REGISTRATION

In the URL address line, type in the web address https://odp.esportals.com/index.cfm. (Note the 's' in https:// - for Secure Socket Layer). You may want to bookmark this site or set it as your default home page. Click on the "If invited to join, click here to register" link. Please follow the four step registration process in order to register for the Portal. You must complete the entire application process in order for your application to be considered for approval into the portal. The application process must be completed from start to finish. If you start an application and do not complete it, there is no way to go back and retrieve it. Additionally, once an application has started, all previously selected usernames are reserved and cannot be reused. You can re-register with a different username, but not a username from a previous unsuccessful or incomplete registration.

☀ TIP: You should have previously received an organization ID. If this is not the case, please contact the CSID Help Desk at 1-800-368-6498 BEFORE registering to the portal. It is critical that you obtain your organizational ID, which you will need to enter in during the registration process!

Step 1

Step 1 requires you to enter your first name, last name, username and organization ID. All RED fields within this application are required. Your username can be any combination of letters, numbers and special characters but must be at least three characters long. Remember that your username is case AND space sensitive. Once a username is selected, it CANNOT be changed! Please choose a username that is not obvious to other users and that others could not easily guess.

Before you begin: You will need an Organization ID in order to complete the registration process. If you do not have one, you must contact your ESP Demo Point of Contact within your organization. If your organization is not already participating on this system, contact the ESP Demo helpdesk at helpdesk@espgroup.net in order to have your organization established so that it can participate on this system.

Required fields are indicated with red text.

First Name:		Last Name:	
Username:		Organization ID:	

Continue with Registration

Figure 1.0: Step 1 of registration process.

Step 2

Step 2 requires you to create a password. Your password must be between 8 and 15 characters and must contain AT LEAST one upper case letter, one lower case letter and one special character (such as an asterisk *, dollar sign $, or exclamation mark !). Please create a password that is not obvious and that does not include your name, phone number, address or any other easily accessible information.
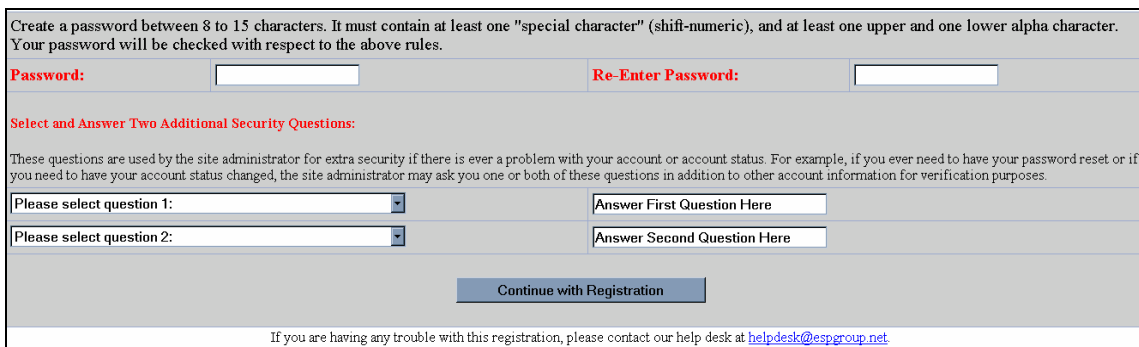
> ⛅ **TIP:**   Since strong passwords aren't necessarily easy to remember, it's good to come up with a scheme that will help you remember the password. An example of a scheme would be to think of your favorite line in a song and type the first letter of every word within the line. For example:
>
> Twinkle, twinkle, little star, how I wonder what you are
>
> The password would be: **ttlshiwwya**
>
> Then change some of the characters to special characters (for example, change an 'a' to the '@' sign and change an 'i' to an '!' mark) and add a capital letter so now you have: **ttLsh!wwy@**

You are also required to select two questions that will be used for security reasons when handling your account. When you contact the ESP Help Desk to have your password reset, you will be asked to verify these two answers before an ESP Help Desk Technician will assist you. Select two questions from the drop-down box and then use the text boxes to provide your answers. You must select two different questions to answer. All RED fields within this application are required.

Create a password between 8 to 15 characters. It must contain at least one "special character" (shift-numeric), and at least one upper and one lower alpha character. Your password will be checked with respect to the above rules.

Password: [   ]   **Re-Enter Password:** [   ]

Select and Answer Two Additional Security Questions:

These questions are used by the site administrator for extra security if there is ever a problem with your account or account status. For example, if you ever need to have your password reset or if you need to have your account status changed, the site administrator may ask you one or both of these questions in addition to other account information for verification purposes.

Please select question 1: ▼   Answer First Question Here

Please select question 2: ▼   Answer Second Question Here

Continue with Registration

If you are having any trouble with this registration, please contact our help desk at helpdesk@espgroup.net.

Figure 1.1: Step 2 of registration.

Step 3

Step 3 requires you to type in your email address, phone number, fax number and employer information. All RED fields within this application are required.

Contact the ESP Help Desk immediately if you believe you have entered your email address incorrectly or if you do not receive the confirmation email within the same day you completed your online application.

Email Address:		Phone Number:		Ext
Alternate Email Address		Alternate Phone Number		Ext
Job Title:		Fax Number:		
Employer Name:				
Employer Address:				
City, State Zip	,			

Continue with Registration

If you are having any trouble with this registration, please contact our help desk at helpdesk@espgroup.net.

Figure 1.2: Step 3 of registration.

TIP: It is *very* important that you enter the correct email address. Once you have registered to the system, you will receive a confirmation-email to the first email address you list in your application. If your email address is incorrect and you do not receive the confirmation-email, you cannot complete the application process.

Step 4

Step 4 is a confirmation that your online application has been completed.

Thanks for registering to the ESP Demo.

You will receive an e-mail asking you to confirm your registration. You must visit the web page referred to in the e-mail in order to verify your request for an account. This separate step is important to help ensure that your name is not being used inappropriately.

Thanks,

The ESP Group

Home

Figure 1.3: Confirmation the registration is complete.

Confirmation

Once you finish registering you will receive an email requiring you to verify your registration by clicking on an additional link (located in the email itself.) Be sure to click on the second link in the email to complete the application process. If the link wraps into two separate lines, you may need to cut and paste both lines (the entire link) into the URL bar of your browser. You only need to click once on the link. If you click on it repeatedly, you will receive a message that you have come to the page in error. Once you verify your application, it will then be submitted for the appropriate reviews and approvals.
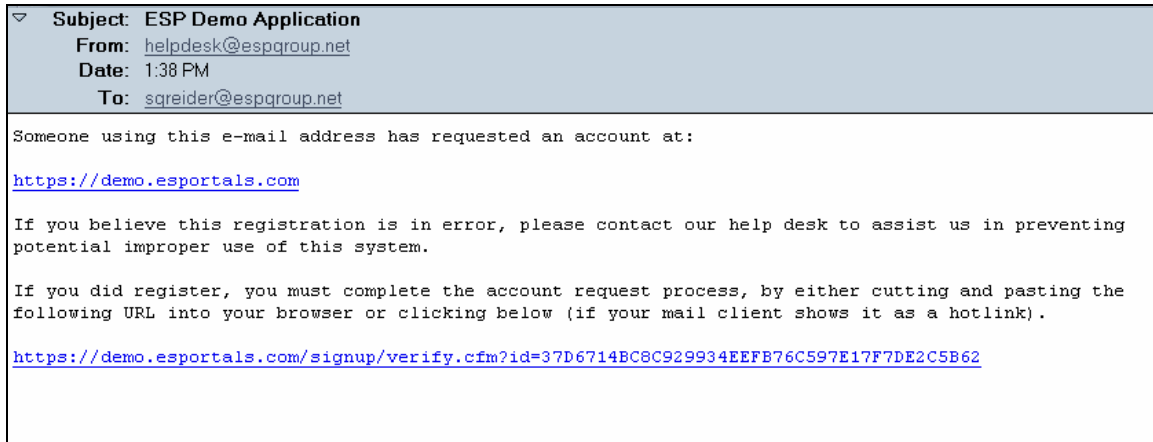
Figure 1.4: Example of confirmation email.

When you click on the link, you will receive a message that the verification is complete. Once you are approved you will receive one final notification. At that time, you will be able to log on to the system using the username/password combination you created in the application process.

If you were trying to complete a new application by clicking on the confirmation link sent to you via email and received an error as shown in Figure 1.5, one of three things have happened:
1. You tried to confirm your application more than once. Applications can only be confirmed one time.
2. You double-clicked on the link, which confirmed the application so quickly you did not see it and then presented you with this error message (you only need to click once on the link to take you to the confirmation page.)
3. You do not have the complete confirmation URL typed correctly into your browser. If the confirmation link wrapped into multiple lines in your confirmation email, you need to cut and paste all characters into the URL line of your browser.
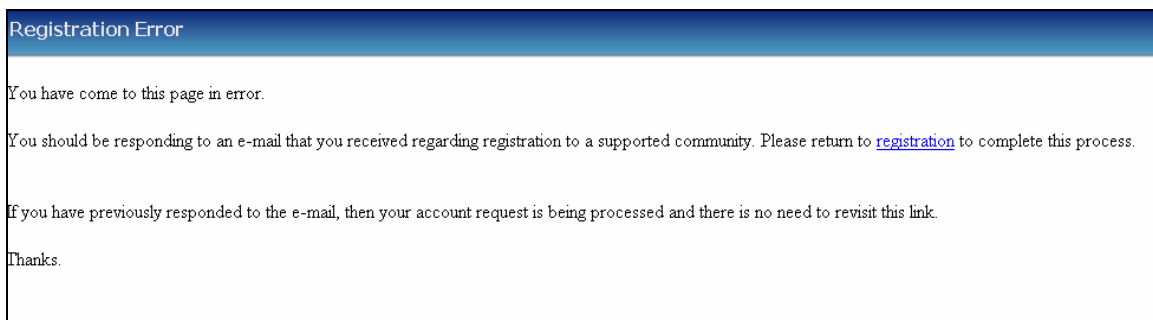

Figure 1.5: Registration Error

If you continue to receive this error, or feel you receive this message in error, please contact the ESP Help Desk at 804-744-8800, Monday-Friday, 8am-8pm EST.

After successful submission of this registration, you will be notified when your application has been approved via an acceptance email.

LOGGING IN

After you have completed the registration process and received a notification that your account has been approved, open your browser and enter https://odp.esportals.com/into the address window. Enter your username and password into the form. If your login is unsuccessful, try again.

If you receive a message that states "Unauthorized Access", you have either typed in your username/password incorrectly, or have not yet been approved. Remember that the username and password are case and space sensitive. If you try your username/password incorrectly 5 times, your account will automatically be locked and you will not be able to log on until it is unlocked.

If you have problems logging in or need your account unlocked, then contact the ESP Help Desk.

Accessing CSIS Link
Click on the link "Centralized Scheduling and Information System". If you do not see this link, then contact the Centralized Scheduling & Info Desk at 1-800-368-6498 to have your access to this application enabled.

Plug-In Tools	
Centralized Scheduling and Information System	
Core Tools	
Secure Messaging	Library
Find Users	Calendar
Online Briefings	Forum Discussions
Survey Wizard	Chat
WebPort	TaskTrac
Admin Tools	
Update Your Profile / Preferences	
My Groups	
Suggestion Box	Report Problem
Site Administration	

Figure 1.6: CSIS Access List