Steps to register yourself in
IHE PhD Symposium 2020: Collaboration for Sustainability
(7-8 October 2020)

The screenshots below explain step-by-step the registration/self-enrolment process.

After following these steps, if you still have questions on how to register/enrol in this course, please contact Kelly Tseng (PhDsymposium@un-ihe.org) with email title ‘Register for PhD Symposium’.

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**Step 0 – Have you already Created an Account in the IHE Delft Open Education homepage?**

For IHE members, please log in with your IHE account and go to **Step 2 - Register/Enrol Yourself in the Course**.

If you created an account in the [https://ocw.un-ihe.org/](https://ocw.un-ihe.org/) in the past, you can use the same Username and Password to login. Then, go to **Step 2 - Register/Enrol Yourself in the Course**.

If you created an account in the [https://ocw.un-ihe.org/](https://ocw.un-ihe.org/) in the past, but forgot your password, click on “Forgot Password?”. Then, to reset your password, submit your Username or Email Address. An email will be sent to your email address with instructions on how to get access again. Once you have access to your Username and Password: (i) login into [https://ocw.un-ihe.org/](https://ocw.un-ihe.org/) and (ii) go to **Step 2 - Register/Enrol Yourself in the Course**.

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**Step 1 - Create a New Account in the IHE Delft Open Education homepage**

1.1. Go to [https://ocw.un-ihe.org/](https://ocw.un-ihe.org/) and click on ‘Create New Account’
1.2. Fill in the form (Username, Password etc.) and click on 'Create my new account'

1.3. Check 'Account Confirmation' email sent to you / use the 'Web Address' to confirm

**EXAMPLE:**

Admin User (via OCW IHE DELFT) <svc_moodlemailer_ocw@un-ihe.org>
To: rdo student
On Tue 7 Apr. 16:02

Hi rdo student,

A new account has been requested at 'IHE DELFT OPEN COURSEWARE' using your email address.

To confirm your new account, please go to this web address:


In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User
servicesupport.it@un-ihe.org
1.4. Use your Username and Password at https://ocw.un-ihe.org/ to login

Step 2 - Register/Enrol Yourself in the Symposium

2.2. Click on 'Enrol me in this course' (under the arrow in the upper right side/below your username)

After the above step, you will receive a 'Welcome' email from the organisers. And your name will be in the course participants list.

2.3. Click on 'Enrol me' in the page 'Enrolment options' to complete the process.

After the above step, you will receive a 'Welcome' email from the organisers. And your name will be in the course participants list.