



IHO Portal

(How to create user account & register meetings)

Version.1.1

IHO Portal, July 2024



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1. INTRODUCTION

Reference doc: IHO Council 7-07.2A

- The Secretariat is currently using an **Online meeting registration** system technically supported by KHOA (ROK). This arrangement will cease by end of 2024 for technical reasons and the system in use must be replaced.
- The current arrangements for the **provision of information / data / documents** via the IHO website have limitations on file size and data storage, are cumbersome to maintain and also subject to mistakes.
- The Secretariat has carefully analyzed the situation in a structured approach and is now aiming to introduce a system (**IHO Portal**) which combines the meeting registration with a centralized document management approach based on individual accounts.



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2. FLOW CHART 1 (MEMBER OF COMMITTEE/WG/PT)

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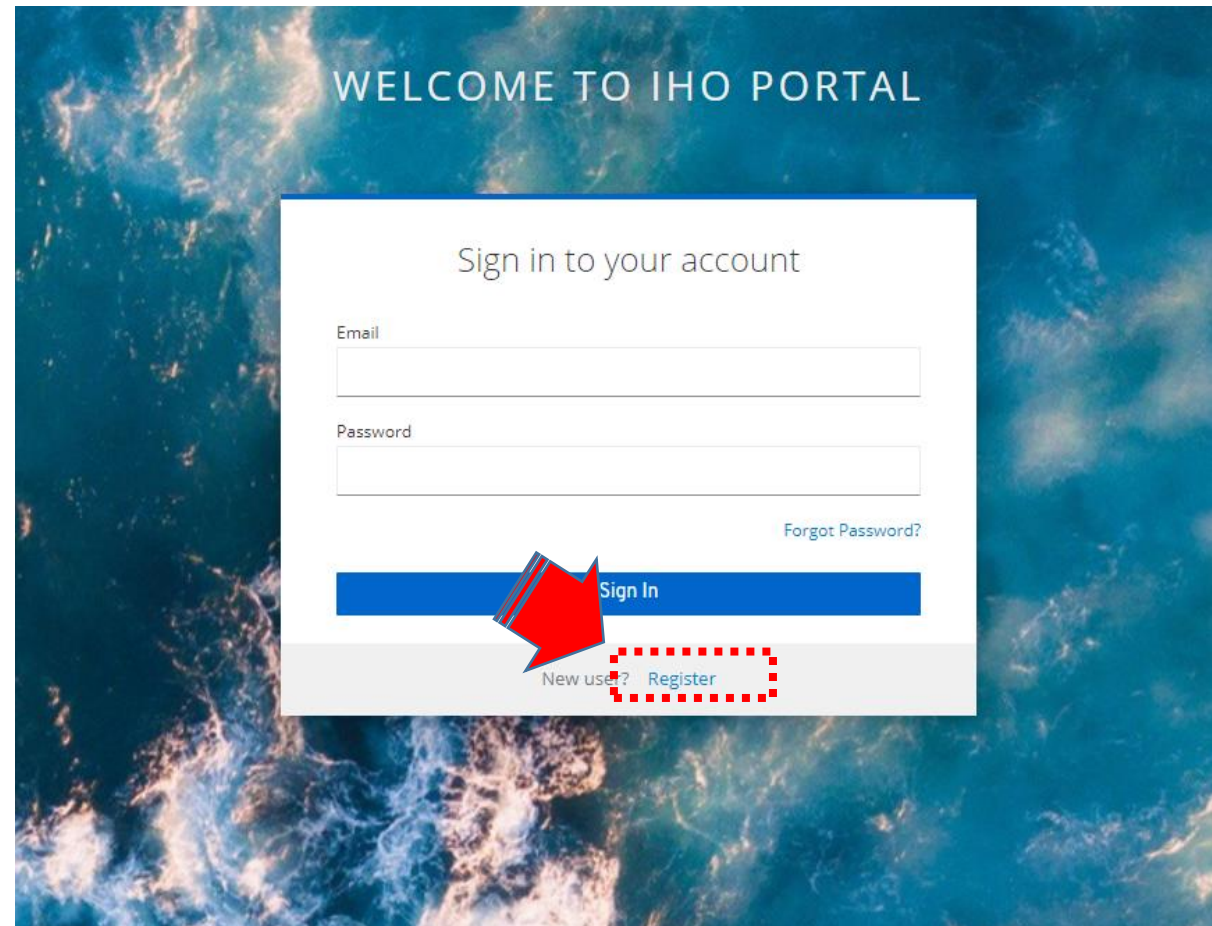


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3. PRACTICE 1 : CREATE USER ACCOUNT (1/3)

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- 1. Access to IHO Portal :** <https://portal.iho.int>
- 2. Create a new account,** clicking “*Register*” button.





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3. PRACTICE 1 : CREATE USER ACCOUNT (2/3)

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3. Fill out the form

- ❖ **Password:** 8 or more characters in length including at least 1 special character, at least 1 upper case character, and at least 1 lower case character.

4. Check your email to be completed

- ❖ **Noted** that if not verified within 5 minutes, the verification will expire.

Subject : Verify email

Body :

Someone has created a Welcome to IHO Portal account with this email address.
If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 5 minutes.

If you didn't create this account, just ignore this message.

WELCOME TO IHO PORTAL

Register

First name
Yong

Last name
BAEK

Email
yong.bxxxx@iho.int

Password
.....

Confirm password
.....

[« Back to Login](#)

Register



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3. PRACTICE 1 : CREATE USER ACCOUNT (3/3)

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5. Complete personal information

- 1) Upload your photo (optional), clicking the gray circle.
- 2) Type your roles and responsibilities of your organization in the description field (optional)
- 3) Fill in the mandatory field (*) to be completed

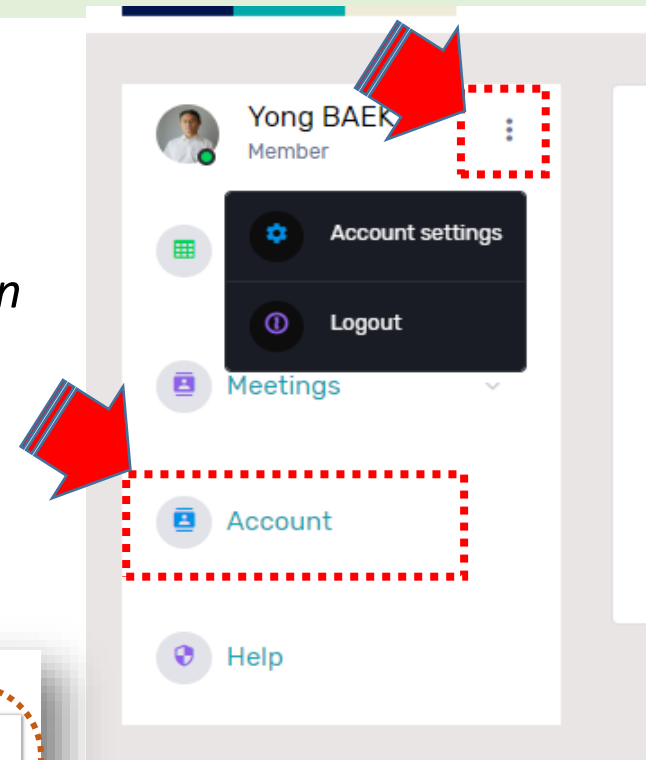
❖ **Note:** Subscribe to the newsletter (In preparation)

The screenshot shows a user profile creation form with three numbered callouts:

- 1** points to the profile picture upload area, which includes a gray circle for selecting a photo.
- 2** points to the 'Description' text area.
- 3** points to the 'Organization' and 'Location' sections, which contain mandatory fields marked with an asterisk (*).

The form fields are as follows:

- Organization / Cie ***: IHO (dropdown), Department: Typing ...
- Salutation ***: Mr. (dropdown), **Email ***: yong.baek@iho.int
- Location**: **Country ***: Monaco (dropdown), **Address Location**: 4b quai Antoine 1er B.P. 445
- Town**: MONACO CEDEX (dropdown), **Phone Number**: Typing ...
- Change Password**: A section with a note: "If you click 'Change Password' below, a link to change the password will be sent to you by mail. You can log in after changing your password." and a **Change Password** link.
- Subscribe to the newsletter**: An unchecked checkbox.
- Buttons**: Back and Save.





1. Search Committee/WG/PT

- **My committee** : a list of groups you are a member of or under the application process to join.
- **All committee** : all list of IHO Committees/WGs/PTs .

All Committees

All IHO HSSC IRCC RHCs

S-100

#	Title	Creation date	Status	Main Group
1	[S100 SS PT] S-100 Security Scheme Project ...	09 Jun 2023	PUBLIC	HSSC
2	[S100P PT] S-100 Open Online Platform Proje...	23 Jun 2023	PUBLIC	S-100WG
3	[S100 ICE PT] S-100 Infrastructure Centre Est...	09 Jun 2023	PUBLIC	HSSC
4	[S-100WG] S-100 Working Group	14 Mar 2016	PUBLIC	HSSC

HSSC > S-100 Working Group

Information Members Documents Meetings TaskGroup

Group Option

Main Category: Working Group Status: PUBLIC

Organ Tree: HSSC

Date

Creation Date: 03/14/2016 Modification Date: 11/30/2023

Closing Date: mm/dd/yyyy

Reference Link

Title: S-100 Working Group

Short Title: S-100WG

Description: Objectives: maintain, develop and extend the S-100 - Universal Hydrographic Data Models

Yong BAEK Member

Committee

My Committees

All Committees

Archive

Meetings

Account

Help



- 2. **Select** a Committee/WG/PT from **All committee** to become a member
- 3. **Click** “Join” button, then **select** a category of your representation

All Committees

All IHO HSSC IRCC RHCS

1 [IRCC] Inter-Regional Coordination Committee 05 Jun 2009 PUBLIC

Inter-Regional Coordination Committee

Information Members Documents Meetings TaskGroup

Group Option

Main Category: Committee Status: PUBLIC

Organ Tree: NONE

Date

Creation Date: 06/05/2009 Modification Date: 11/01/2023

Reference Link

IHO IRCC webpage

Back Join

Group Join

Representation

#	Classification	Category	Sub-Category(Org/Cie)	Action
	IHO Member State	Monaco	DIRECTION DES AFFAIRES	Add

Back Join



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4. PRACTICE 2 : JOIN COMMITTEE / WG / PT (3/3)

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4. Confirm your application of the membership

❖ **Note:** You will receive a notification email for both the request and also the updates if made.

#	Title	My Grade	Status	Joined
8	[IRCC] Inter-Regional Coordination Committee	Pending	PUBLIC	-
4	[IHO-KHOA TCB] IHO-KHOA Technical Coordin...	IHO Sec	PRIVATE	02 Oct 2023

From noreply@iho.int @
To yong.baek@iho.int @
Subject [IHO Portal] Requested successfully to the Inter-Regional Coordination Committee

Subject : [IHO Portal] Requested successfully to the Portal Development and Maintenance Team

Body :
Dear Hyodong SEO,
Your application has been sent out to IHO Secretariat successfully. It is going to be processed to review your request and you will receive the result accordingly soon.
If you do not hear the result or any progress for a while, please contact to IHO Secretariat (info@iho.int).
Thanks for joining the Portal Development and Maintenance Team. We are expecting to work with you soon.
IHO Portal Administrator
This email is outgoing only. Please do not reply to this email.
[Click here to IHO Portal.](#)



1. Check and process the registration application for the meetings under “My meetings” in “Meetings” menu.

- ❖ **Note:** the lists under “My meetings” are those of which you are a member of Committee/WG/PT
- ❖ **Note:** “Upcoming” are those of which you are not a member of committee/WG/PT

The screenshot displays the 'My Meetings' interface. On the left, a sidebar menu includes 'Meetings', 'My meetings', 'Upcoming', 'Archive', 'Account', and 'Help'. The 'My Meetings' section features a search bar and a table of meetings. A callout box points to the table with the text: "If you are not registered in the meeting, the **Date** is empty." The table lists four meetings, with the third one, "[ENCWG9] 9th mee...", highlighted with a dashed orange border. Below the table, a 'Meeting information' callout box shows details for the selected meeting: Title '9th meeting of ENC working Group', Short Title 'ENCWG9', and Description '9th meeting of ENC maintenance working Group.'. To the right, a registration form for the '9th meeting of ENC working Group' is shown. It includes sections for 'Travel and Representation', 'Travel Info', 'Extra Info', 'Participant Info', and 'Representation'. A 'Join' button is highlighted with a dashed orange border at the bottom of the form.

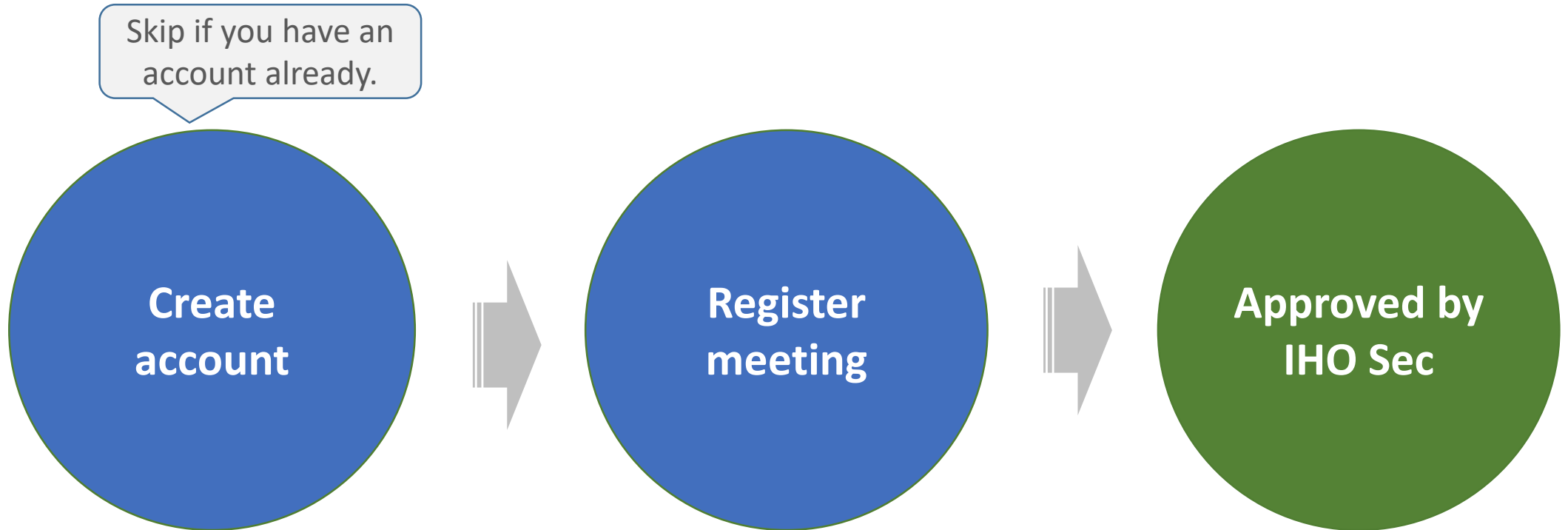
#	Title	Registration by	Event Start	Venue	MeetingMethod	Registration
1	[S100 ICE PT4] 4th ...	02 Feb 2024	06 Feb 2024	-	VIRTUAL	23 Nov 2023
2	[ENCWG9] 9th mee...	04 Jul 2024	04 Nov 2024	Denmark	IN_PERSON	27 Nov 2023
3	[ENCWG9] 9th mee...	31 Jul 2024	02 Sep 2024	Denmark	IN_PERSON	-
4	[HSSC16] 16th HSS...	19 May 2024	27 May 2024	Japan	IN_PERSON	01 Nov 2023



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2-1. FLOW CHART 2 (NON-MEMBER OF COMMITTEE/WG/PT)

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1. Check and process the registration application for the meetings under “Upcoming” in “Meetings” menu.

❖ *Note: “Upcoming” are those of which you are not a member of committee/WG/PT*

The screenshot shows the 'Meetings' menu with 'Upcoming' selected. A table lists upcoming meetings, with the first one highlighted. A callout box explains that users are not members of the HSSC and provides a link to become one. The '16th HSSC Meeting' registration form is shown with fields for travel, extra info, participant info, and representation. A callout box highlights the 'Representation' table, stating that at least one entry must be added.

#	Title	Registration by	Event Start	Venue
1	[HSSC16] 16th HSSC Meeting	19 May 2024	27 May 2024	Japan
3	[ENCWG9] 9th meeting of ENC working Group	31 Jul 2024	02 Sep 2024	Denmark
4	[S100WG9] 9th meeting of S-100 Working Gro...	04 Oct 2024	04 Nov 2024	Italy

Travel and Representation

Must fill in the presentation field

#	Classification	Category	Sub-Category(Org/Cie)	Action
	none			[Add]

You must add at least one presentation.

You are not a member of the HSSC. Please click [HERE](#) to become a member. Otherwise your registration is at the discretion of the Group.



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ANY ASSISTS

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- Contact details for the issue and support
 - Assistant Director : **Yong BAEK**
 - : addt@iho.int or info@iho.int
 - : +377 93 10 81 08