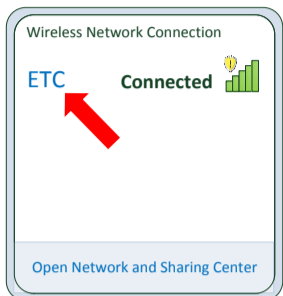


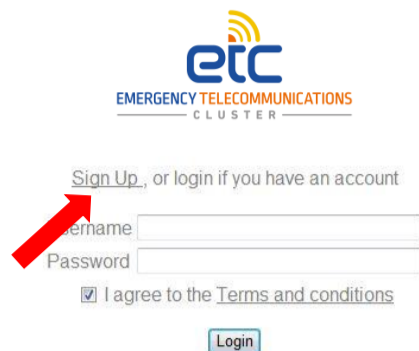
User Guide – Connect to the Internet



1 Make sure wireless is switched on and **connect** to the ETC wireless network (no password required)



2 If you are connecting to the ETC network for the first time, **sign up** for an account.



3 Fill in the form, then click **Create Account**.

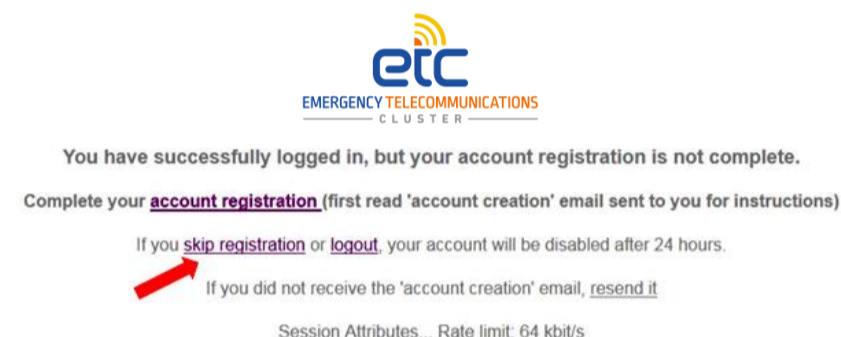
For EASY self-registration, enter your agency email as your primary contact email. If you use public email like gmail or hotmail, you will have to enter agency/NGO at the bottom of the form and ask ETC staff to assist you in completing your registration.

4 Your account is now created but still needs to be confirmed. Click **LOGIN**.



5 Fill in your **Username** and **Password** and click **Login**.

6 If you want immediate access to the internet, you can **skip registration** however your account will only be valid for 24 hours.



7 If you have a few more minutes, check if you have received an email from the ETC with **Account Registration** instructions.

If your official email address is recognized by the system, you will receive an email with your confirmation code. Click the link in the email to enter the code.

If your official email address is not recognized by the system, you will have to contact an ETC staff member to obtain your confirmation code.

8 Next time you log in to the system, click **account registration**. In the next screen fill in your **Username** and **Confirmation code** and click **Enter**. You will now have access to the internet for one year.

9 The full account creation process is now complete. Next time you use this device it will automatically connect to the ETC network, without having to re-enter your Username and Password.

If you have any problem connecting or registering, try switching off your wireless for 5 minutes then switching it back on again. If there is still an issue, or if you have any questions, contact an ETC staff member.

10 You can register up to two more devices with your account. After logging in from another device, click **device registration** and fill in **Username** and **Password** in the next screen.

ETC Services – Usage Policy

These Internet connectivity services are being provided to you by the Emergency Telecommunications Cluster (ETC). ETC Infrastructure services are the property of the ETC and are to be used solely for purposes relating to humanitarian emergency operations. Users are provided with access to these services to assist them in their duties insofar as these duties relate to humanitarian work in emergencies.

What we expect from you:

All users are responsible for using ETC Infrastructure services in a professional, lawful and ethical manner. Users must **not** perform deliberate acts to waste resources or unfairly monopolize them to the exclusion of others.

What we recognize:

Because of the challenging environment in which the ETC operates, we recognize your need to access services for personal use e.g. private email, social networking. This is ok, provided such use is limited where possible to non-working hours, does not interfere with the operation of ETC services, and does **not** violate the rules contained in this policy.

What we ask you not to do:

ETC data services must **not** be used to display, store or send (by e-mail or any other form of electronic communication such as bulletin board, chat room, Usenet group) material that is: fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or illegal.

Do **not** waste resources and/or unfairly monopolizes these resources to the detriment of others. As an example, do **not**:

- Spend an excessive amount of time on Internet web sites, playing on-line games or engaging in on-line chat groups
- Download games or entertainment software
- Create unnecessary loads by uploading or downloading large files, using file sharing or torrent software or excessive access to streaming audio and/or video files
- Subscribe to real-time automatic information distribution services on Internet, e.g. RSS feeds or newsletters, for information that is not related to official duties.

You must not misrepresent, obscure, suppress or replace your own or another user's identity on the Internet or any ETC information system. The user name, e-mail address, organizational affiliation and related contact information must always reflect the originator of a message or posting.

The ETC reserves the right to:

Monitor and log any and all aspects of its infrastructure services including, but not limited to, monitoring and logging the content of ETC owned computers, files downloaded and Internet sites visited; utilize technology that makes it possible to identify and block access to Internet web sites considered inappropriate; and terminate infrastructure services in cases of abuse or misuse of these services. For more information, visit the ICT Emergency website and refer to the “Emergency Telecommunications Cluster (ETC) Infrastructure Services Usage Policy”.