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OceanExpert

User Guide

Manual 1: Getting Started

How to register, log in, and set up and edit your profile

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UNESCO/IOC Project Office for IODE

www.oceanexpert.org

Table of Contents

Table of Contents....2
What is OceanExpert?....3
1 How to Register....3
Step 1: Go to the OceanExpert website....3
Step 2: Click Register....4
Step 3: Enter your email address and password....4
Step 4: Verify your email address....5
Step 5: Complete your profile....6
Page 1: Personal Details....7
Page 2: Affiliation....7
Page 3: Professional Details....10
Step 6: Save your profile....11
2 How to Log In....12
Step 1: Go to the OceanExpert website....12
Step 2: Click Login....12
Step 3: Enter your credentials....12
3 Forgot Your Password?....12
Step 1: Click Forgot Password?....12
Step 2: Enter your email address....13
Step 3: Check your inbox....13
Step 4: Click the reset link in the email....14
4 After Registration: What's Next?....14
5 Contact and Support....15

What is OceanExpert?

OceanExpert is a freely accessible online directory of marine and freshwater professionals, institutions, and organizations worldwide, maintained by the UNESCO/IOC Project Office for IODE. It has become the primary database for the IOC, housing an information on researchers, policymakers, and other specialists including their involvements to IOC (meeting attendance, reporting, presentations, trainings…).

The directory is used by the IOC and other organizations to manage information (such as documentation, reports, presentations,…) related to meetings, workshops, training courses, and conferences. It helps in identifying and inviting participants, as well as disseminating information.

OceanExpert also acts as a secure Single Sign solution for multiple IOC platforms, e.g. for the GOOS website, OceanTeacher Global Academy eLearning platform, the SDG14.3.1 portal,…

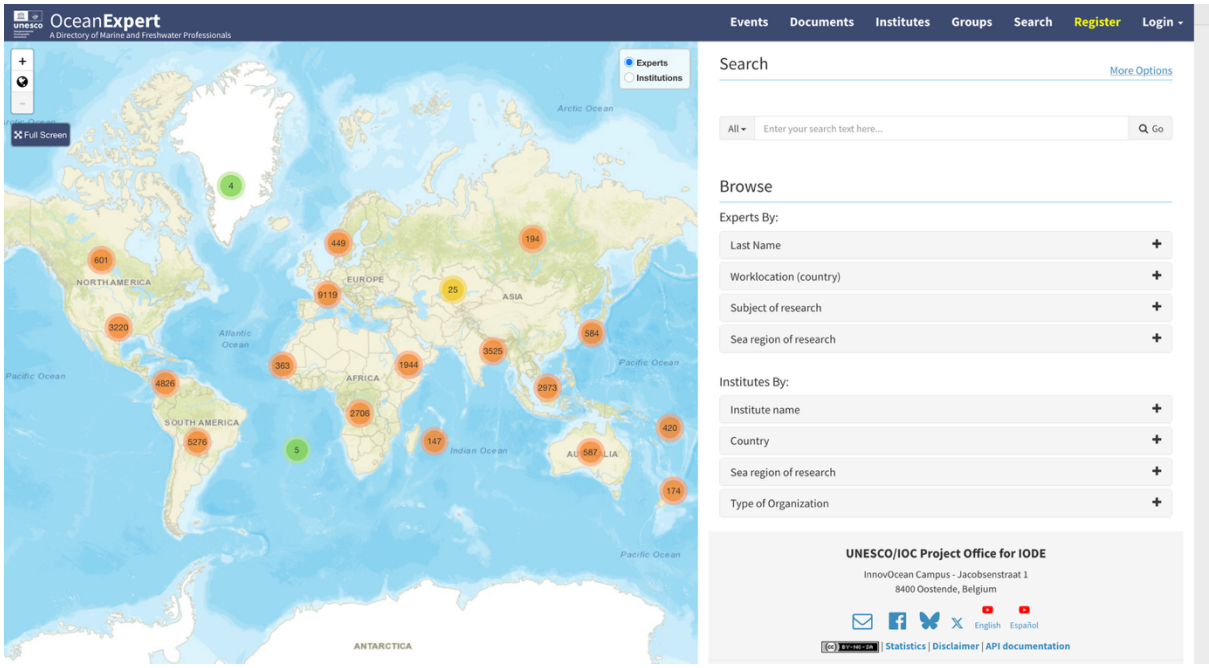
> ⚠ **Important**
> All profiles are reviewed and approved by the IODE Secretariat before becoming active.
> Your profile may take up to 24 hours to be approved after registration.

1 How to Register

Follow the steps below to create your OceanExpert profile. You only need to do this once.

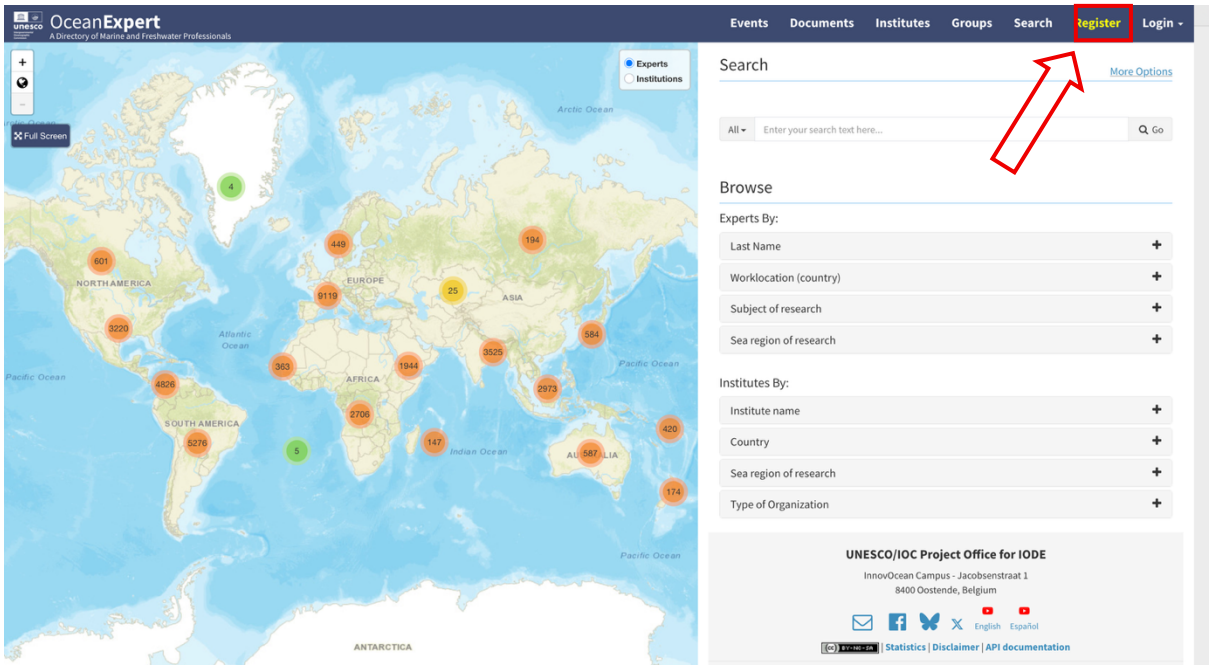
Step 1: Go to the OceanExpert website

Open your web browser and go to www.oceanexpert.org.



Step 2: Click Register

On the homepage, click Register in the top right navigation bar (highlighted below).



> **Note**
> The Register button is highlighted in yellow in the navigation bar at the top right of the page.

Step 3: Enter your email address and password

Fill in your email address, choose a password, confirm it, and complete the reCAPTCHA. Then click Proceed to Step 2.

Tip

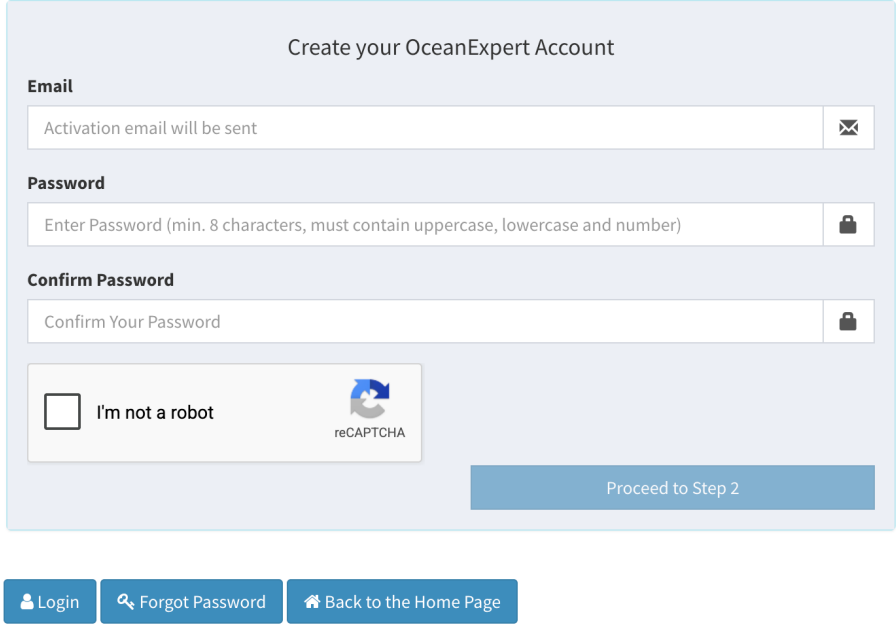
We sometimes recommend using a personal (non-institutional) email address.

While using the personal email address try to use the common and recognizable email domain (ex: gmail, yahoo, outlook etc)

Institutional email addresses are more likely to filter automated OceanExpert emails as SPAM. Also when you change organisations and forget to update your record in time, you might face issues when trying to reset your password if needed.

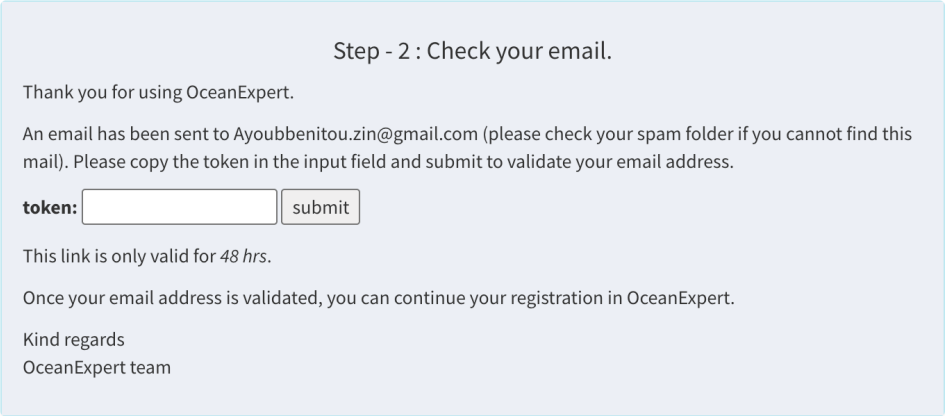
Password requirements: minimum 8 characters, must contain uppercase, lowercase, and a number.

In case you are UNESCO staff, do use your organisation email address to set up your profile.



Step 4: Verify your email address

After clicking Proceed to Step 2, OceanExpert will show the following screen and send you a verification email.



Open your inbox and find the email from OceanExpert. It will contain a token (a long code).

Not receiving the email?

Check your SPAM or Junk folder first.
The token is valid for 48 hours - if it expires, you will need to register again.
If you cannot find the email, contact: info@oceanexpert.org

Dear

Thank you for starting the registration process to the OceanExpert directory.

OceanExpert is a directory of marine and freshwater professionals. This directory is created to find IOC events, IOC documents and to be able to contact other experts.

Please enter this code in the page you just saw in OceanExpert:

7raV9QQgOwpfWaaPUjxOnLcuTBTm7y0kzwPUiFOTW-4

In case you already closed this page, please visit the following link to complete your registration:
https://oceanexpert.org/register/confirmTokenForm

If you have not completed the complete registration within the next 48 hours, your email address and profile will be removed and you will have to start over again : **https://oceanexpert.org/register**.

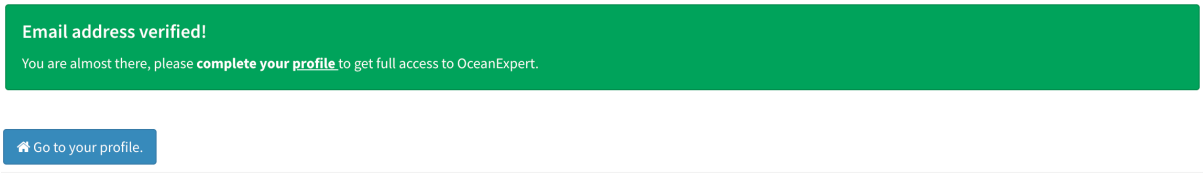
Thank you,

The OceanExpert team

Copy the token from the email and paste it into the token field on the OceanExpert page, then click Submit.

If you already closed the page, go to: https://oceanexpert.org/register/confirmTokenForm

Once your email is verified, you will see the following confirmation:



Click Go to your profile to continue.

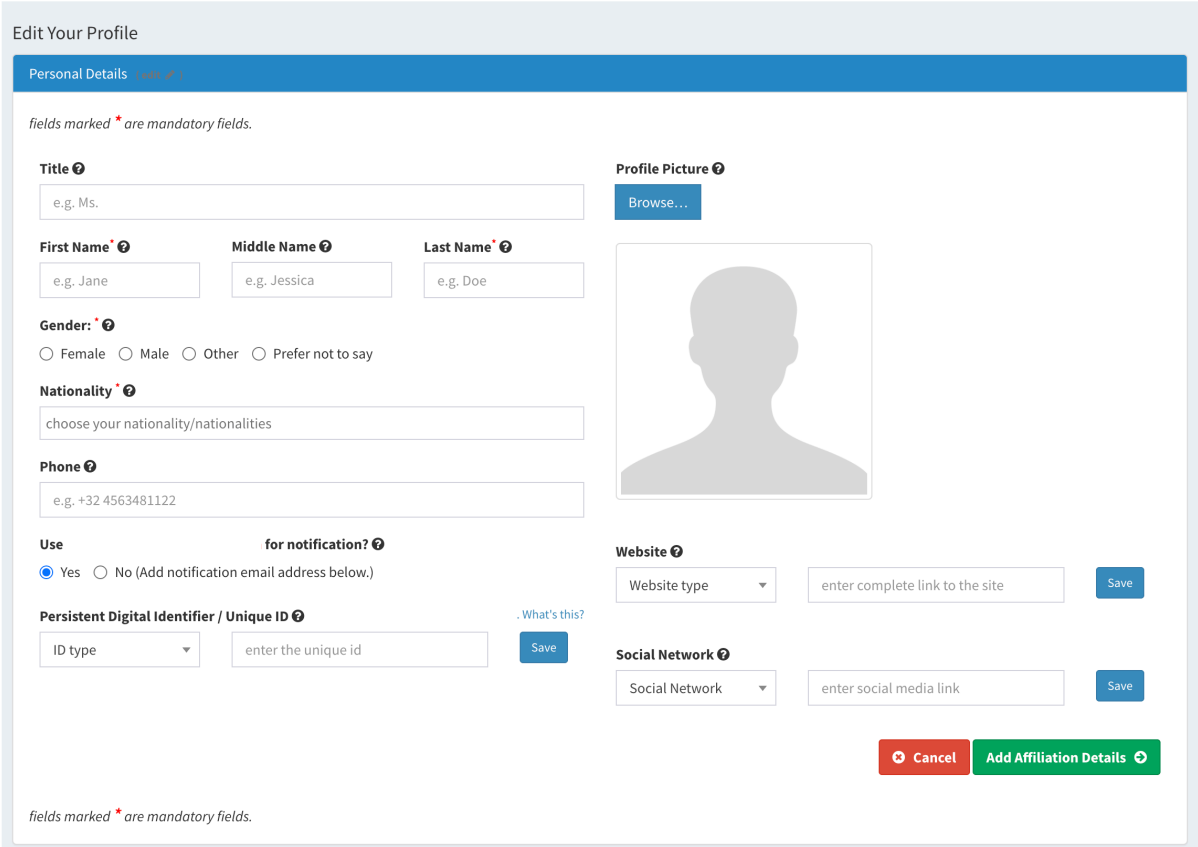
Step 5: Complete your profile

Your profile has three pages. All fields marked with * are mandatory.

Page 1: Personal Details

Fill in your name, gender, nationality, and other personal details.

> **Tip**
>
> For the Tittle: please try to use short form of your tittle such as Ms/Mrs/Mr or Professional tittle such as Phd etc.
>
> When adding links to website, social media, please make sure they are functional (https://)



When you completed Page 1, click Add Affiliation Details to continue to Page 2.

Add Affiliation Details

Page 2: Affiliation

This page is where you link your profile to your organisation. Follow the steps below:

> ⚠️ **Important: You must select Yes or No**
>
> The first question asks whether you are linked to an Organisation/Institute/Company.
> You MUST click either Yes or No before filling in the rest of the form.
> If you fill in all fields without selecting Yes or No first and try to save, you will get the error at the end shown below.

Are you linked to an Organization/Institute/Company? * ◉ Yes ○ No

If you forget to select Yes or No, you will see this error:

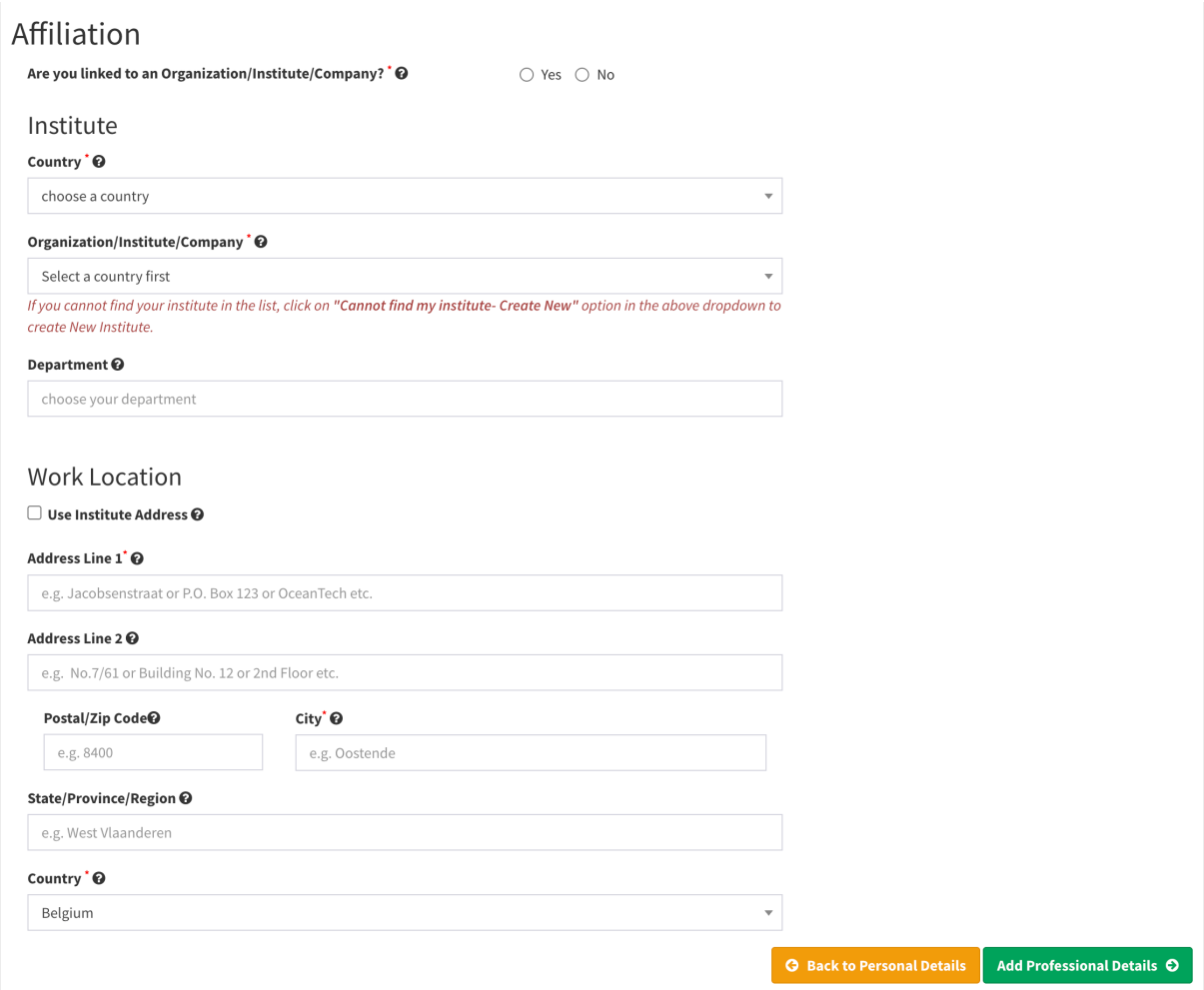
Sorry, something did not work very well here...

your affiliation info cannot be correct, please contact info@oceanexpert.org

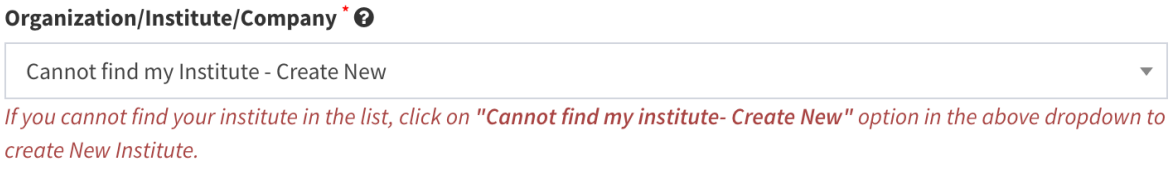
back to Home

Follow these steps to complete your affiliation:

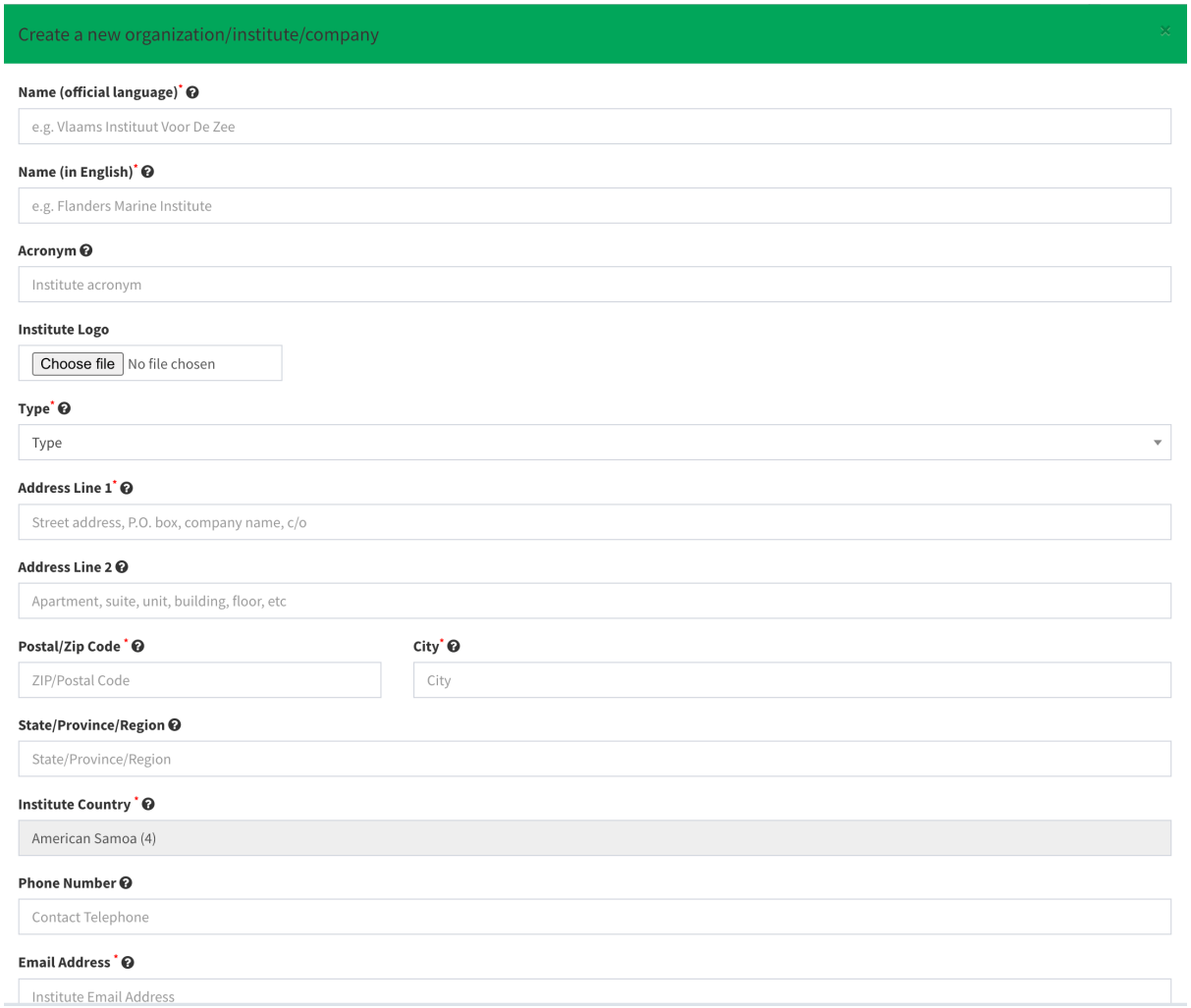
1. **Select Yes or No** at 'Are you linked to an Organization/Institute/Company?' (mandatory)
2. **Select your country** A list of institutes in that country will appear
3. **Find your institute in the dropdown list**
4. **If your institute is not listed,** select Cannot find my institute – create new
5. **A pop-up window will appear** Complete the details and click Save. The new affiliation will automatically be linked to your profile.
6. **You may tick the box** if you want the institute's address to appear in your profile as your worklocation. If not, leave it unticked and enter your preferred address details.
7. **Fill in the Work Location address below or it will automatically appear from the institute profile.**
8. **Click Add Professional Details** to move to Page 3



If your institute is not in the list, select the option shown below:

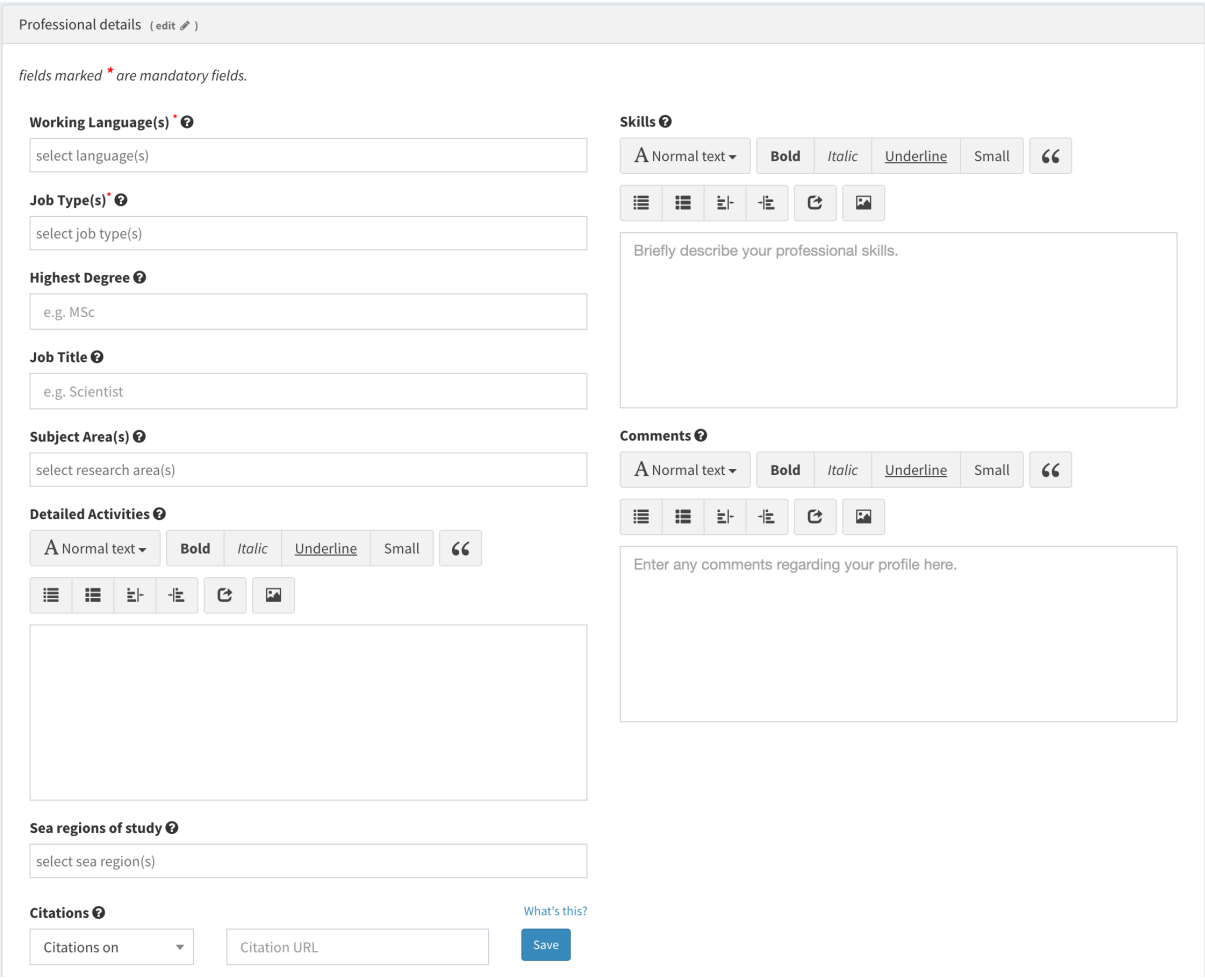


A pop-up window will appear. Fill in all mandatory fields (marked *) for your new institute:



Page 3: Professional Details

Fill in your working language(s), job type, subject areas, and a brief description of your professional skills.



Step 6: Save your profile

Once all three pages are complete, click Save My Profile.

Save My Profile

After saving, your profile will be submitted for review. Once approved by the IODE Secretariat, you will be able to log into OceanExpert and partner platforms such as OceanTeacher.You will receive an email confirming your profile was approved and that you are now able to log into partner websites.

What happens next?

A member of the IODE Secretariat will review and approve your profile.

This may take up to 24 hours.

Once approved, you can log in to OceanExpert and access partner websites using the same credentials.

2 How to Log In

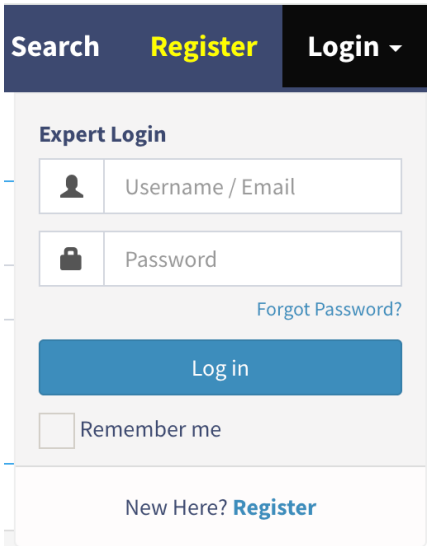
Once your profile has been approved, you can log in at any time.

Step 1: Go to the OceanExpert website

Go to www.oceanexpert.org.

Step 2: Click Login

Click Login in the top right corner of the homepage. A dropdown will appear.



Step 3: Enter your credentials

Enter your email address (or username) and password, then click Log in.

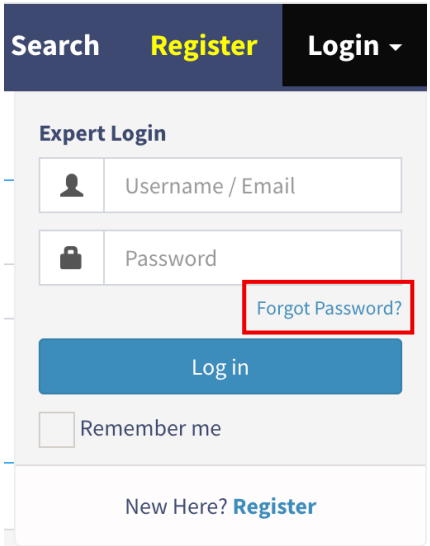
> **Tip**
> You can tick 'Remember me' to stay logged in on your device.
> New to OceanExpert? Click the Register link at the bottom of the login dropdown.

3 Forgot Your Password?

If you have forgotten your password or cannot log in, you can request a password reset directly on OceanExpert.

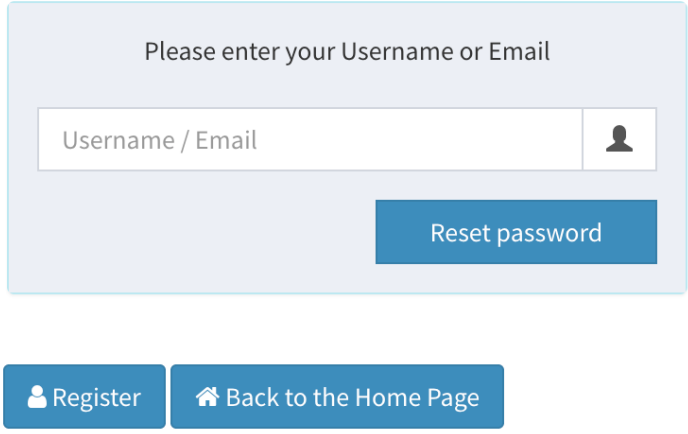
Step 1: Click Forgot Password?

On the login dropdown (see below in red), click Forgot Password? below the password field.



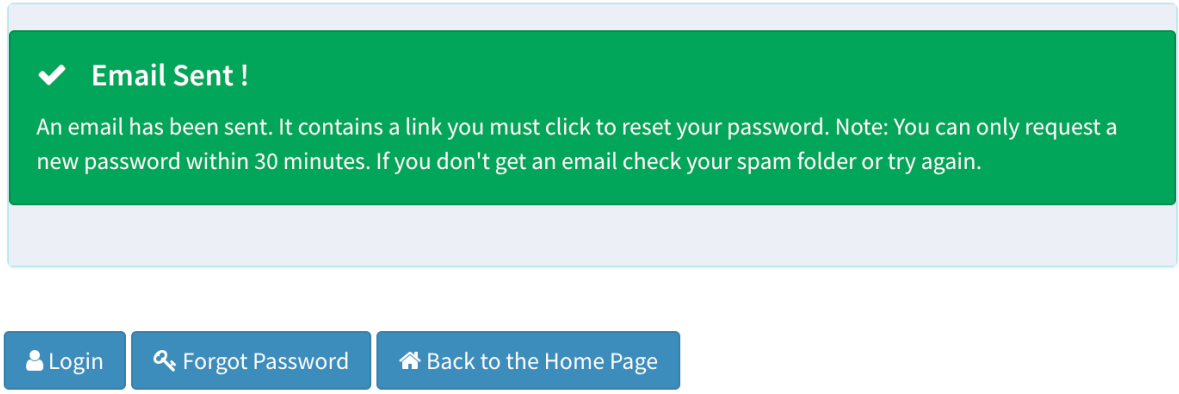
Step 2: Enter your email address

Enter the email address you used to register, then click Reset password.



Step 3: Check your inbox

You will see the following confirmation screen:



Important

The password reset link is valid for 30 minutes only.
Check your SPAM folder if you do not receive the email.
You can only request a new password once every 30 minutes.

Step 4: Click the reset link in the email

Open the email from OceanExpert and click the reset link to set a new password.

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OceanExpert
Directory of Marine & Freshwater Professionals

Hello

We have received a request to reset your OceanExpert account password. Please click on the link below to get started or copy and paste the following link in the address bar of your web browser:

https://oceanexpert.org/reset/reset/cse-jCn-vdFI7QCBEcNO9HmAG9Z8i0STXxYwCmFGzz4

If you did not request for the password reset, please ignore this email. This password reset link is **valid only for the next 30 minutes**.

If you do not respond to this email, your password will remain unchanged.

Do not hesitate to contact us if you have questions (info@oceanexpert.org)

kind regards,

OceanExpert Team

4 After Registration: What's Next?

Once your profile is approved, you can:

- Log in to OceanTeacher (www.oceanteacher.org) using your OceanExpert credentials
- Register for IOC training courses and events
- Update your profile at any time by logging in and going to Edit Profile

Did you know?

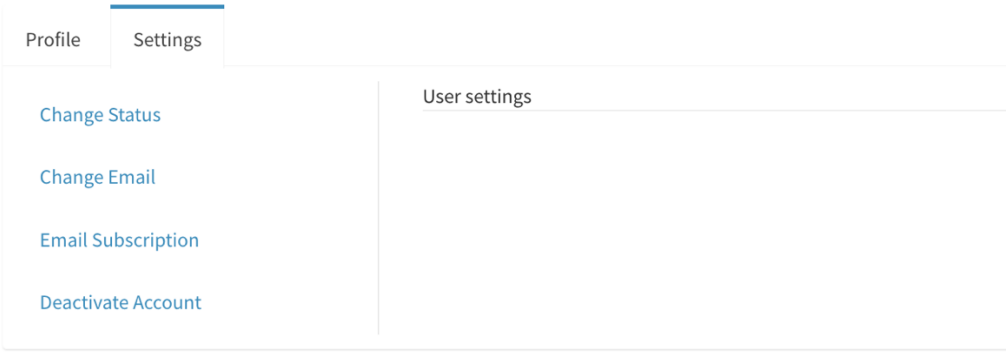
Your OceanExpert profile serves as your login for many UNESCO-IOC partner platforms.
Use the same email address and password across all platforms.

5 Edit your profile

If you would like to make changes to your profile, please log in and go to your profile.
You can click the buttom (under your name) EDIT PROFILE

You can change all the information in the 3 pages of your profile and click Save and confirm at the end. The changes you entered are automatically approved.

Some changes related to your profile are not handled through the Edit profile button, but through the tab SETTINGS



Here you can :

- Change Status: you can change your status to retired
- Change email: you can change your primary email address (e.g. when you change organisation and you were using a organisation email address)
- Update your Email subscription: if you want to receive emails through Oceanexpert yes or No
- Deactivate your account

6 Contact and Support

If you have any questions or encounter issues, please contact us through:
info@oceanexpert.org.