

How to register in centralised ANSN website

OVERVIEW:

- A. User registration process in ANSN is 3-step process:
- ✓ Step 1: Users register in centralised ANSN website www.ansn.org
 - ✓ Step 2: User authentication (approve user registration request)
 - ✓ Step 3: User authorization (assign roles to user)
- B. Broadly in ANSN, there are three levels of access, namely:
- Level 0 : General Public (no registration needed)
 - Know about ANSN “What is ANSN”
 - ANSN Newsletter
 - Announcements of regional events in ANSN (NEW FEATURE)
 - Introductory information on topical groups
 - Reference material pertaining to various topical groups
 - Documents of selected events like training and workshops
 - Level 1 : Limited access; (registration needed)
 - All of the above content accessible by Level 0
 - Documents of all events pertaining to training and workshops
 - Level 2 : Full access for a particular topical group as recommended by the SC member
 - Information pertaining to all events including missions, meetings and conferences
 - Online nomination process
 - ToR of topical groups (depending on which topical group user is given Level 2 access; CBCG members Level 2 access is given to all TGs)
 - Country Knowledge Base
 - ISE
 - Regional and National Workplan
 - Members of topical groups
 - Discussion forums
 - National and Topical Group Action Plan
 - TG members : Full access to all the topical groups (registration needed)
 - All of the above content accessible by Level 2
 - Administrators : Full access (registration needed)
 - Approve user registration requests
 - Assign relevant roles to registered users
 - Upload documents pertaining to ANSN events
 - Manage topical group members personal details

By registering to centralised ANSN website, user can request access to any of the above mentioned levels.

Depending on the decision of the SC member of the respective ANSN member state, IAEA grants appropriate access level to the registered user.

I. HOW USERS REGISTER IN ANSN WEBSITE:

- ✓ Click on the “Register” link on the home page of centralised ANSN website www.ansn.org
- ✓ You would be redirected to a page as indicated in Figure 1.1 below:
- ✓ Please enter all the details in this page. **Please enter appropriate justification** in the “Justification” column as this filed helps the SC member as well as ANSN system administrator assign appropriate roles to the user.

Register

*Most of the ANSN pages are not open to the public and access is controlled with usernames and passwords. Access will be granted to valid participants in the ANSN project after validation by the competent organisations in the member countries.
Only nationals from Australia, Bangladesh, China, France, Germany, Indonesia, Japan, Rep. of Korea, Kazakhstan, Malaysia, Pakistan, Philippines, Singapore, Thailand, USA and Vietnam can apply for registration. The submission will be manually reviewed, and you will be informed of our decision by e-mail.*

First name: Last name:

Gender: ☐ Mr. ☐ Ms. Country:

Telephone: *Please include the country code, e.g. "+43 1 26000"*

Address:
Lines should be separated by a semi-colon, e.g. "Wagramer Strasse 5; PO Box 100; A-1400 Vienna; Austria"

Organization:

Justification:

Short justification (max. 255 characters). Please mention in the "Justification" column if you are planning to participate in any regional ANSN events along with the event name. This will facilitate us to approve your request promptly.

Figure 1.1 User registration page

Please enter appropriate justification in this column, as this helps the ANSN system administrator to assign relevant roles to the registered user.

- ✓ Click on the “Next” button after filling up all the above columns and you would be redirected to the page indicated in Figure 1.2 below:
- ✓ Username and Password are case-sensitive. Password must contain special characters like \$,#,^,*,@, etc.
- ✓ If possible, **please enter your official email address**. This would facilitate ANSN system administrator to promptly grant you access to the centralised ANSN website.
- ✓ **Security question and answer helps a registered user to retrieve her/his password in case she/he forgot the password**. Please make a note of the security answer, as the answer is encrypted and stored in the database and so even the ANSN system administrator cannot provide you the answer upon request.
- ✓ After filing all the details, click on the “Create User” link.

*Most of the ANSN pages are not open to the public and access is controlled with usernames and passwords. Access will be granted to valid participants in the ANSN project after validation by the competent organisations in the member countries.
Only nationals from Australia, Bangladesh, China, France, Germany, Indonesia, Japan, Rep. of Korea, Kazakhstan, Malaysia, Pakistan, Philippines, Singapore, Thailand, USA and Vietnam can apply for registration. The submission will be manually reviewed, and you will be informed of our decision by e-mail.*

Sign Up for Your New Account

User Name: *

Password: *

Confirm Password: *

E-mail: *If possible, please mention your official email address. This will facilitate us to approve your request promptly.*

Security Question: * Making a question by yourself, Aiming for get your password if you lost it. e.g. "my birthday"

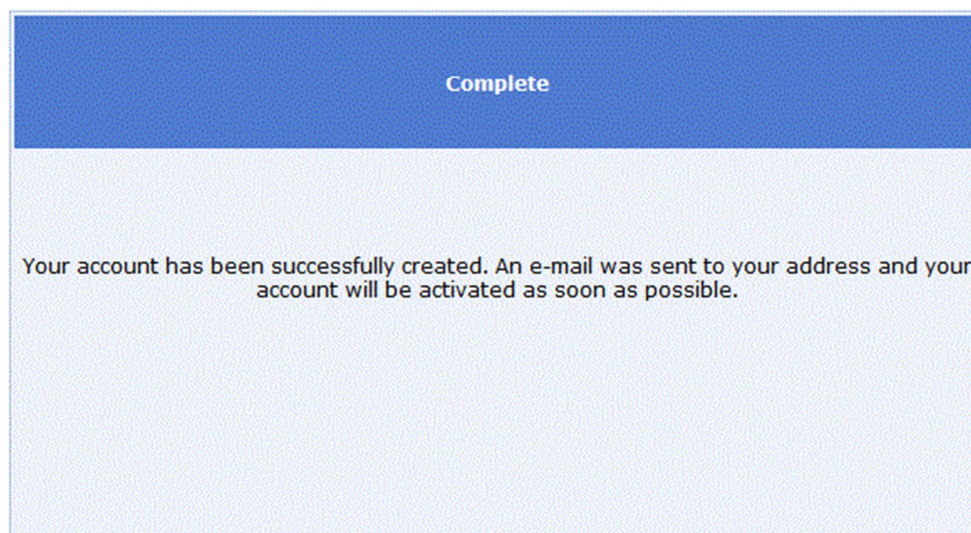
Security Answer: Making an answer for your question, Aiming for get your password if you lost it. e.g. "1990-01-01"

Figure 1.2 User registration page

- ✓ Registration process is complete, if you see the below page.

Most of the ANSN pages are not open to the public and access is controlled with usernames and passwords. Access will be granted to valid participants in the ANSN project after validation by the competent organisations in the member countries.

Only nationals from Australia, Bangladesh, China, France, Germany, Indonesia, Japan, Rep. of Korea, Kazakhstan, Malaysia, Pakistan, Philippines, Singapore, Thailand, USA and Vietnam can apply for registration. The submission will be manually reviewed, and you will be informed of our decision by e-mail.



- ✓ An email notification is sent to the registered user as well as ANSN system administrator. **Upon scrutiny, access would be granted to the user as well as relevant rights would be assigned to the user within 7 working days.** Please contact the ANSN system administrators (email addresses mentioned below) in case you don't receive any emails regarding the status of your registration within 7 working days.

II. HOW SYSTEM ADMINISTRATORS AUTHENTICATE AND ASSIGN ROLES TO REGISTERED USERS:

ANSN System administrators can access the user authentication interface via the following menu in centralised ANSN website:

User Authentication:

Management System → Manage Administration → Authenticate Users

- ✓ To approve the registration request, ANSN system administrator can search the user by his last name. System administrator can click on the link “Manage” user details.

System administrator can filter users based on the first initial of last name.

ANSN Homepage > Management System > Manage Administration > Authenticate Users

A|I|J|A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

Export to Excel

This indicates if the user account is approved or locked.

	Last Name	First Name	Email	Approved?	LockedOut?	Comment
Manage	Katukhov	Alexey	a.katukhov@iaea.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kerhoas	Anne	a.kerhoas@iaea.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	KHATOON	ABIDA	a.khatoon@iaea.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Agung		aghi46_bbc@yahoo.co.id	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kim	Byung Hak	bhkim@kins.re.kr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Khokhar	Bilal Tahir	Bilal020061@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	
Manage	KIM	Dae Ki	D.Kim@iaea.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	krishyana	heddy	h.krishyana@bapeten.go.id	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Krishyana	Heddy	h.krishyana@bapeten.go.id1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Manage	Klonk	Hartmut	hklonk@bfs.de	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kappel	Judith	J.Kappel@iaea.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Khan	Md. Jahirul Haque	jahirul Khan@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kimura	Kogo	K.Kimura@iaea.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kim	Sang-Yun	k125ksy@kins.re.kr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kim	Jongkap	k233kjk@kins.re.kr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	KWON	Jeong-Wan	k646kpw@kins.re.kr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kamagata	Shoko	kamagata-shoko@meti.go.jp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Khaliqyar	Saifullah	khaliqyar_20@yahoo.com	<input type="checkbox"/>	<input type="checkbox"/>	
Manage	kihara	shinji	kihara.shinji@iaea.go.jp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kim	Minjin	kimminjin@kaeri.re.kr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manage	Kinase	Masami	kinase.masami@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

For approving or unlocking a particular user account, click on the “Manage” link.

- ✓ As shown below, the administrator can approve the request.
- ✓ The administrator can also unlock any particular user account by clicking on the button “Unlock User” as indicated below.

ANSN Homepage

<< Back to User List

Username: kunjeers

Name: Mr. Kunjeer Sameer

Email: s.b.kunjeer@iaea.org

Country: IAEA

Organization: IAEA

Approved: ☒

Locked Out:

System administrator can approve new request by checking the check box.

System administrator can unlock existing user account by clicking on the "Unlock User" button.

Copyright 2008 Asian Nuclear Safety Network (ANSN). Developed and hosted by International Atomic Energy Agency

User Authorization:

ANSN System administrators can access the user authorization interface via the following menu in centralised ANSN website:

Management System → Manage Administration → Users and Roles

Manage System

ANSN Homepage > Management System > Manage Administration > Users and Roles

User Role Management

Manage Roles By User

Select a User: 004678

- ☐ Administrators
- ☐ CKB_Coordinator
- ☐ CKB_Editor
- ☐ Editors
- ☒ EVAL_EDITOR_GROUP1
- ☐ EVAL_EDITOR_GROUP2
- ☐ EVAL_EDITOR_GROUP3
- ☐ EVAL_EDITOR_GROUP4
- ☐ EVAL_REVIEWER
- ☒ IAEA_TO
- ☐ ISE_Editor
- ☐ ITSG
- ☒ Level_1
- ☒ Level_2
- ☐ NAP_Editor
- ☐ NR_Editor
- ☐ PMO_EPR
- ☐ PMO_ET

Manage Users By Role

Select a Role: Administrators

Users
Remove bjerrea
Remove guol
Remove kunjeers
Remove plemoine

UserName:

System administrator can assign appropriate roles by clicking on relevant check boxes.

CURRENT ANSN SYSTEM ADMINISTRATORS:

Currently as of Dec 2011, following are the system administrators of ANSN who are entrusted with the responsibilities of authenticating user registration requests as well as assigning roles

KUNJEER Sameer B (s.b.kunjeer@iaea.org)

BJERRE ANNEMARIE (a.bjerre@iaea.org)

GUO Lingquan (l.guo@iaea.org)