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](http://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 field helps the SC member as well as ANSN system administrator assign appropriate roles to the user.

![Figure 1.1 User registration page](image1.png)

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 filing 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.

![Figure 1.2 User registration page](image)
Registration process is complete, if you see the below page.

An email notification is send 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” to access the user details.

![User Authentication Interface](image)

This indicates if the user account is approved or locked.

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

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

- 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.
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

- 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.
- 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

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