

Signing up to the review system

In order to gain access to the features of the Temple Peer Review Manager (TPRM) users have to sign up directly. The present document provides step-by-step directions to accomplish the registration process:

1. Connect to the web site: <http://tprm.temple.edu/icis2002>
2. Click the **Register** button

Important System Message: The ICIS 2002 Review system is under construction. This site is being used for testing only.

Please enter your User ID and Password.

User ID:

Password:

Login

If you are not a registered user, please take a few moments to create an account.

Register

Forgot your password? Type in your registered email address to receive your account information.

Registered Email: Send me password

The review system will be unavailable each day from 5am – 6am (Eastern United States Time Zone)

System Requirements

1. English language, version 4x or above web browser such as Netscape 4.x or Internet Explorer 4.x.
2. The browser should accept "cookies" (the default setting on most browsers)
3. 28.8 KBPS or better Internet connection.

3. Fill the required fields on the registration page (required fields are marked by a red asterisk *)

ICIS 2002 Registration

Please provide the following information to register with the system. You may pick your own userid. The system will email you an automatically generated password.

Please do not create duplicate accounts as this will cause administration problems. If you have forgotten your password please go back to the login screen and follow the instructions to receive your password by email. Also please do not use the single quote ' character in any field as this will result in a system crash.

Upon registration you are automatically authorized to submit articles. All other activities such as reviewing articles must be explicitly assigned to you by the managing editor.

Important: Please do not use the single quote ' character in any field below as this will cause system problems.

User ID:

Last Name:

First Name:

Mailing Address:

Institution:

Tracks:

Architecture, Systems, & Infrastructure
Business Models, Markets, and Economy
Innovation, Strategy, and Change
Meta Frameworks and Theory
Organization, Culture, Decision-Making & Knowledge
Panels and Symposia
Society, Policy, & Regulation
Time, Space, and Mobility

Please select upto three tracks that represent your interests. This will help us identify potential reviewers. *Hold "Ctrl" or "Shift" key for multi-selection.

Telephone Number:

Fax Number:

E-Mail Address:

Please ensure that the above email address is correct. It will be used to send your password.

Confirm E-Mail Address:

* Required Field(s)

4. Click the **Submit** button
5. A password will be immediately and automatically emailed to you by the system. You will see the following confirmation screen:

We have sent a password to your email address!

Thank you for using the Temple Peer Review Manager

Click [Here](#) to log in

6. Check your email and retrieve your password. **File the email as it contains a permanent record of your log-on id and password.**
7. At this stage you are registered in the system as an **author** and you can only submit papers. If you are asked to serve as a reviewer, the Editor in charge of the paper you are asked to review will appropriately change your status after your registration.
8. You have control of your account and you can, at any time, change your password. In order to change your password log into the system and select the “Personal Information” link and change the password in the following screen.