



**UNIVERSITI SAINS MALAYSIA  
COLLABORATIVE MICRO-ELECTRONIC DESIGN EXCELLENCE CENTRE**

## **USER MANUAL**

# **CONFERENCE MANAGEMENT SYSTEM**

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## 1 Introduction

This document is prepared as a guideline for Conference Management System's user. The scope for this document will cover registration and login function of this system. Another user manual on how to use the system will be provided once user login into the system. Conference Management System can be accessed via this link: <http://www.cedec.usm.my/cms>

## 2 CMS Registration

### 2.1 Register as Author

1. On header menu, click on REGISTER or click Sign Up link below the login form.

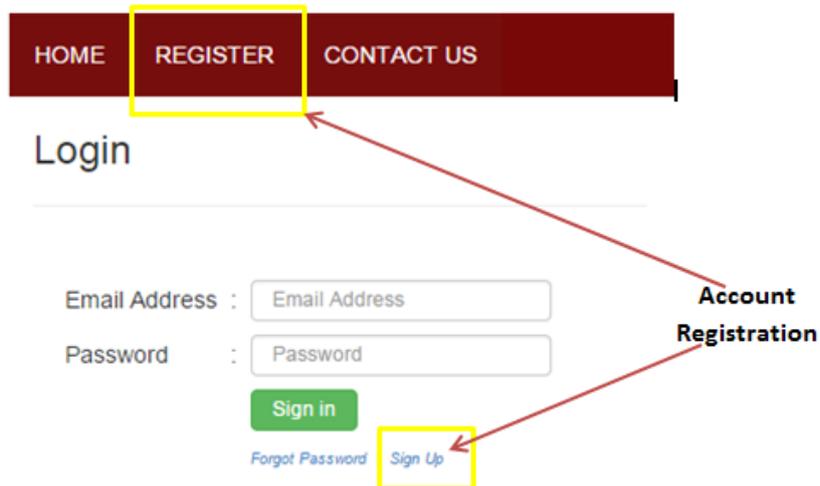


Figure 1: Home Page

2. You will be redirected to registration form. Please enter all required information.
3. System will decline registration if your email address has been registered in the system.
4. If you have difficulty in remembering your password, please see [Forgot Password](#).

The image shows the 'Author's Registration' form. It is divided into two main sections: 'Account Info' and 'Personal Info'. The 'Account Info' section includes fields for 'Email Address\*' (with a placeholder 'eg. example@gmail.com'), 'Password\*' (with a note 'Length must be between 4-12 characters'), and 'Retype Password\*' (with the same length note). The 'Personal Info' section includes fields for 'Salutation\*' (a dropdown menu), 'First Name\*', 'Middle Name', 'Last Name\*', 'Initials\*', 'Gender\*' (a dropdown menu), 'Affiliation\*' (with a note 'e.g. University of Testing -- do NOT include street address or country'), 'Phone No.\*', 'Fax No.', 'Mailing Address\*', and 'Country\*' (a dropdown menu). Below the 'Country\*' field is a 'Captcha Image' field, which is highlighted with a yellow box. A red arrow points from the text 'Captcha Image' to this field. At the bottom of the form are 'Register' and 'Reset' buttons.

Figure 2: Author's Registration

5. Please reenter characters in captcha image before proceed to register.
6. If your registration is successful, a verification email will be send to your email address. Please check your email address and verify your account through the link given to activate your account.



Dear John Doe,

Welcome, you have successfully sign up your **IGNITE** account using the email address: [youremailAddress@gmail.com](mailto:youremailAddress@gmail.com)

For security reasons we do not email your psswd. To change or update your account information, please go to **IGNITE** website.

This account will not activate until you verify your account.

Click [here](#) to verify your email now.

Thank You.  
Technical and Publication Committee  
IGNITE 2014

**Click to verify and  
activate your account**

Figure 3: Email received to verify account

7. Once your email address is verified and activated, a message box will be appeared as below. Click OK to proceed to login into your account.

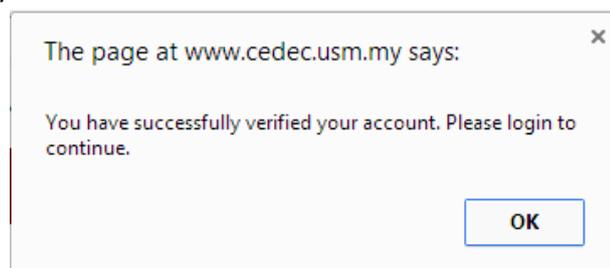


Figure 4: Message box verified account

## 2.2 Register as Reviewer

1. A Reviewer is only allowed to register by invitation only.
2. A reviewer candidate will be receiving an invitation email titled:  
**Invitation to register as Reviewer for IGNITE Conference**
3. In the email, please click IGNITE Reviewer's registration link to proceed for registration.



Dear Sir/Madam/Dr/AP/Prof.,

On behalf of IGNITE 2014, I would like to inform that you are invited to review conference paper.

With the link below, you can log into our website and register your reviewer account.

IGNITE Reviewer's registration link : [Click Here](#)

**Click to register  
reviewer's account**

Thank you for your consideration in this matter, and we are greatly appreciating your cooperation.

*Technical and Publication Committee  
IGNITE 2014.*

Figure 5: Invitation as Reviewer

4. You will be redirected to registration form. Please enter all required information.
5. If you have difficulty in remembering your password, please see **Forgot Password**.

### Reviewer's Registration

#### Account Info

Email Address\* :

Password\* :   
Length must between 4-12 characters

Retype Password\* :   
Length must between 4-12 characters

#### Personal Info

Salutation\* :

First Name\* :

Middle Name :

Last Name\* :

Initials\* :

Gender\* :

Affiliation\* :

Phone No.\* :

Fax No. :

Mailing Address\* :

Country\* :

\*Denotes required field

Figure 6: Reviewer's Registration Form

- If your registration is successful, a verification email will be send to your email address. Please check your email address and verify your account through the link given to activate your account.



Dear John Doe,

Welcome, you have successfully sign up your iGNITE account using the email address: [youremailAddress@gmail.com](mailto:youremailAddress@gmail.com)

For security reasons we do not email your psswd. To change or update your account information, please go to [iGNITE](#) website.

This account will not activate until you verify your account.

Click [here](#) to verify your email now.

Thank You.  
Technical and Publication Committee  
iGNITE 2014

**Click to verify and  
activate your account**

Figure 7: Email received to verify account

- Once your email address is verified and activated, a message box will be appeared as below. Click OK to proceed to login into your account.

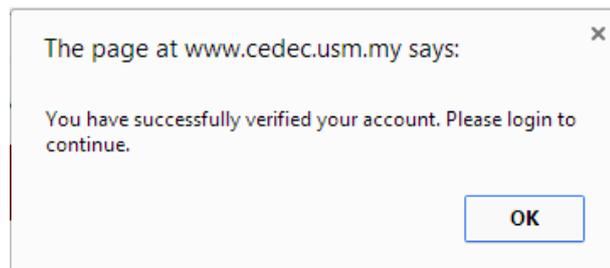


Figure 8: Message box verified account

### 3 Login Account

1. To login into the system, please enter your registered email address and password.

#### Login

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Email Address :

Password :

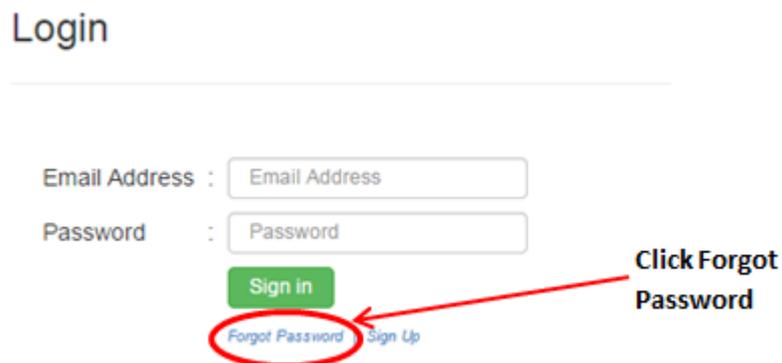
[Forgot Password](#) | [Sign Up](#)

**Figure 9: Login Form**

2. Click button Sign In to login.

## 4 Forgot password

1. In cases where you have trouble in remembering your password, system will reset your password and send the reset password to your email address.
2. To do so, please click Forgot Password at the bottom of login form as below:



The image shows a login form titled "Login". It contains two input fields: "Email Address" and "Password". Below these fields is a green "Sign in" button. Underneath the "Sign in" button are two links: "Forgot Password" and "Sign Up". The "Forgot Password" link is circled in red. A red arrow points from the text "Click Forgot Password" to the "Forgot Password" link.

Figure 10: Forgot password

3. Enter your registered email address to reset your password.

### Reset Password



The image shows a "Reset Password" form. It starts with the text "Please provide email address registered with the system:". Below this text is a single-line text input field. At the bottom of the form is a grey button labeled "Reset Password".

Figure 11: Reset your password

4. Click Reset password. An email will be send to your email address. Please use the password given to login into your account.
5. You are advised to change into new password once your login is successful.