



Knowledge Management System

Creating your new CIGRE User profile

CIGRE has created an on-line Knowledge Management System (KMS) to facilitate the creation and sharing of knowledge amongst CIGRE community.

There may be several hundred individual Groups operating within the KMS covering activities of Study Committees (SC), Working Groups (WG) and the various groups within the National Committees (NC).

This document explains the process a new user must follow in order to create an account and request access to Groups of interest.

Note: Your access request must be approved by the relevant Group Space Owner/Secretary.

A key principle of the system is that your User profile is self-managed so please maintain your profile as any changes occur.

Whilst Group Space Owner do have access to your profile, it is not feasible for them to act on behalf of all Users.

1. New Users

The Space Owner or Space Secretary will have sent you an email including a special link to a website to create your profile.

To prevent hackers and limit potential redistribution, this link will be **only valid for 72 hours** from creation. If it has expired, you will need to request a new link from the sender.

Click the link or copy/paste it to your web browser and follow the subsequent steps carefully.

It may take ten minutes or so to complete the **three steps**, so please have the key information available before you begin.

You will know when you have finished the process when you **complete step 3** in this Group access selection matrix on the "Filter page" shown here – refer section 1.3 of this document.

Space	Owner	Secretary	Representative	Specialist	Etern
Alert! The current filter settings above have resulted in no groups to join - please change the filters and try again					



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1.1. Create your User account

This section is for your personal contact details.

The system will automatically suggest a **Username**, but you can change this at this point. It cannot be changed subsequently and it is visible to all other Users.

Only complete the **password boxes** if this is your first set up, or if you wish to change your password.

For any general updates of your profile you can leave them blank.

Note: if you have set your browser to automatically enter a password for the site, next time you visit this page the system may prompt you to confirm the password again. Your password will only be changed if a password is entered in both boxes.

It is important to have **two different email addresses** ready.

Typically the primary email is your "work" email address which other Users can see and use to contact you.

The alternative email should be a "private" address on a different email system in case you need to recover passwords and no longer have access to your primary email system e.g. you have changed employer or retired.

You will receive a pop up notification that your details have been saved. If you have missed something, the system will prompt you to complete the missing information.



You will receive a **confirmation email with your Username and key links** (it is recommended that you "bookmark" those links).



Your account has been created, ... but there are two steps remaining.

At this point you can leave and return later to set up the remainder of the account using the Existing User instructions provided later in this document.

Note – if you think something has failed or you have made a mistake, please do not create a second account.

Please first try logging in as per below for Existing Users with the Username sent in the first confirmation email.

Note the Forgot Password facility described later in this document.

If you still cannot login, please contact whoever sent you the invitation email - your account has been created if you receive the confirmation email above.



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1.2. Describe your User profile

The information collected of your profile is used for **statistical purposes within CIGRE**. It may also be used by Group Owners to **assess whether or not to grant access** to their Group since they may not necessarily know you personally.

However please note this information is only visible to the Group Owners and main CIGRE managers who must not use it for any other purpose.

Some information is mandatory and may provide a basis for access to certain information or Groups e.g. Next Generation Networks or Women in Engineering.



Granting and retaining access to the KMS is predicated on being a valid Individual Member or as an employee of a Collective Member, i.e. CIGRE may block your access if Membership fees have not been paid. However you will be notified with instructions should this occur.

You will need to select one of the options to identify the **nature of your involvement with CIGRE**. Note there are dedicated arrangements and Groups for students and recent graduates (Next Generation Network).

Individual Members only need to provide their membership number as evidence of membership.

If you are claiming access via a Collective Membership, you will also be asked to link your profile to an existing Collective Member entity. Linking to a Collective will require you to re-validate that affiliation each year as described in section 3 of this document.

The benefit of CIGRE is partly based on the diversity of entities represented by the User community, and hence it is useful for CIGRE to have some statistical **Entity profile** information. If prompted, please check the Entity information is up to date. Note previous Users may not have been able to complete the information accurately and may have left some information blank.

In exceptional circumstances, a Group Owner or Secretary may invite a person without any Individual or Collective Membership affiliation. Typically this is to allow some contribution from a professional in the broader industry with certain core expertise that is of benefit to the Group's activities. It is expected that such non-member Users will be encouraged by the benefits they have obtained to subsequently join CIGRE as an Individual Member or recommend their organisation join as a Collective Member.



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1.3. Select access level and Group access.

This is the final step in the registration “form”.

It is also used as an existing User when you need to change your access level or request access to additional CIGRE Groups in the future.

There are **three Filters** in this section which default based on your country and prior nominated areas of interest.

There are 100's of available international Study Committees, international Working Groups and National Committee Groups of which only some *might* be relevant to you.

If there are **no Groups** matching your preferences, you will need to **change the filters** accordingly to find Groups you need. This may be an iterative process with different Filter selections.

e.g. If joining an international **Study Committee** or **Working Group**:

- Filter 1: select the relevant domain
- Filter 2: select SC or WG type Groups
- Filter 3: **International**

National Committees may also have Spaces e.g. Mirror Panels to the SC, which can be identified by setting Filter 3 to the relevant country.

If you still can't see any Groups to choose, you can set all Filters “Select All” which will give you a very, very large list of potential Groups to join.

Users may have access to multiple Groups with **different Permissions** in each Group.

Details of each Permission level are provided at the end of this document:

- Owner
- Secretary
- Representative typical
- Specialist typical
- Observer typical
- External *non-Members only*

Click the appropriate Permission and Save action after each selection.

The system will automatically send an email alert to the respective Group Owner(s) requesting authorisation of your new or changed access request.

Note: Please contact your National Committee to check if there are any **additional fees** associated with participation in specific Groups (typically national Groups).



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2. Approval process.

Your access to the Knowledge Management System is **not immediate**.

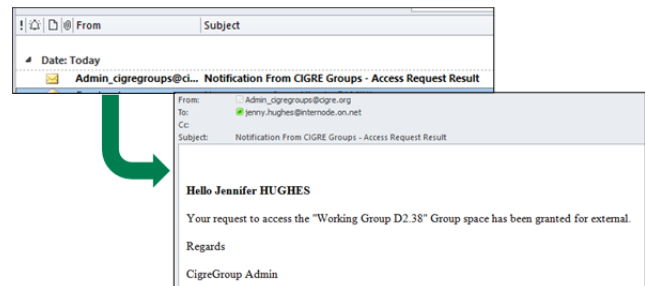
You must be authorised by the Group Owner or Secretary, which may take even several days for them to respond depending on their company workload.

If you are concerned that it may have been overlooked in some way, please contact your local National Committee for assistance in contacting the relevant Group Space Owner/Secretary.

Access is at the sole discretion of the Group Owner/Secretary based on their assessment of the information you provided and the merits of the User to contribute to the Group, i.e. being affiliated to a CIGRE Member entity provides rights to apply, but does not guarantee acceptance to any particular Group. You may be contacted to check the reason for your access request, but it is helpful to provide some job /experience description in the "justification" section in the previous step.

If you feel you have been incorrectly denied access to a Group, please contact your local National Committee who will be able to review and assist.

Shortly **after your access has been granted** by the Owner/Secretary has granted access, the system will automatically send you a confirmation email that your access has been granted to the particular Space. When you receive this **system email** you will be able to **log on to the KMS**.



The Owner may also send you a "Welcome email" with some additional login and usage information.

It is recommended you review the information for First Time Users on this page: <http://cigregrgroups.org/x/x4AF> . This includes essential "policy" information regarding the use of the system, as well as a set of core instructions on how to use the system.



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3. Existing Users

If you already have your own Username and Password, you can log in and continue your user access request, or change your details, at any time.

Log on to the User Management System here: <http://admin.cigregrroups.org>.

Select the "Change Your Details" on the left hand menu. This option will step you through your details on each page (just as your initial new User process). Please update or enter your information as necessary.

It is recommended you log in each year and ensure your details are kept up to date.

Each year, Users with Collective Member access will be advised by email to enter a new unique **Entity Annual Access Code** into your User profile to revalidate your Member Entity affiliation, and therefore rights to access the system. New EAAC will be available from the nominated contact for your organisation. Your access will be blocked if you fail to update the EAAC within a reasonable period of time.

4. Forgot your password?

You may request a password reset by using the **Forgot My Password** facility on the main login page of the User Management System here: <http://admin.cigregrroups.org>.

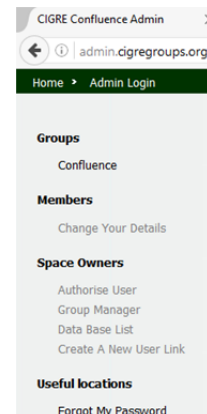
The Forgot My Password facility will send a link to your primary and alternative email accounts simultaneously.

This link will give you access to the User profile pages.

Enter a new password in the two boxes and press Save/Next or exit.

Please note it may take up to 40 minutes for the new password to synchronise to the KMS databases and allow access again.

As a last resort, you can also contact the owner of any of your access Groups who will be able to access your profile directly and manually set a temporary password.



5. Forgot your Username?

It is recommended to retain your first registration confirmation email with your Username.

If you have forgotten your Username, you can contact any of the other Users in the Group who will be able to see your Username in the Authorised Access Users page of the Group.

You may also find it useful to select "Remember Me" when you next login to the KMS – this will avoid login next time you click a link to the KMS on that computer or mobile device.



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Appendix: Permissions Table

Group Role		Owner	Secretary	Representative	Specialist	Observer	External
Space	View	✓	✓	✓	✓	✓	✓
Pages	Create	✓	✓	✓			✓
	Edit	✓	✓	✓			✓
	Delete	✓	✓				
	Export	✓	✓	✓			
	Restrict	✓	✓	✓			
	Remove	✓	✓				
Blog	Add	✓	✓	✓	✓		✓
	Remove	✓	✓				
Comments	Add	✓	✓	✓	✓		✓
	Remove	✓	✓				
Attachments	Add	✓	✓	✓	✓		✓
	Remove	✓	✓				
Mail	Remove	✓	✓	✓			
Space	Export	✓	✓	✓			
Receive Access Requests		✓					
Approve Access Requests		✓	✓				
Manage Group Users		✓	✓				

Note there is no specific "web master" Permission as the Spaces are fully collaborative based on the create/edit/add capabilities mentioned above. Owners and Secretaries have the additional "web master" type capability to delete pages and attachments.

- **Space Owner:** Unique person in each Group
- **Space Secretary(s):** There may be multiple users with this Permission.
- **Representatives:** Official nominated national representative or the official representative of a CIGRE Member entity to the Group.
- **Specialist:** Employee of any Member entity. A person active in a technical domain but not an official representative to the Group, e.g. a work colleague of a Representative.
- **Observer:** Employee of any Member entity. Persons with a general interest or oversight responsibility to the group. CIGRE general Member
- **External:** Neither Individual Member nor staff of a collective Member, but authorised by the Group Owner to participate in Group activities.



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Examples of multiple Space Permissions for a User within the Brazil National Committee with different roles in different groups.

NC based Spaces (blue) e.g. Mirror Panels of SC

SC type Spaces (purple)

WG type Spaces (orange)

