



1/12/2021

# User Sign Up Manual for Applicant

United States Institute of Peace



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# 1. Getting Started

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## 1.1 Set-up Considerations

System screens are designed to be viewed at a minimum screen resolution of 1275 x 650. To optimize your access to the USIP system:

1. Use Google Chrome, version 95.0 or higher.
2. Firefox

## 1.2 Accessing the System

Applicants must Sign up first to access the system.

### 1.2.1 Sign up:

To register in the system, click on the given 'Register Here' link as shown in the image below.

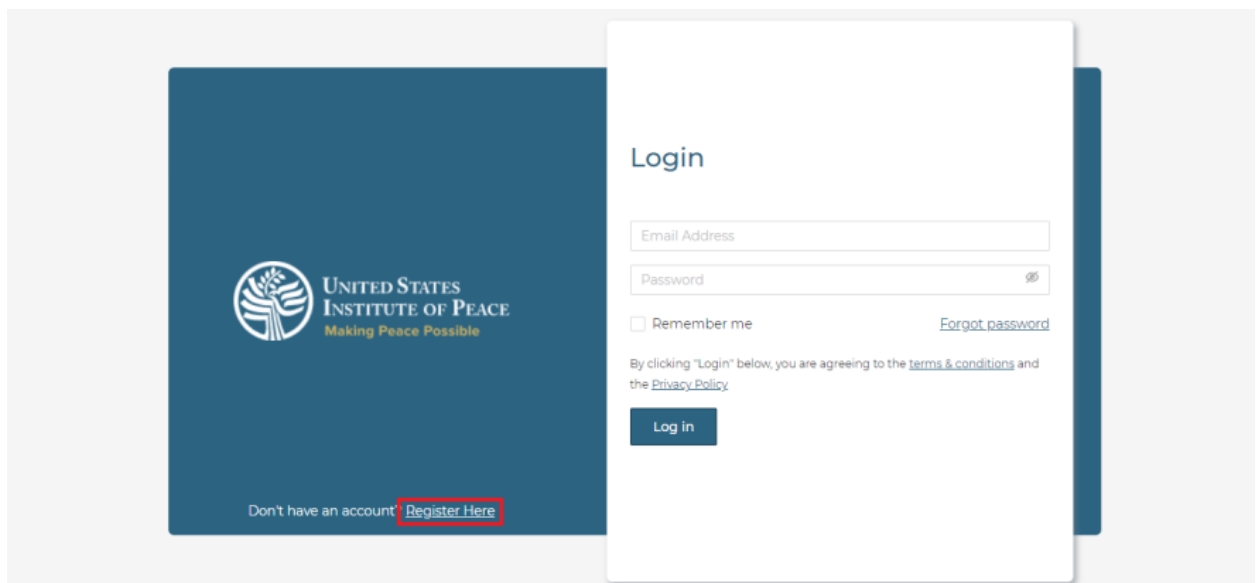


Figure 1 - Screenshot 1 of Sign Up screen

The following screen will be opened where applicant can add their basic information. Required fields must be filled before proceeding further. In case of applicant do not fill required fields, validation error messages will be displayed.

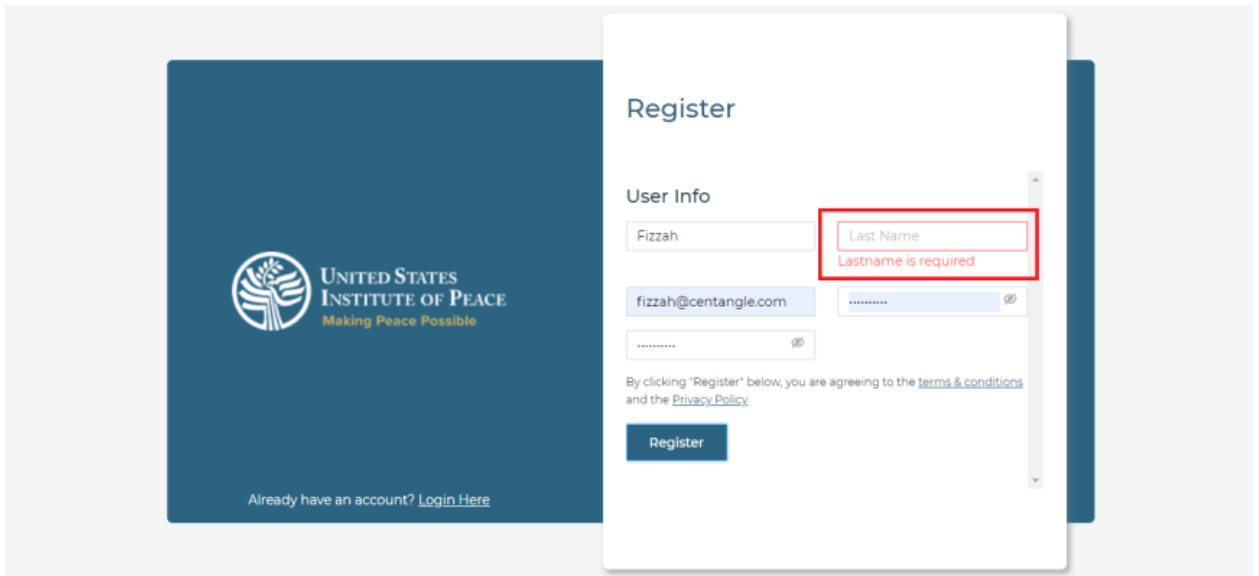


Figure 2 - Screenshot 2 of Sign Up screen

After entering the required information, click on the given Register button.

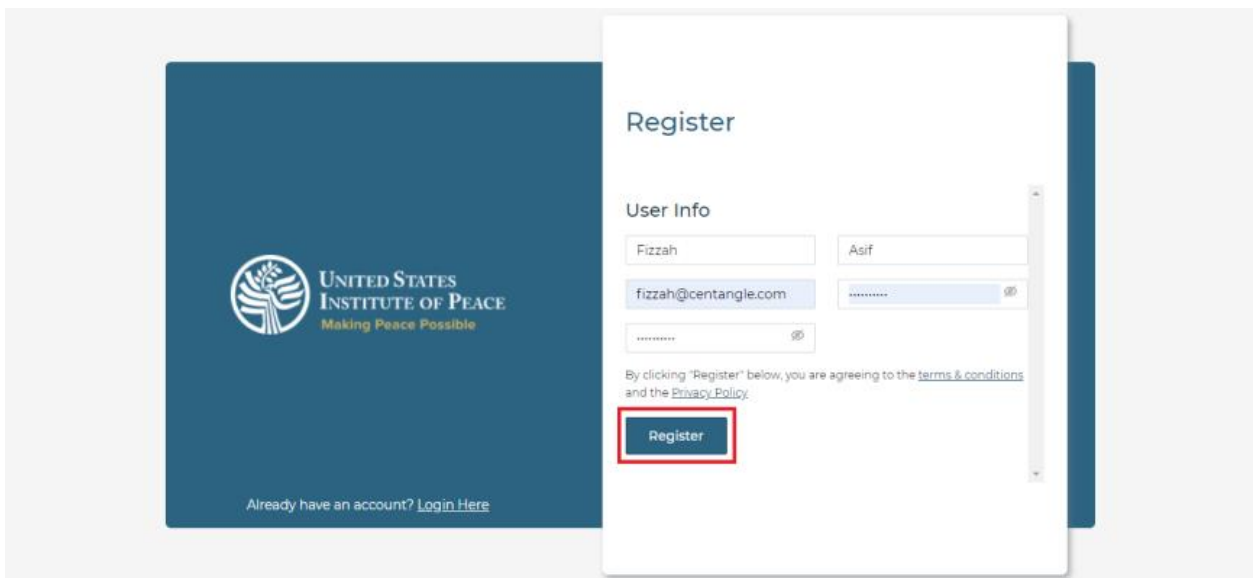


Figure 3 - Screenshot 3 of Sign Up screen

After clicking the Register button, the next screen will be displayed where the applicants are given two options to register i.e., as an organization or as an individual.

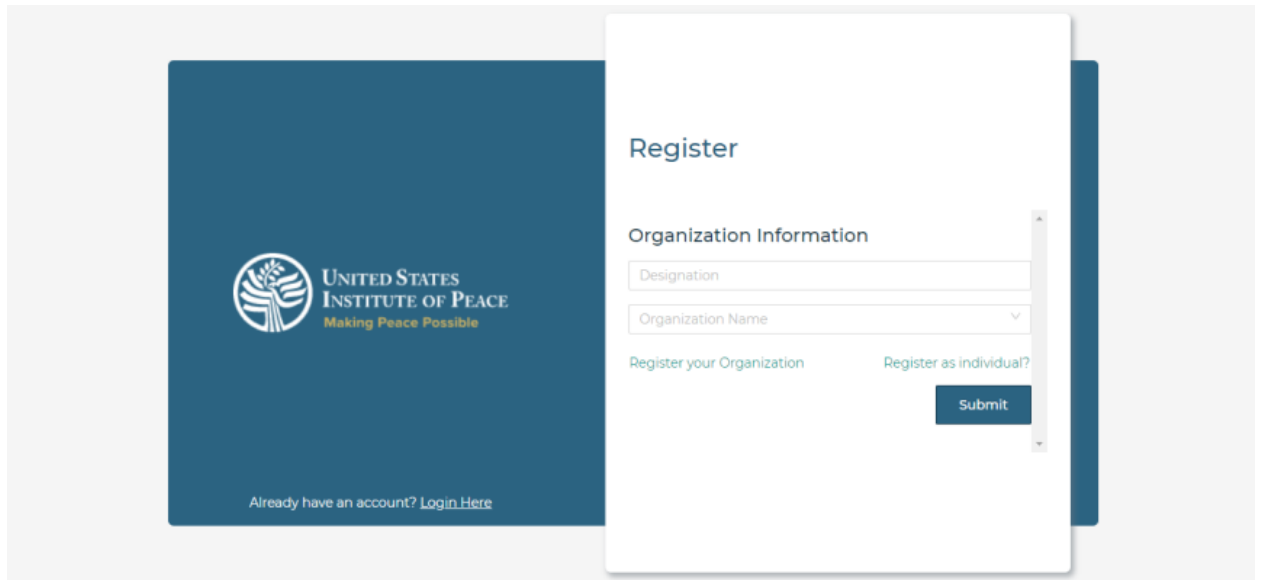


Figure 4 - Screenshot 4 of Sign Up screen

In case applicants choose to register as an organization, they are required to fill these fields shown in image below.

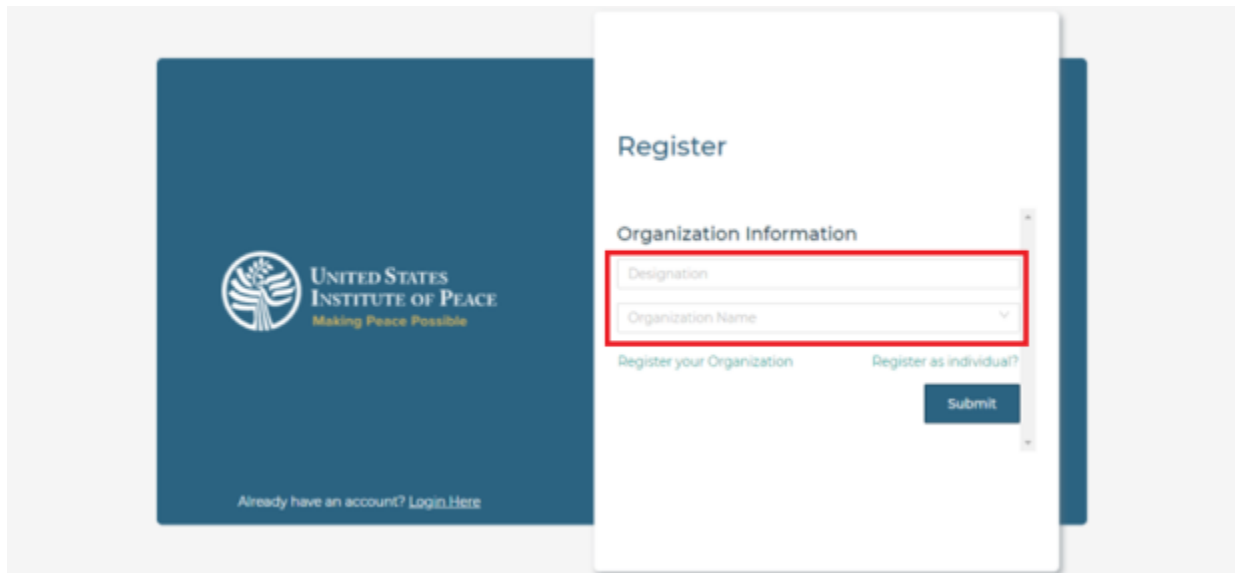
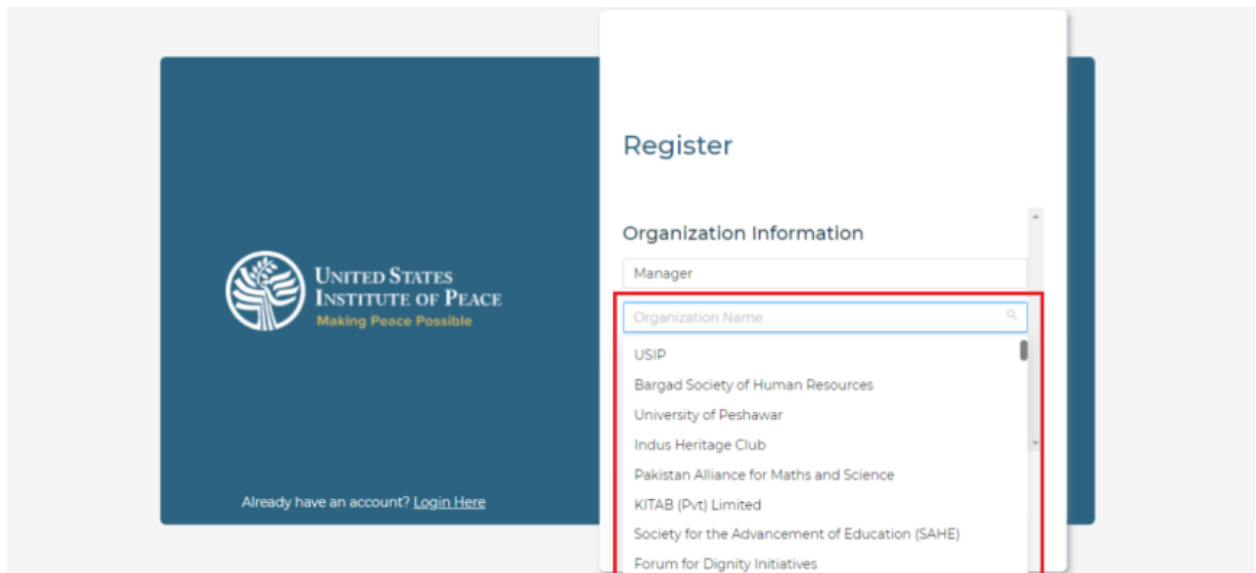


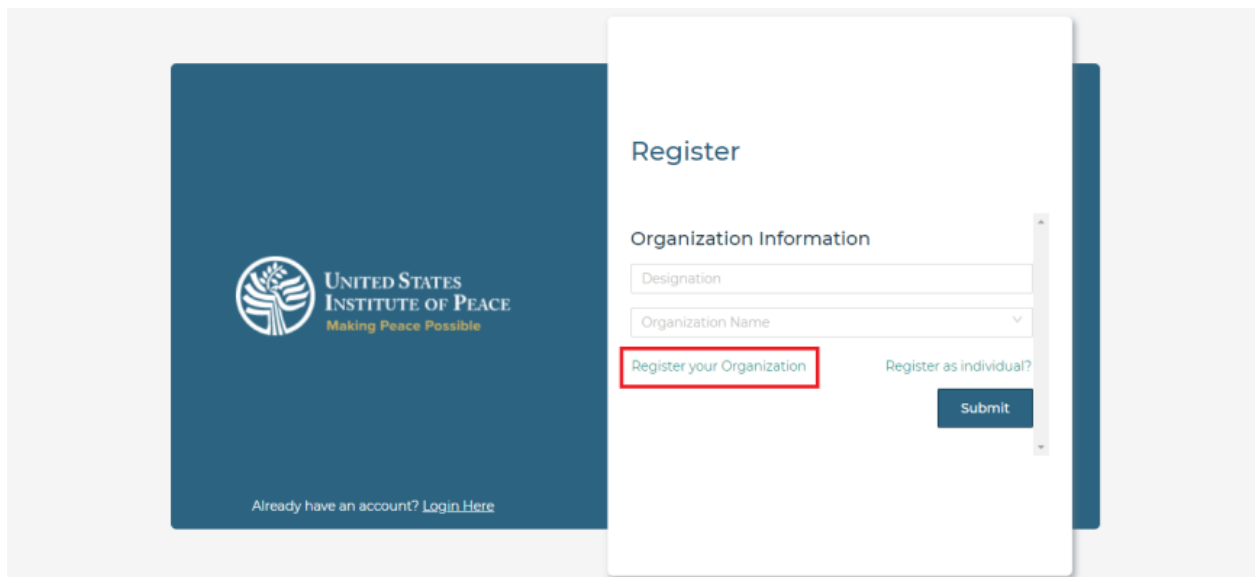
Figure 5 - Screenshot 5 of Sign Up screen

Already registered organizations are given in the organization name dropdown they can select the organization.



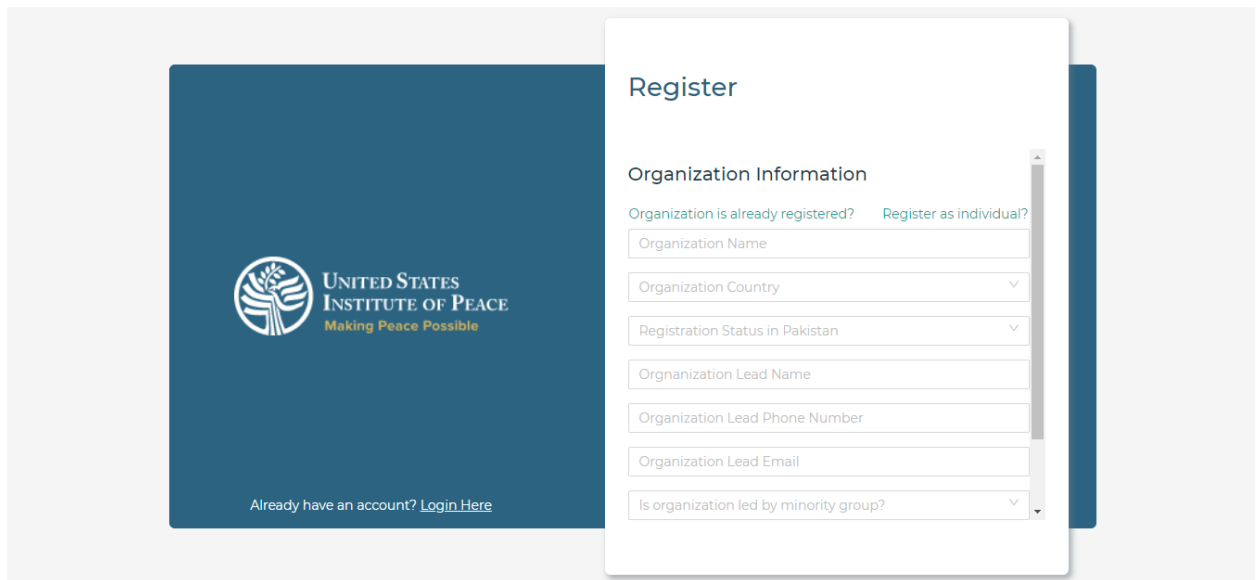
**Figure 6 - Screenshot 6 of Sign Up screen**

To register a new organization, click on Register your organization link.



**Figure 7 - Screenshot 7 of Sign Up screen**

In the next screen, applicants are required to give information about their organization. In this screen they also have an option to revert if they want to use an already registered organization or they prefer to register as an individual using the given links on top of the form.



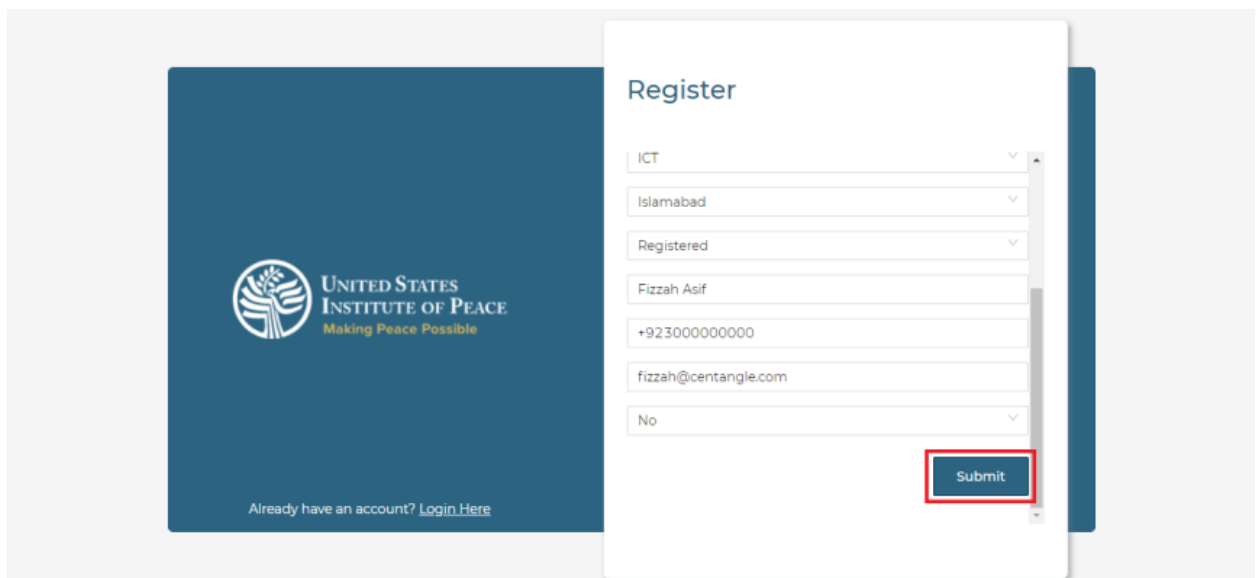
The screenshot shows the 'Register' form on the USIP website. The form is titled 'Register' and is divided into two sections: 'Organization Information' and 'Individual Information'. The 'Organization Information' section is currently active and contains the following fields:

- Organization is already registered? [Register as individual?](#)
- Organization Name
- Organization Country
- Registration Status in Pakistan
- Organization Lead Name
- Organization Lead Phone Number
- Organization Lead Email
- Is organization led by minority group?

The background of the form is a dark blue square with the USIP logo and the text 'UNITED STATES INSTITUTE OF PEACE Making Peace Possible'. At the bottom of the background, it says 'Already have an account? [Login Here](#)'.

**Figure 8 - Screenshot 8 of Sign Up screen**

After entering the required information, click on submit button given below.



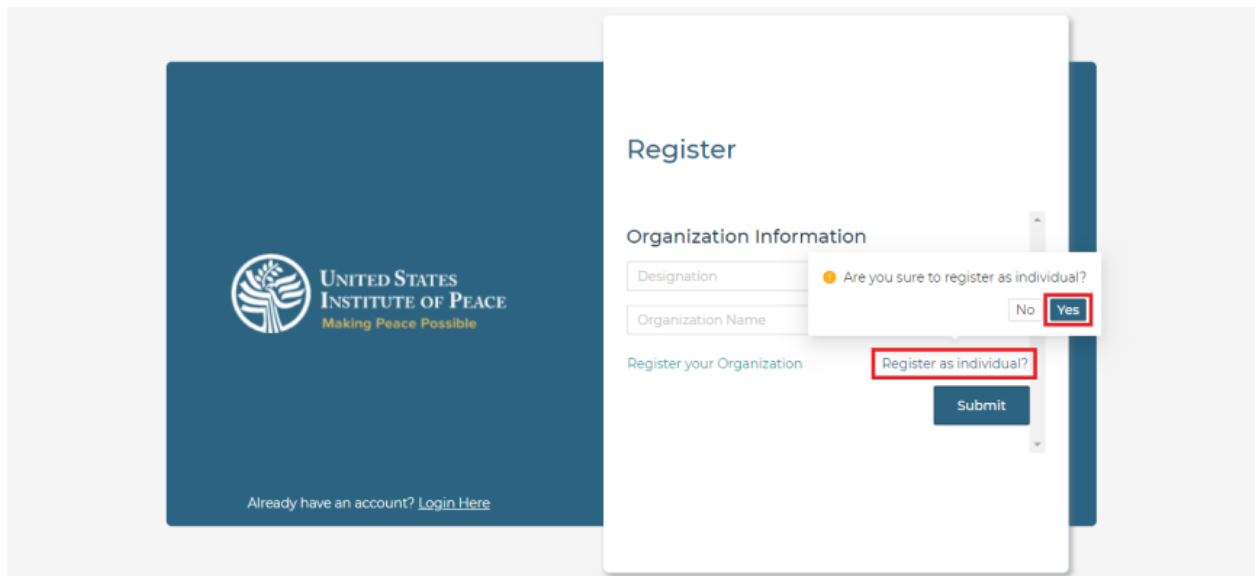
The screenshot shows the 'Register' form on the USIP website, now filled with individual information. The 'Individual Information' section is active and contains the following fields:

- ICT
- Islamabad
- Registered
- Fizzah Asif
- +923000000000
- fizzah@centangle.com
- No

The 'Submit' button is highlighted with a red box. The background of the form is a dark blue square with the USIP logo and the text 'UNITED STATES INSTITUTE OF PEACE Making Peace Possible'. At the bottom of the background, it says 'Already have an account? [Login Here](#)'.

**Figure 9 - Screenshot 9 of Sign Up screen**

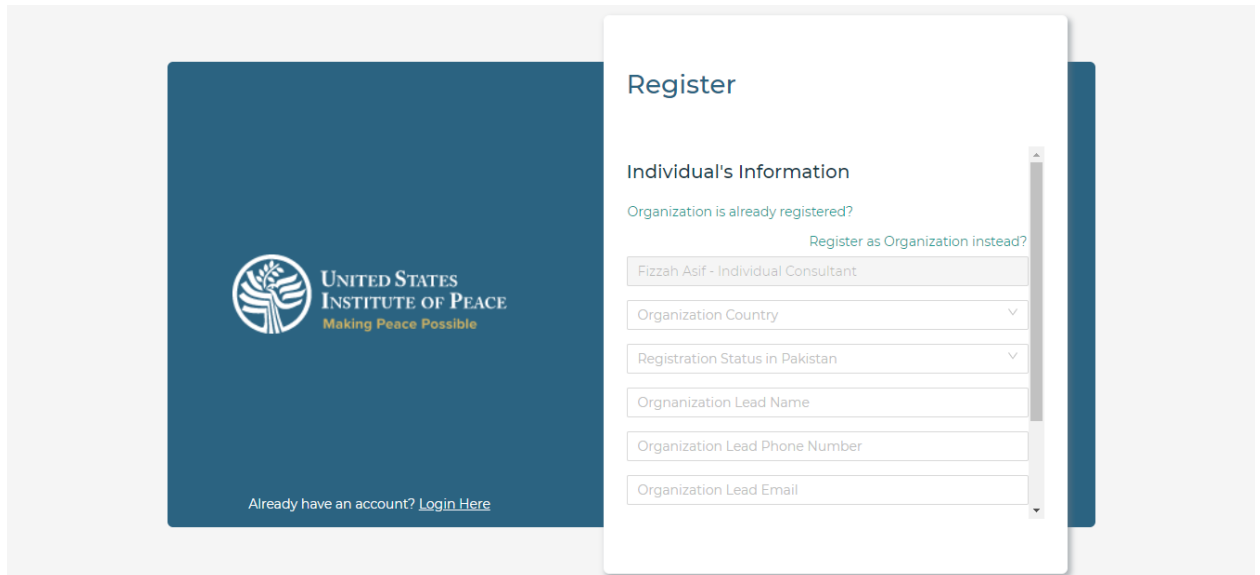
In case applicants choose to register as an individual, click on given 'Register as individual?' link. A dialog box message will be displayed on screen to confirm, click on yes.



The screenshot shows a registration form titled "Register" on the USIP website. The form is divided into two main sections: "Organization Information" and "Individual's Information". The "Organization Information" section includes fields for "Designation" and "Organization Name". Below these fields, there is a question: "Are you sure to register as individual?" with "No" and "Yes" radio buttons. The "Yes" button is highlighted with a red box. Below this, there is a link "Register your Organization" and a "Register as individual?" link, both also highlighted with red boxes. A "Submit" button is located at the bottom right of the form. The background of the form is a dark blue panel with the USIP logo and the text "UNITED STATES INSTITUTE OF PEACE Making Peace Possible" and "Already have an account? [Login Here](#)".

**Figure 10 - Screenshot 10 of Sign Up screen**

Next screen will be displayed where applicants are required to give relevant information. In this screen they also have an option to revert if they want to use an already registered organization or they prefer to register a new organization using the given links on top of the form.

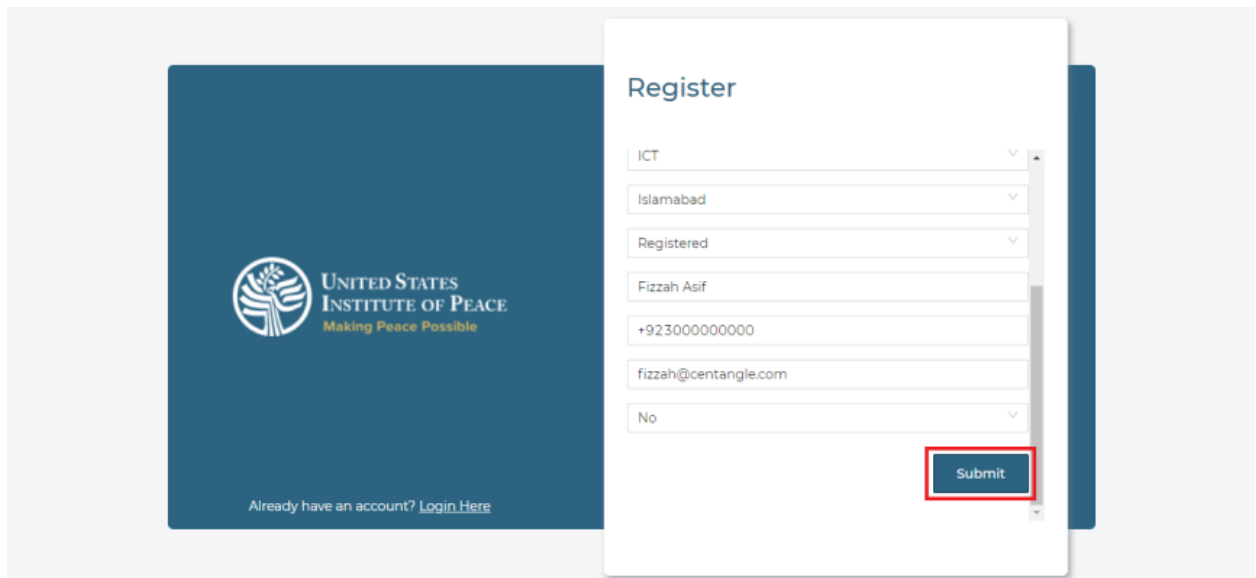


The screenshot shows the "Register" form on the USIP website, specifically the "Individual's Information" section. The form is titled "Register" and has a sub-section "Individual's Information". Below this, there is a question: "Organization is already registered?" with a link "Register as Organization instead?". Below this, there is a text input field containing "Fizzah Asif - Individual Consultant". Below this, there are three dropdown menus: "Organization Country", "Registration Status in Pakistan", and "Organization Lead Name". Below these, there are three text input fields: "Organization Lead Phone Number" and "Organization Lead Email". A "Submit" button is located at the bottom right of the form. The background of the form is a dark blue panel with the USIP logo and the text "UNITED STATES INSTITUTE OF PEACE Making Peace Possible" and "Already have an account? [Login Here](#)".

**Figure 11 - Screenshot 11 of Sign Up screen**

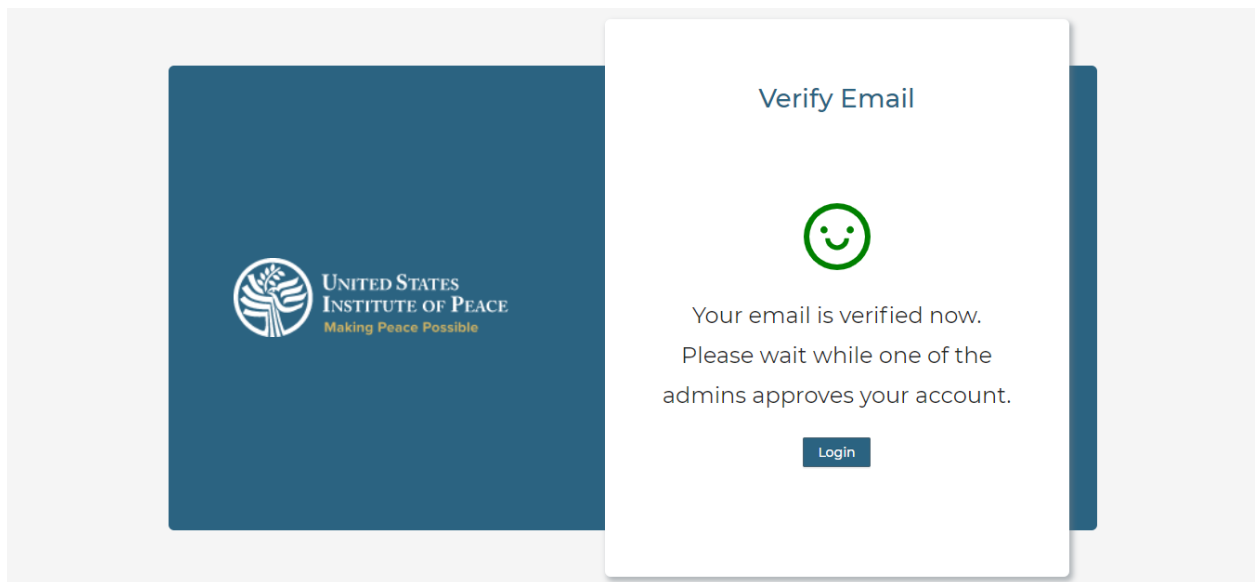
After entering the required information, click on submit button given below.



A screenshot of the USIP registration form. On the left is a dark blue panel with the USIP logo and the text "UNITED STATES INSTITUTE OF PEACE Making Peace Possible" and a link "Already have an account? Login Here". On the right is a white "Register" form with the following fields: "ICT" (dropdown), "Islamabad" (dropdown), "Registered" (dropdown), "Fizzah Asif" (text), "+923000000000" (text), "fizzah@centangle.com" (text), and "No" (dropdown). A red box highlights the "Submit" button at the bottom right of the form.

**Figure 12 - Screenshot 12 of Sign Up screen**

An email containing a verification link will be sent to the given applicant's email account to verify the USIP account. Applicants are required to open that link and their account will be verified but they cannot log in until one of the admins approve their account.

A screenshot of the USIP "Verify Email" screen. On the left is a dark blue panel with the USIP logo and the text "UNITED STATES INSTITUTE OF PEACE Making Peace Possible". On the right is a white panel with the title "Verify Email", a green smiley face icon, and the text "Your email is verified now. Please wait while one of the admins approves your account." Below this text is a blue "Login" button.

**Figure 13 - Screenshot 13 of Sign Up screen**

Once the admin approves their account, they can log in using their credentials.