

# Profile Information

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# Start page

John Smith

Start page

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The Start page is the entry page for your profile, when you login to the portal, you will always start on this page, unless you set another starting point.

This page contains updates on group news, meeting activities and document updates.\*

## **“News from my groups”:**

The news feed on the left contains the most recent news from:

1. Groups you are a member of
2. Groups you are watching

The news is listed in reverse chronological order with the most recent news item on top.

## **“My upcoming meetings”:**

The meetings listed under this heading are from the groups of which you are a member and the groups you are watching.

## **“Latest documents in my groups”:**

The documents listed under this heading are the most recent ones from the groups of which you are a member of or are watching.

When you login to the portal, you will always start at "My Start Page" unless you set another page to be the starting point :

To **change** to another start/landing page:

- Log in to [Cept.org](https://cept.org) and find the page you would like to be your "landing page", copy link,
- Go to "Edit Profile" (1)
- Insert link in "Start page" (2) field and click "update" to save the change.

The screenshot shows the user interface of the CEPT ECC portal. At the top, there is a navigation bar with tabs for CEPT, ECC, Com-ITU, CERP, and ECO. Below this is a secondary navigation bar with links for Info, Groups, Topics, Deliverables, Tools & Services, ECC Meeting Documents, and ECC Calendar. The user's name, John Smith, is displayed, along with a 'Log out' link. A 'PROFILE' dropdown menu is open, showing options: Start Page, Edit profile, My groups, My meetings, Notifications, Questionnaires, and E-mail groups. The main content area is divided into sections: 'NEWS FROM MY GROUPS', 'CHANGE YOUR PERSONAL DETAILS', 'My upcoming meetings', and 'Latest documents in my groups'. The 'CHANGE YOUR PERSONAL DETAILS' form is highlighted with a green border and contains fields for First name, Last name, Email, Alternative email, Title/area of work, Organisation/company, and Start page. The 'Start page' field is currently empty and has a red '2' next to it, with a red arrow pointing to it from the 'PROFILE' dropdown. A red box highlights the 'Start page' field, and a red arrow points from the 'PROFILE' dropdown to it, with the text 'insert "start Page" link' written in red. The 'My upcoming meetings' section shows a list of meetings, including 'SE 45 SE45#23' and 'NaN1 - Future of Numbering Issues (58th meeting)'. The 'Latest documents in my groups' section shows a document titled 'SRDMG #91'.

# Profile

Your profile data is the information that will be used in the various function on the portal when you navigate the site.

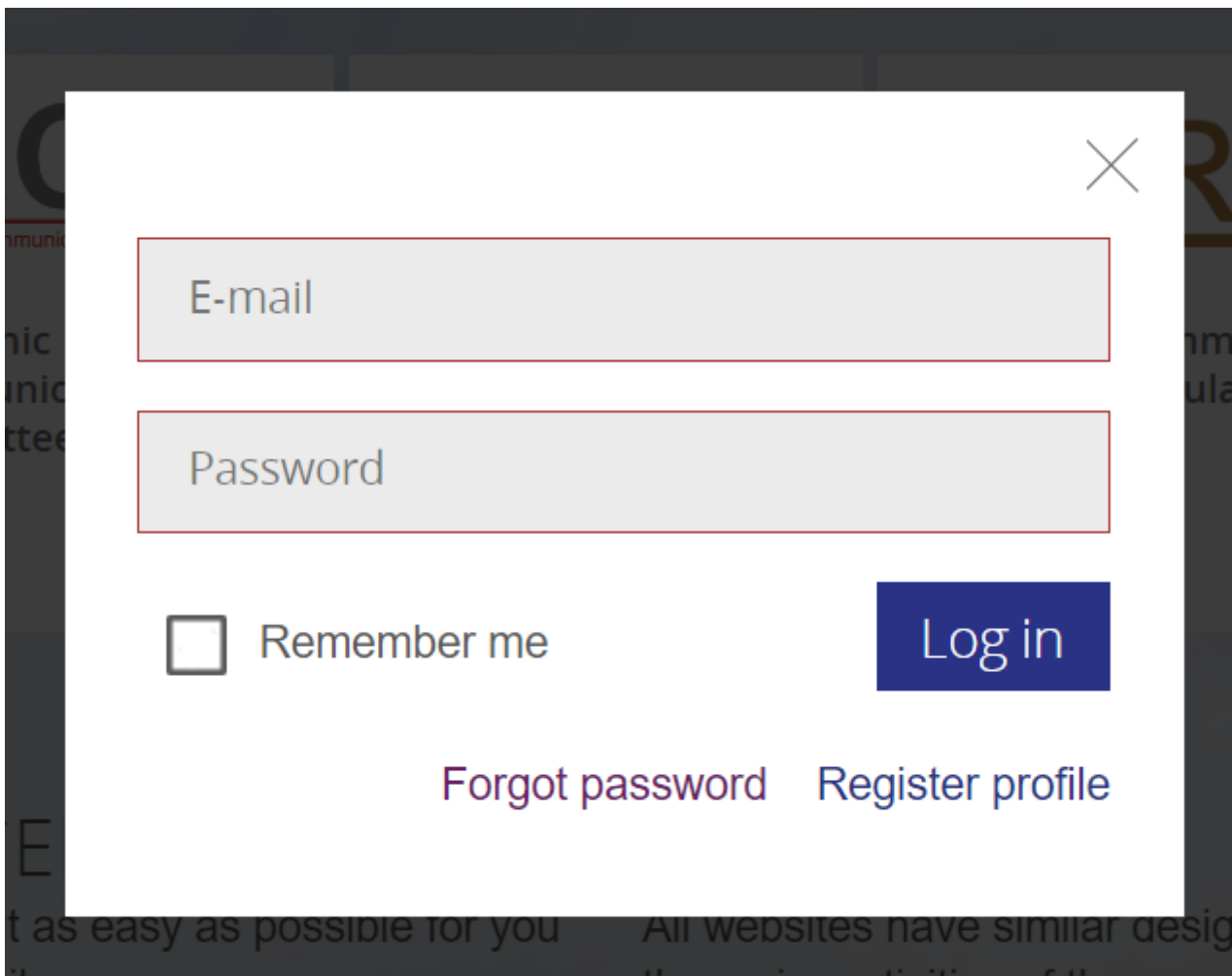
## Creating a profile

To create a profile you need to perform 2 steps.

Step 1 is entering your information and submitting the entry form,

step 2 is for you to acknowledge by email link that you want to have an account with us.

On the frontpage of the CEPT portal, you simply click the “Log in” link in the top left corner. And from login box that appears you can now click the “Register Profile” link.

A white login form modal is centered on a dark grey background. The modal has a close button (an 'X' icon) in the top right corner. It contains two input fields: 'E-mail' and 'Password', both with red borders. Below the 'Password' field is a checkbox labeled 'Remember me'. To the right of the checkbox is a blue button with the text 'Log in'. At the bottom of the modal, there are two links: 'Forgot password' in purple and 'Register profile' in blue.

E-mail

Password

Remember me

Log in

[Forgot password](#) [Register profile](#)

A profile entry form will now appear. Please fill out the form with relevant information - be mindful that you only enter business data. Fields marked with a red \* are mandatory fields and needs to be filled.

Please read the Terms and Conditions for the use of the portal before entering the Captcha code and submit the form.

We handle information in accordance with the GDPR rules, please read [here](#) for information about the annual account validation and where to find our GDPR policies.

The form is now submitted and shortly after an approval email should arrive in your inbox. Please click this link to approve your wish for an account - this step is to confirm that you asked for the profile yourself and not somebody else.

# Changing your profile

Profile							
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On your startpage - in the section "Profile" you can change your profile data.

Here you can change your profile information, except your main email address. If you need to change this please contact [eco@eco.cept.org](mailto:eco@eco.cept.org) (please note that a consequence of changing your main email address, could be that you need to re-apply for membership of relevant groups).

You can also change your password on this page, and you will find the special login information needed for the chat system.

# My groups

My groups

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## MY GROUPS

★ Favourite group ✓ Member 👁 Watching 👁 Hidden group

### ECO ✓

- ▼ ECO Staff ✓ 👁
- └ ECOFILELINK ✓ 👁
- └ ECOPUBLIC ✓

### CERP PLENARY

- └ WG UPU ✓

### ECC ✓ 👁

- └ WG NaN ✓
- ▼ WG FM ✓
- └ EFIS/MG ✓
- └ FM 61 ✓
- ▼ WG SE
- └ SE 45 ✓

This page gives you an overview of the working groups and project teams that you are a member of.


- Favourite groups: These groups are the ones you have listed in the “My profile” box under Favourite groups .
- Member: The groups of which you are a member.
- Watching: The groups you are watching (and getting news updates from).

# My meetings

My meetings						
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## MY MEETINGS

### Meetings I'm participating in

DATE & TIME	GROUP	MEETING / SUBJECT	LOCATION	PARTICIPATION	REMARK	CANCEL	HIDDEN GROUP
23/07-24 16:30 - 23/07-24 17:30	Com-ITU	Com-ITU (approval of 2nd set of ECPs to WTSA-24)	Web-meeting	Virtual	eco2@cept...	X	

From here you can access the MeetingHub for attendance. Also you can cancel your registration by clicking the X.

If you need to change your participation type (Virtual/Physical) for hybrid meetings, you need to contact the meeting organiser, this is subject to availability of the chosen type.

# My notifications

Within the meeting documents area, you can choose to be notified about updates to a document or a folder.

Notifications are sent out daily in the morning for changed document/folders that have been altered the previous day.

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## NOTIFICATIONS

Below you find the documents and folders you are watching. Notifications are sent to your registered email when changes occur (only once per day).

### Files

GROUP	FOLDER	DOCUMENT NAME	
CPG	CPG / 2024 / CPG27-1 - 23-24 May - ECO Copenhagen / Invitation	Invitation to the 1st hybrid meeting of CPG27	✕

### Folders

GROUP	FOLDER	
CPG	CPG / 2024	✕

You can cancel your notification subscription by clicking the X in the right side of the table.

# My Email groups

In “My Email Groups” you can manage your e-mail subscriptions in groups.

When you enter a group, you will automatically be signed up for the group email list.

My Email Groups

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## EMAIL GROUPS

Below you can manage your e-mail subscriptions in groups.

GROUP NAME	SUBSCRIBE DATE	UNSUBSCRIBE
ECO Staff	13/11/23 15:12:00	×
ECC - Electronic Communications Committee	06/07/23 19:11:55	×
Working Group UPU	06/07/23 07:52:53	×
SE 45 - WAS/RLANs in the frequency band 5925 – 7125 MHz	19/06/23 13:48:27	×
Working Group Numbering and Networks	26/05/23 12:35:17	×
EFIS/MG - ECO Frequency Information System Maintenance Group	10/05/23 10:07:40	×
Working Group Frequency Management	05/07/22 16:18:14	×
European Communications Office	20/11/20 11:38:11	×

# Questionnaires

On this page you have a list of questionnaires that are open to you for answering, and the submitted replies from previous questionnaires.

Questionnaires

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## QUESTIONNAIRES

**My submitted replies (9) ▾**

**Open questionnaires (1) ▾**