



# IHO Portal

**(How to create user account & register meetings)**

Version.1.2

IHO Portal, July 2024



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# **LIST OF CHANGES**

International  
Hydrographic  
Organization

1. Updated (12 Nov 2024, Ver.1.2)
  - Update/Withdraw membership process



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# **CONTENTS**

International  
Hydrographic  
Organization

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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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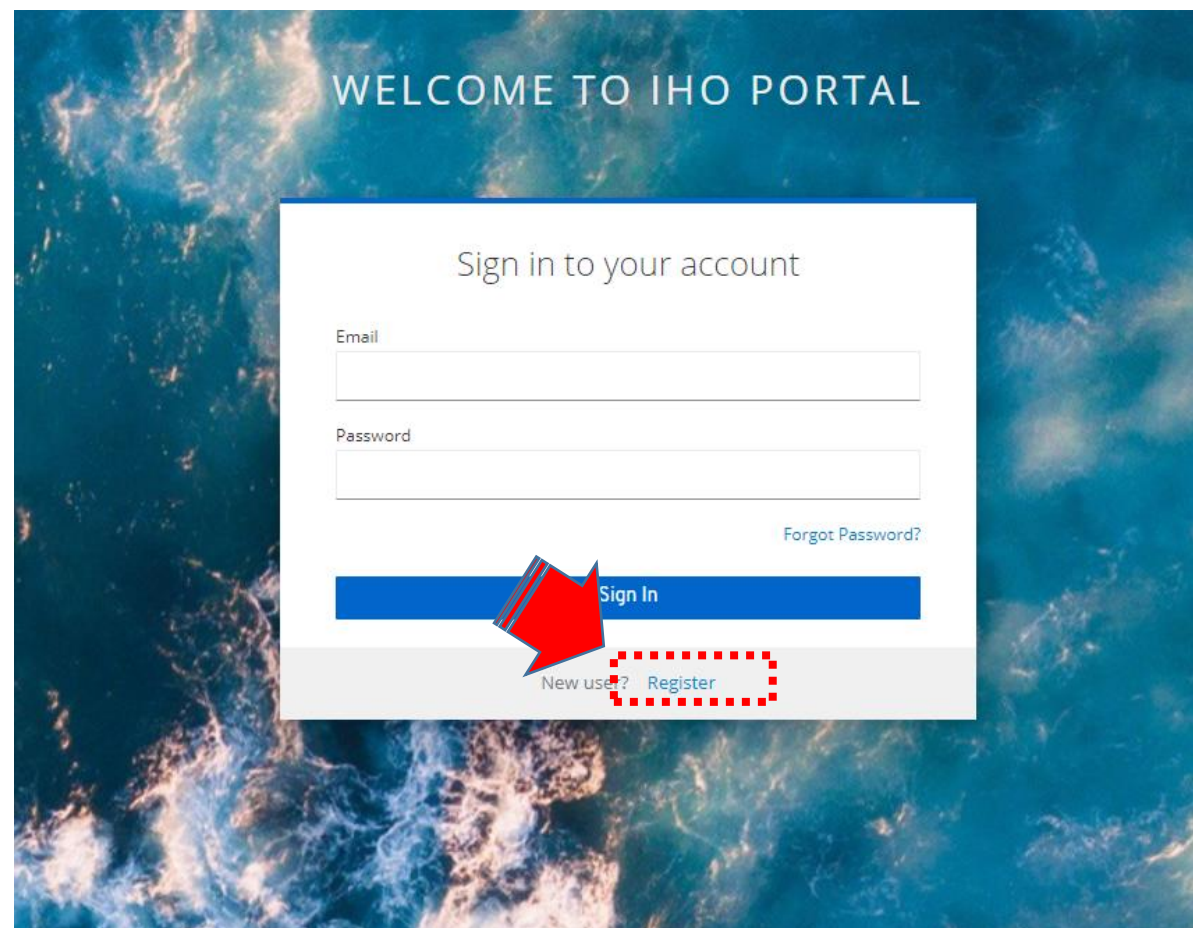


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## **3. PRACTICE 1 : CREATE USER ACCOUNT (1/3)**

International  
Hydrographic  
Organization

- 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](#)

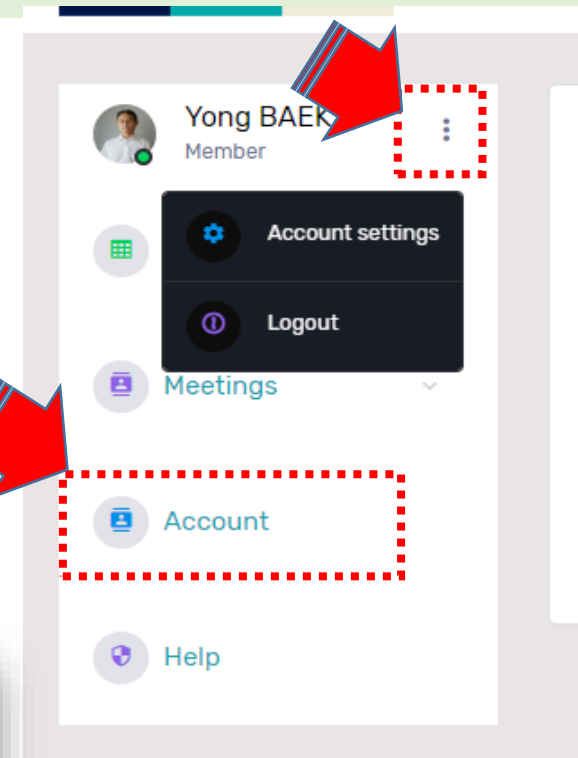
**Register**



## 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)



**1** My profile

**2**

**3**

Organization / Cie \*

IHO Department

Salutation \* Mr. Email \* yong.baek@iho.int

Location

Country \* Monaco Address Location 4b quai Antoine 1er B.P. 445

Town MONACO CEDEX Phone Number Typing ...

Change Password

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.

Change Password

Subscribe to the newsletter

Back 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](#)

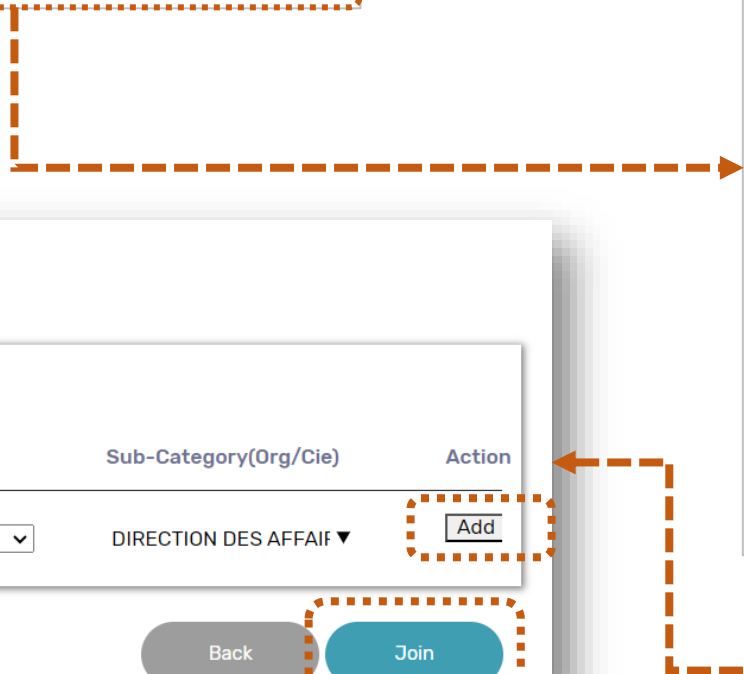
Back Join

**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)

International Hydrographic Organization

## 4. Confirm your application of the membership

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

**My Committees**

In action Archive

Title Search...

#	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](mailto: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.](#)



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## 4. PRACTICE 2-1 : UPDATE / WITHDRAW MEMBERSHIP

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1. **My Committee:** Select the group you would like to update or withdraw from.
2. **Membership tab:** navigate to your name on the list, and you will see the tree dots at the end of your name row.

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< Prev 1 2 3 Next >

Update  
Withdrawal

3. **Update:** click “Update” to modify your representation within the Group.
4. **Withdraw:** click “Withdrawal” button to remove yourself from the membership list. Once completed, the tree-dots icon will disappear. Your withdrawal request will then be processed by IHO Sec-manager and the group will be removed from “My committee” once finalized by IHO Sec-Manager.

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< Prev 1 2 3 Next >



## 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

**My Meetings**

In action | Archive

Title or Venue Search...

#	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	23 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

**Meeting information**

Title: 9th meeting of ENC working Group

Short Title: ENCWG9

Description: 9th meeting of ENC maintenance working Group.

**Date**

Registration Start: 05/01/2024 | Registration end: 07/31/2024

Event Start: 09/02/2024 | Event End: 09/05/2024

**Reference Link**

None

**Travel and Representation**

**9th meeting of ENC working Group**

**Travel Info**

Date/Time of departure: mm/dd/yyyy --:-- --

Flight No of departure: Typing ...

Date/Time of arrival: mm/dd/yyyy --:-- --

Flight No of arrival: Typing ...

**Extra Info**

Accompanying person: Typing ...

Accommodation: Typing ...

Special request / Supplementary Information: Typing ...

Meeting method: IN\_PERSON

**Participant Info**

Name: YongBAEK | E-mail: yong.baek@iho.int

phone: +33 (0)6 26 52 40 67 | address: 4b quai Antoine 1er B.P. 445

**Representation**

#	Classification	Category	Sub-Category(Org/Cie)	Action
1.	IHO	IHO Secretariat	IHO Sec	remove

none | Add

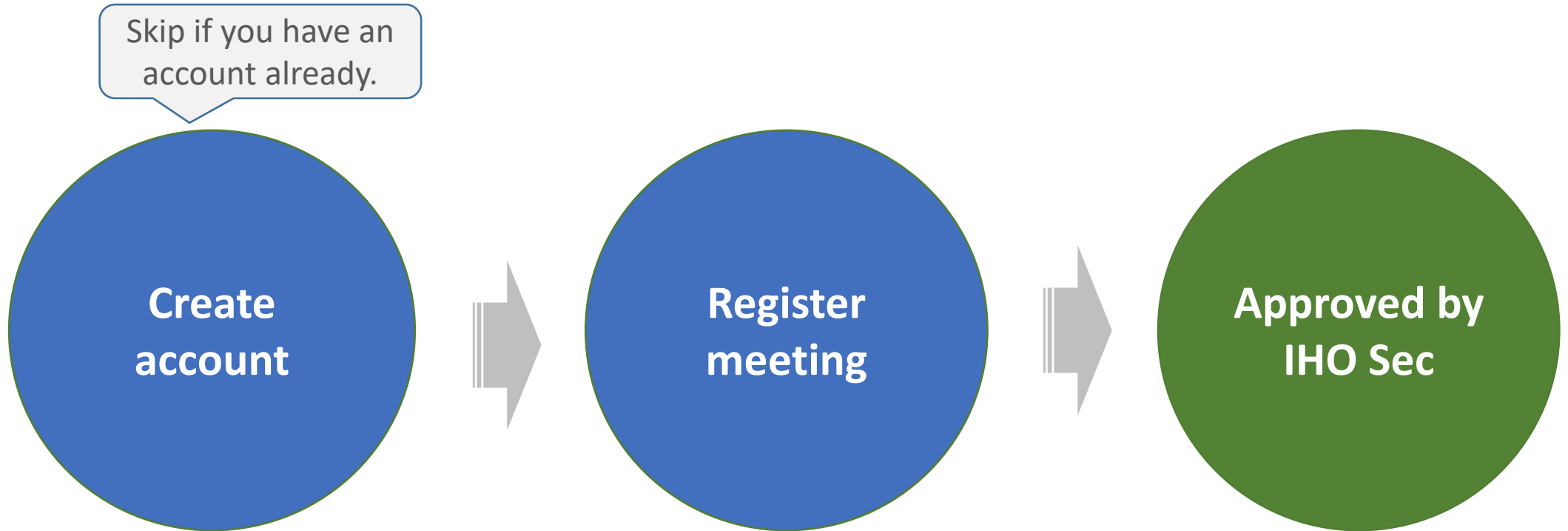
Back | **Join** | Back | **Join**



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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 displays the IHO Meetings registration interface. On the left, a sidebar menu shows 'Meetings', 'My meetings', 'Upcoming', and 'Archive'. The main area shows a list of upcoming meetings under the heading 'Upcoming - All Committees'. The first meeting is '[HSSC16] 16th HSSC Meeting' on 27 May 2024 in Japan. A callout box labeled 'Travel and Representation' points to the registration details for this meeting, which include fields for Date of departure, Flight No of departure, Date of arrival, Flight No of arrival, and Meeting Method (set to IN\_PERSON).

Below the registration details is a 'Participant Info' section with fields for Name (AdminBAEK), E-mail (adt@iho.int), and phone (+33(0)26524067). A callout box labeled 'Must fill in the presentation field' points to the 'Representation' section, which includes a table for adding participants:

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

A message box states: '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.' At the bottom of the registration form, there are 'Back' and 'Join' buttons. A callout box at the bottom right of the registration form says 'You must add at least one participant' and points to the 'Join' button.



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**ANY ASSISTS**

International  
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Organization

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