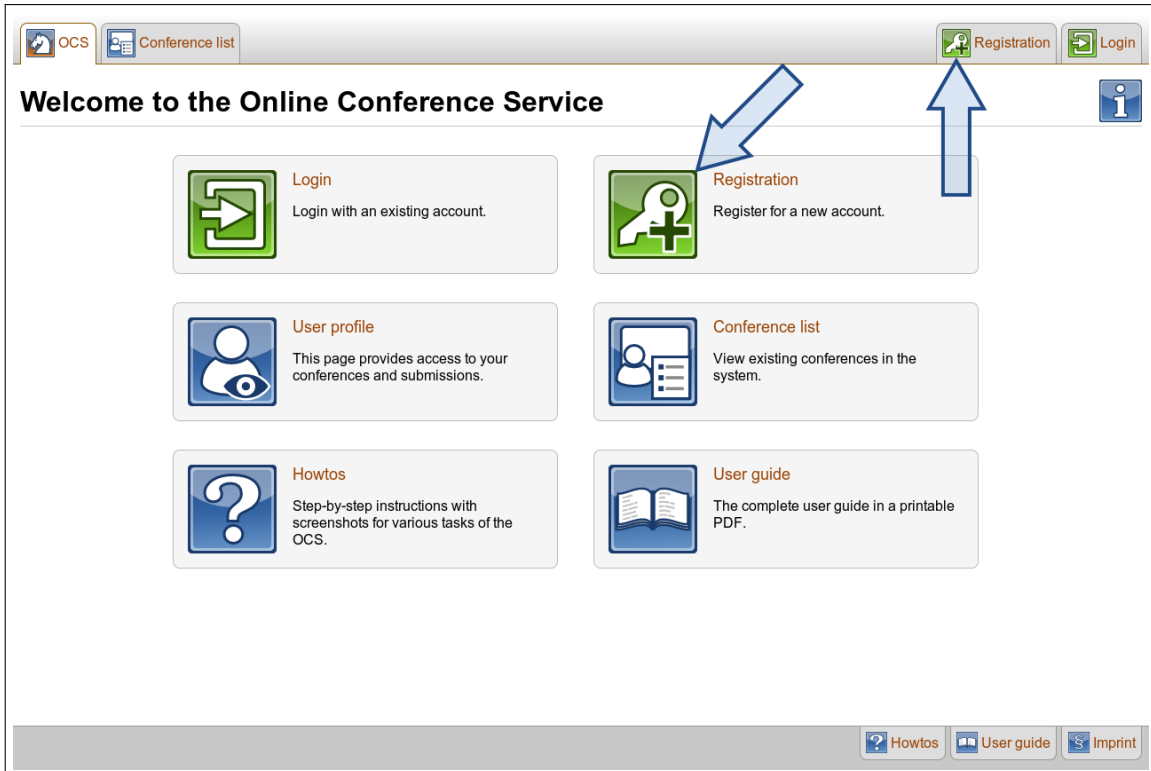


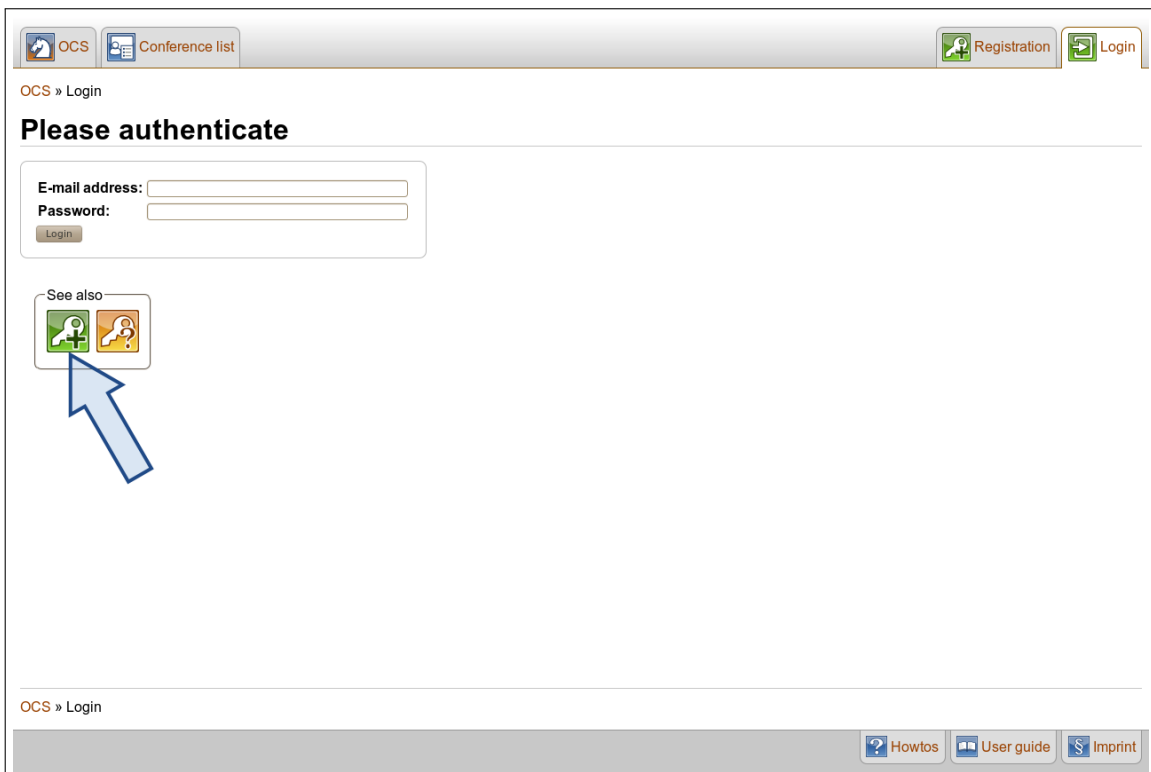
# How-To: Create a New Account

If you want to use OCS, you need an account.

1. In order to create a new account, click the **Registration** button which can be found
  - in each OCS pages' header (unless you are already logged in),
  - on the OCS Welcome page,



- and on the “**Login**” page.





2. Type in your E-mail address and click the **Send request** button.

OCS » Registration request

**Registration request**

In order to register for the conference service, please provide a valid e-mail address below. You will receive a confirmation e-mail containing further instructions.

E-mail address  




OCS » Registration request

[? Howtos](#) [User guide](#) [Imprint](#)

3. After a short time you will receive a confirmation mail from the OCS. Follow the **registration link**.

Dear Sir or Madam,

Someone (probably you) has requested a system account for the Online Conference Service.

To complete the registration process, please follow this link:  
[http://ocs.example:8380/ocs/registerasnewuser/jones.david\\$0040ocs.example/82b8888fc15ad20a](http://ocs.example:8380/ocs/registerasnewuser/jones.david$0040ocs.example/82b8888fc15ad20a) 

This message was generated automatically by  
- The Online Conference System (OCS) -  
<http://ocs.example:8380/ocs/>

4. Fill in at least the required text fields, afterwards click on the **Register** button.

OCS » Registration

OCS Conference list Registration Login

## Registration

To accept the invitation, please select a password and click the registration button at the bottom of this page.

You may change your registered e-mail address in the menu "User profile" after logging in.


**First name\*:** David  
**Last name\*:** Jones  
**Institution\*:** Universität Dortmund  
**Department\*:** Computer Science  
**Street\*:** Otto-Hahn-Str. 14  
**Zip Code\*:** 44227  
**City\*:** Dortmund  
**State\*:** NRW  
**Country\*:** Germany  
**Telephone Number\*:** +49 1234 56789  
**Fax Number\*:**  
**E-mail address\*:** jones.david@ocs.example  
**Password\*:** .....  
**Repeat password\*:** .....

Register

\*Required field

OCS » Registration

Howtos User guide Imprint



5. Your account is now ready for use.