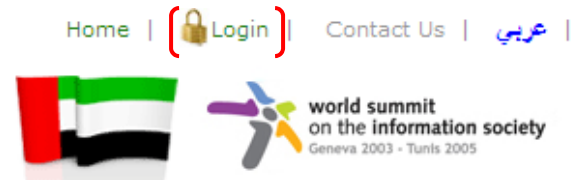
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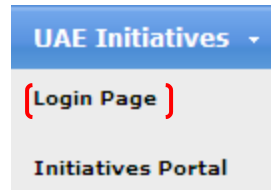
# How to Login

There are two ways to login as follows :-

- From the Main Menu on your Right



- OR** From the top Bar Menu on your Left Click on **UAE Initiatives** , and from the drop down menu select **Login Page**, as it showing on the following example :



- When you Click the **Login Page** , it will navigate you to the Login Page , as it appears in the following example:

## Login Page

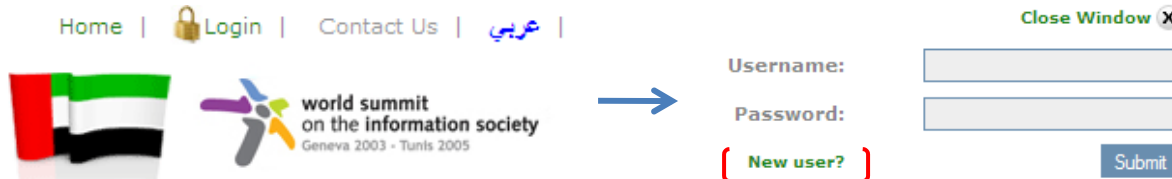
We would like to Invite all Entities, Individuals who contributed to the wealth of UAE Information Society to provide us with there initiatives/projects/services listed in our website.

National WSIS Committee official website is provide a good platform to share such acheivements and to reach the WSIS targets.

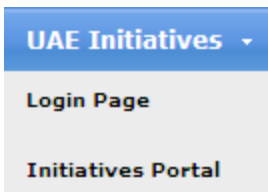
- If you are registered on our website, kindly login **(here,)**
- If not, then please **register** to be able to view UAE Initiatives Portal and upload your Entity Iniatives.

# How to register your Company

1. By clicking on **New user**



2. **OR** From dropdown menu select login page, and through the **Login Page** click on the word register , as it showing in following snap shots:-



## Login Page

We would like to Invite all Entities, Individuals who contributed to the wealth of UAE Information Society to provide us with there initiatives/projects/services listed in our website.

National WSIS Committee official website is provide a good platform to share such acheivements and to reach the WSIS targets.

- If you are registered on our website, kindly login **here**,
- If not, then please (**register**) to be able to view UAE Initiatives Portal and upload your Entity Iniatives.

# To Register Your Company Con't

3. To Register your company, you have to fill in the following form:-

The screenshot shows the 'Entity Registration' form on the WSIS website. The page header includes the WSIS logo, navigation links (Home, Login, Contact Us, عربي), and a search bar. The main navigation menu contains: UAE Initiatives, UAE ICT Development, WSIS, National Committee, Media, and Links. The form is titled 'Entity Registration' and is divided into three main sections: 'Details of the organization', 'Responsible Person', and 'Login Details'. The 'Details of the organization' section includes fields for 'Organization Name' (with a separate field for 'العنوان'), 'Organization Website (URL)', and a 'Submit' button. The 'Responsible Person' section includes a note that personal contact information will not appear on the website, and fields for 'Title' (Mr./Ms.), 'Name', 'Designation', 'Phone Number', and 'Email'. The 'Login Details' section includes fields for 'Username', 'Password', 'Confirm Password', and 'Verification Code' (displaying '4880').

Home | Login | Contact Us | عربي |

WSIS  
الهيئة العالمية حول مجتمعات المعلومات  
National Committee  
اللجنة الوطنية  
المركز الوطنية للمعلومات

world summit  
on the information society  
Geneva 2003 - Tunis 2005

Search

UAE Initiatives - UAE ICT Development - WSIS - National Committee - Media - Links -

## Entity Registration

### Details of the organization

Organization Name: \*   العنوان \*  
Organization Website (URL): \*

**Responsible Person:** (Note: Personal contact information will not appear on the website)

Title:  Mr.  Ms.  
Name: \*   
Designation:   
Phone Number:   
Email: \*

### Login Details

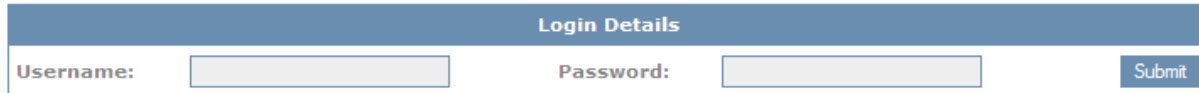
Username: \*   
Password: \*   
Confirm Password: \*   
Verification Code  4880

Submit

# How to Change Your Password

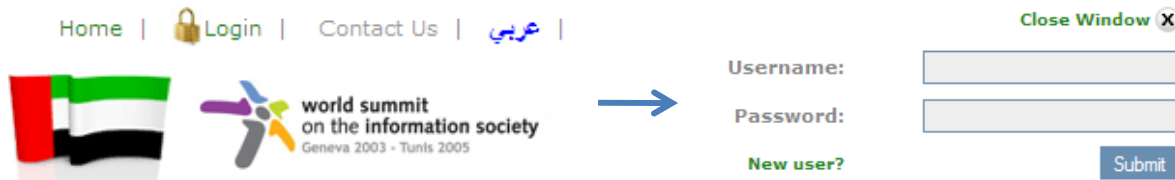
If you are registered, then you can change your password by following the below steps :

1. Prompt you User Name and Password



A screenshot of a login form titled "Login Details". It contains two input fields: "Username:" and "Password:". To the right of the "Password:" field is a blue "Submit" button.

OR



A screenshot of a website header. On the left, there are navigation links: "Home", "Login" (with a lock icon), "Contact Us", and "عربي". Below these is a logo for the "world summit on the information society" (Geneva 2003 - Tunis 2005) and the UAE flag. An arrow points from this header to a login form on the right. The form has "Username:" and "Password:" fields, a "Submit" button, and a "New user?" link. A "Close Window X" button is also visible.

2. By prompting your User Name and Password this will navigate you to following page :-

Initiatives Portal



A screenshot of a dashboard titled "Welcome 'Telecommunication Regulatory Authority'". It features a grid of buttons: "Add a new Initiative", "View your own Initiatives", "Search All Initiatives", "Action Lines Statistics", "Contact Details", "Log out", and "Password Modification" (which is highlighted with a red bracket).

# How to Change Your Password Con't

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3. Select Password Modification to and follow the required steps to modify your password, as it seen in the following example :-

Change your Password

## Password Modification

Old Password: \*

New Password: \*

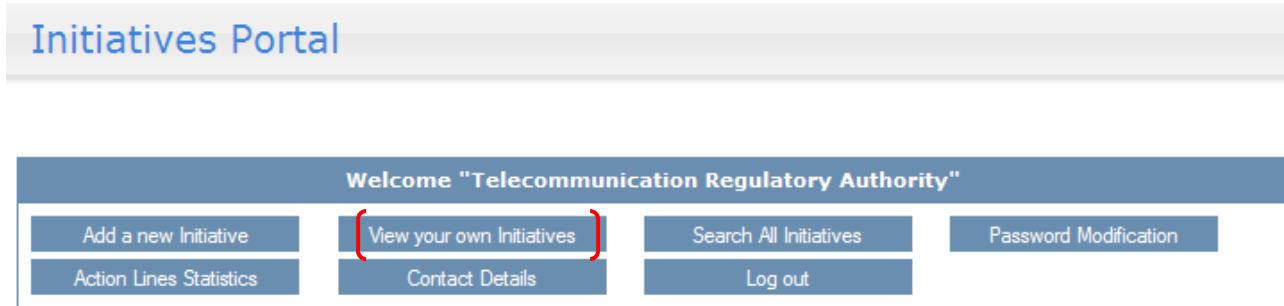
Confirm Password: \*

Submit

# View your Own Initiatives

Through WSIS website you can view all your own initiatives with their titles and their status if they are approved or not :

- You can view your initiatives through :-



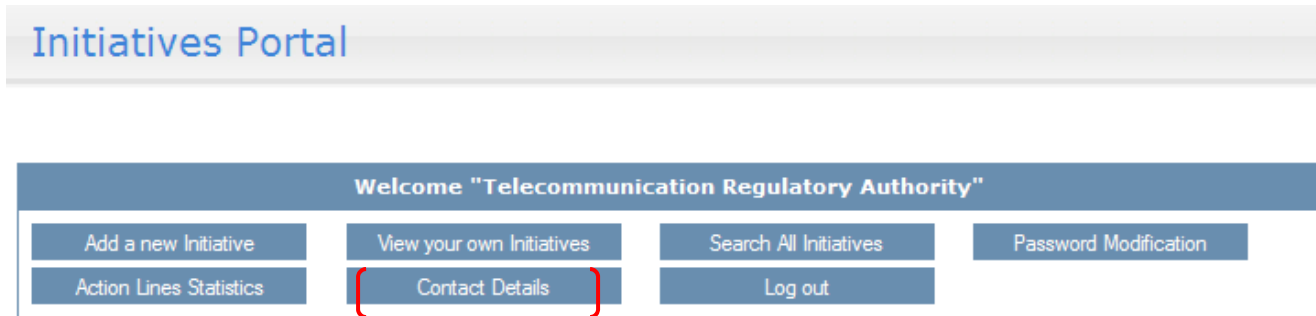
- When you click on [View your own Initiatives](#), the following page will appear :-

Title	Approved
aeCERT	yes
aeDA (dot ae Domain Administration)	yes
Be'atha	yes
BLACKHAT	no
Certificate Service Provider Regulation	yes



# View Your Contacts

Through WSIS Website, you can have your own Contacts Details Page as it appears in the following Example :



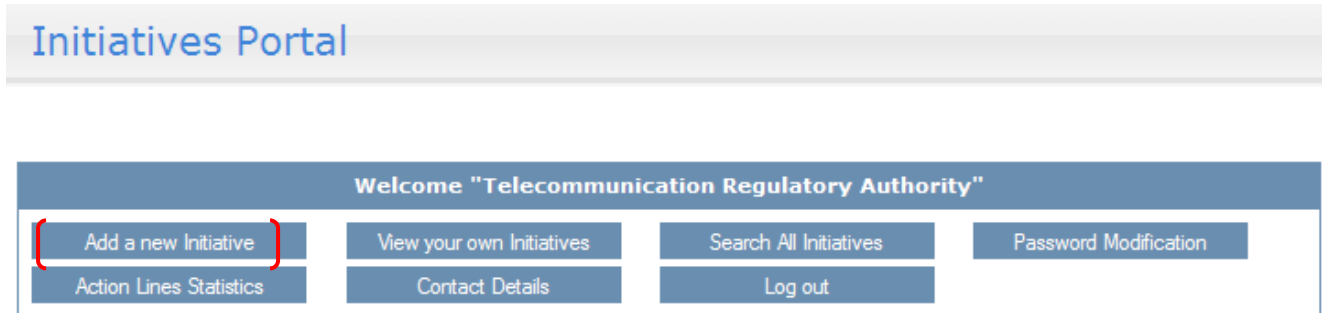
- When you click on **Contact Details** , the following page will appear :-

Contact Details:	
<b>Name:</b>	Suleman Bakhsh
<b>Designation:</b>	Senior ICT Analyst
<b>Phone:</b>	04-4288846
<b>Email:</b>	suleman.bakhsh@tra.ae

# How to add a New Initiative

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- To add a new initiative, Click on **Add New Initiative**, which will direct you to the **Adding Initiatives Form** page:-



# How to add a New Initiative Con't

- On the **Adding Initiatives Form** , Entities are required to fill in the following fields :-

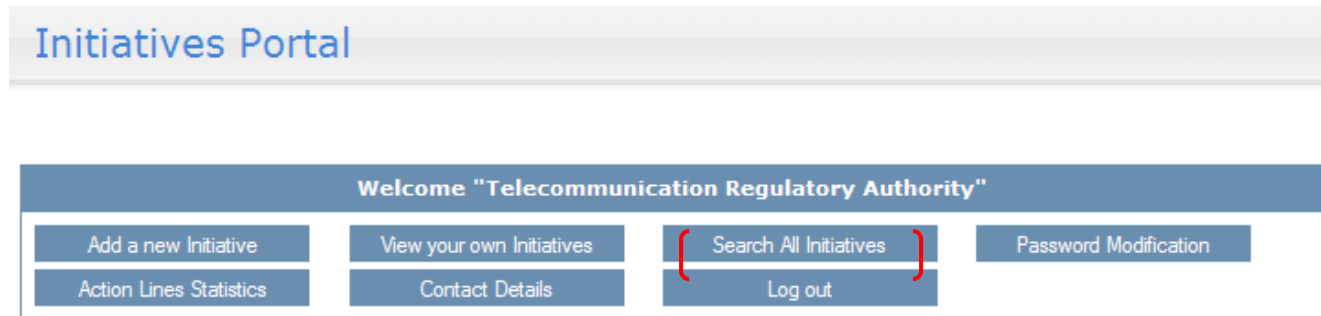
The form is divided into several sections:

- Activity title:** A text box with a placeholder: "Please provide a short title for this project, program, thematic meeting, event etc." Below it are two smaller text boxes, one with the label "Activity title:" and another with the Arabic label "العنوان القصير".
- Description:** A text box with a placeholder: "Please provide a brief description, in 100 words or less. Governments and international organizations may also wish to provide more detailed information concerning their policies or programmes (e.g., documents relevant to one or more RSSD action lines)." Below it is a rich text editor with a toolbar and a "File:" label.
- Activity Year:** A text box.
- Geographical coverage:** A section with the instruction "Please tick a box to indicate the geographical coverage:" and three radio buttons: "National", "Regional", and "International".
- Timescale:** A section with the instruction "Please tick a box to indicate the timescale of the activity:" and three radio buttons: "Completed", "Ongoing", and "Planned". Below it is a text box with the label "Please specify date:".
- Activity type:** A section with the instruction "Please tick one or more boxes to indicate the type of activity described above:" and several checkboxes: "Project", "Programme", "Conference", "Publication", "Training initiative", and "Policies and Guidelines". Below it is a text box with the label "Other, please specify:".
- Partnership:** A section with the instruction "Please indicate the names of the main partners/participants in the activity:" and a text box with the label "Partnership Details:".
- Attachments:** A section with five rows, each containing a text box labeled "Attachment 1" through "Attachment 5" and a "Browse..." button.

A "Save" button is located at the bottom right of the form.

# Search initiative

- To Search Initiative, Click on **Search all Initiatives** :-



- By Clicking it will navigate you to the following page :-

The screenshot shows a search filter interface. At the top, there are radio buttons for 'Tree view' (selected) and 'List view'. Below this is the heading 'Looking for initiatives under:'. There are four dropdown menus: 'Entity: All', 'Or Sector: All', 'Action Line: All', and 'Year: All'. A 'Search' button is located at the bottom left.

View as:  Tree view  List view

Looking for initiatives under:

Entity: All Or Sector: All

Action Line: All

Year: All

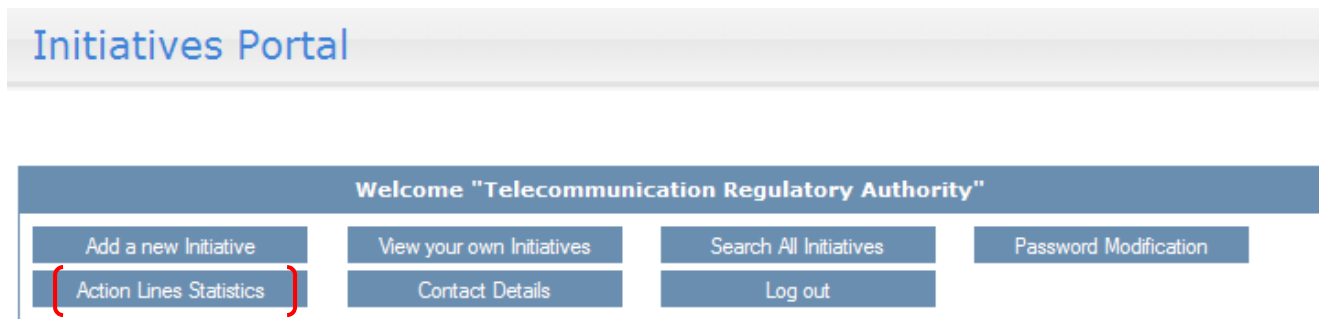
Search

**Note :** As you can see from the above example you can target your initiative search by selecting from the relevant fields

# How to view Action Lines Statistics

All registered companies can view their Action lines Statistics , that will give them a statistical view of each Action Line.

- To View action line Statistics, Click on [Action Line Statistics](#):-



- By Clicking it will navigate you to the following page :-

Action Lines Statistics:	
Stakeholders Role	100%
ICT Infrastructure	0%
Knoweldge Access	0%
Capacity building	0%
Cybersecurity	0%
Enabling Environment	0%
ICT Applications	0%
Cultural Diversity	0%
Media	0%
Ethical Dimensions	0%
Cooperation	0%