

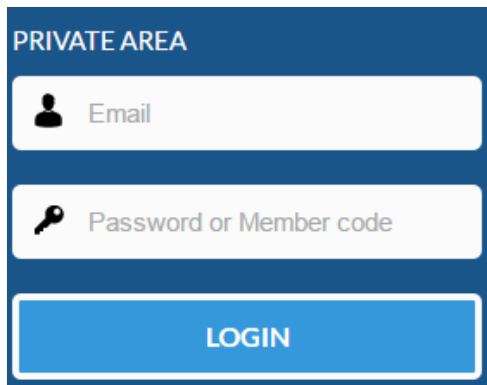
How to use the ICOH Private Area

The Private Area has been developed with the aim of assisting and providing ICOH members with more benefits and tools. In line with the ICOH goal of fostering scientific knowledge and exchange among researchers and professionals, the Private Area has been designed taking into consideration the web architecture of social networks. In fact, the new ICOH Private Area connects ICOH Members allowing them to share information, such as Cv, photos, etc. In addition to this, ICOH 2009 Key Notes are available in a dedicated section and only ICOH Members registered to the Private Area are entitled to access the full presentation contents.

The main aim is to create a scientific platform where contents are shared and developed among the major scientific professionals in the field of Occupational Health.

The procedure to access

STEP 1 – FIRST LOGIN



Input your e-mail address and member code (LOGIN).

The system will automatically send you a password (that can be changed at any time) to be used for the next logins to the ICOH website.

After your first login, the member code will not work as a password. Please use your password for future logins.

STEP 2 – MEMBERSHIP PROFILE AND SCIENTIFIC COMMITTEES

The first page displayed is your private page where you can check your contact information.

When you access the private area, you will see the list of the sections available. In "membership profile" you can check your contact information.

[Homepage](#) / [ICOH Member Corner](#) / [Membership Profile](#)

Membership profile

Member Code	I2833
Title	Dr.
Last Name	IAVICOLI
First Name	Sergio
Country	Italy

You can also update your Cv and request affiliation to the Scientific Committees:

Scientific Committees History of Prevention of Occupational and Environmental Diseases

Select Committee ▼ [Join Scientific Committee](#)

When you click “Join Scientific Committee”, the sentence “To open your e-mail client with your request to join the chosen Scientific Committee click here” will appear at the top of the page. Please click it to send an email request to the Officers of the selected Scientific Committee.

Before sending your request, remember to write your brief Curriculum Vitae in the dedicated section.

If you wish to leave one of the Scientific Committees you are a member of, please click the button “Leave Scientific Committee” to send an email notification to the SC Officers.

Please note that the e-mail is strictly required for your joining/leaving to be effective.

STEP 3 – SHARE INFORMATION WITH THE OTHER ICOH MEMBERS

You can upload a photo and decide what kind of information to share with the other members. By clicking the “Change status” buttons, you allow other members to view the relevant data.

Current position	Not visible	Change Position Status
Email	Visible	Change Email Status
Curriculum	Visible	Change CV Status
Photo	Not visible	Change Photo Status

Choose the members who can view your public profile:

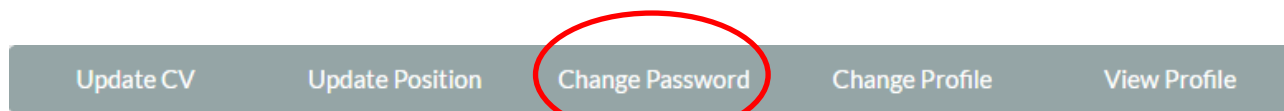
Public profile	<input type="text" value="All"/> ▼	Change Profile Status
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Upload your photo (your photo should be at least 120 pixels wide)

Photo [Select Photo](#)

[Save Photo](#) [Delete Photo](#)

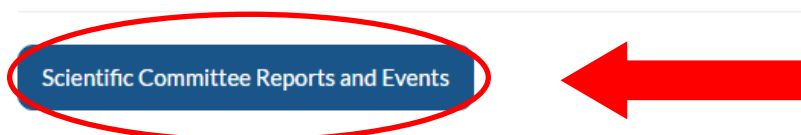
Furthermore, the links at the bottom of the page are also useful to change your contact information. You can also change your password:



STEP 4 – SCIENTIFIC COMMITTEES VIRTUAL OFFICE

In the section "Scientific Committees" you will find a list of documents. To see reports and events, please click the button "Scientific Committees reports and events". A list will open and you click on any SC name to see reports, events, links and more.

Scientific Committees V.O.



- [Scientific Committee Final Reports Triennium 2012-2015 available here](#)

Timetable and Form Templates for SC Deliverables

- [Triennium Timetable of SC Deliverables](#)

Quarterly Communication

- [Quarterly Communication #1 August 2015](#)
- [Quarterly Communication #2 October 2015](#)

SC Officer Obligations

- [Transparency Declaration Form](#)
- [Triennium Template SC Work Plan Form](#)
- [SC Template Business Meeting Report Form](#)
- [Triennium Template Midterm Report Form](#)
- [Triennium Template Final Report Form](#)
- [SC Template Officer Contact Information Form](#)
- [Form to Request Posting at SC Public Page](#)

Sponsorship Funding for SCs

- [SC Sponsorship Funding Form](#)

Membership tools

- [Powerpoint presentation](#)
- [Membership brochure](#)
- [English application form](#)
- [French application form](#)
- [Spanish application form](#)
- [Italian application form](#)
- [Portuguese application form](#)

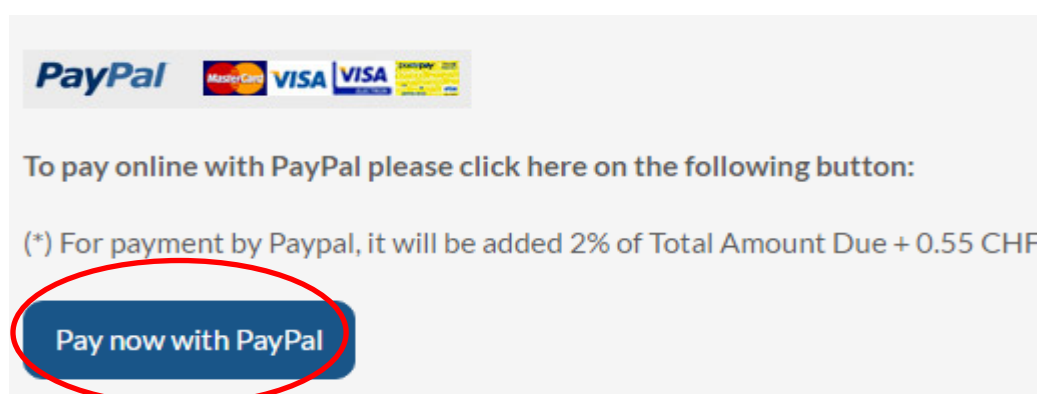
STEP 5 – ONLINE PAYMENT

When you access your member corner, an orange bar will appear right below your name.

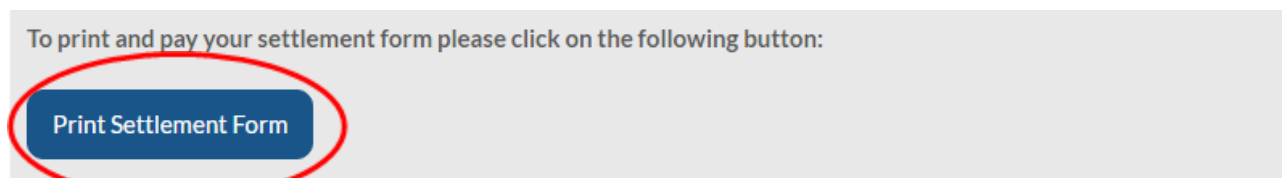


Then the section "Payment status" will open. Now you can renew your ICOH membership:

- 1) Make your payment with credit card (via PayPal);

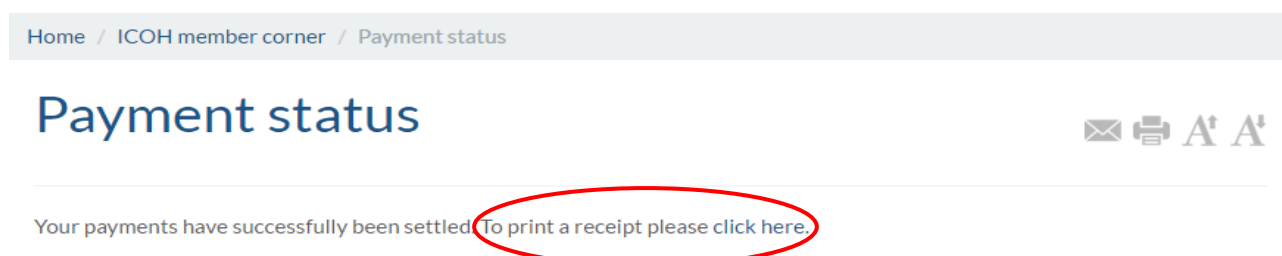


- 2) Print your settlement form and send it duly filled in to the ICOH Secretariat.



Please note that the payments are not registered automatically by the system. You will receive an e-mail notification from ICOH Secretariat once done. After that, you will be able to download your receipt.

- 3) Download your receipt. After receiving confirmation of payment from ICOH Secretariat, log in again to the Private Area of the ICOH website and go to the section "payment status".



STEP 6 – SPECIAL CONTENTS

Special contents can be viewed by ICOH members only. Please visit the sections “Keynotes”, “ICOH Centennial Heritage”, “ICOH Newsletter archive” and “Journals” to find more. A “Gallery” section is also available.

All ICOH Members are kindly invited to use these new functions in order to increase internal communication.