

MODULE IV A
ACCESSING YOUR ACCOUNT &
DATA ENTRY and DATA MANAGEMENT
For Contact Points and IPP editors

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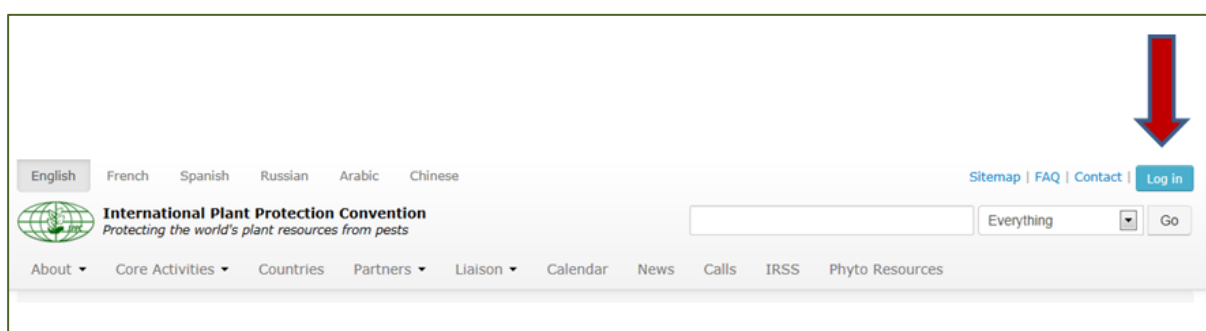
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IVA.I Accessing your account

If you have a login and password for [the IPP](#), you are able to manage some information on the IPPC website. The extent of your ability to manage content depends on your status. If you are an IPPC Contact Point or IPP editor, you are able to enter and modify data connected to reporting under the IPPC Convention on behalf of your National Plant Protection Organization.

IVA.I.1 Login to the site

1. Once a user account has been created for you by the IPPC Secretariat, you will be sent an automated email with your username and password from ippc@fao.org.
2. Go [to the homepage](#) and click on the button labelled “**Log in**” (top right hand corner of the screen), or go to the login page at: <https://www.ippc.int/en/accounts/login/?next=/en/>



3. Enter your **username** (Lowercase letters only. Dot between first and last name. Example: *firstname.lastname*) or **email address**. Then enter your **password** (Password is case-sensitive. You can change your password after you log in for the first time). Click on the “**Log in**” button.

English French Spanish Russian Arabic Chinese

International Plant Protection Convention
Protecting the world's plant resources from pests

About Core Activities Countries Partners Li

Home /

Log in

Username or email address

Password

[Forgot your password?](#)

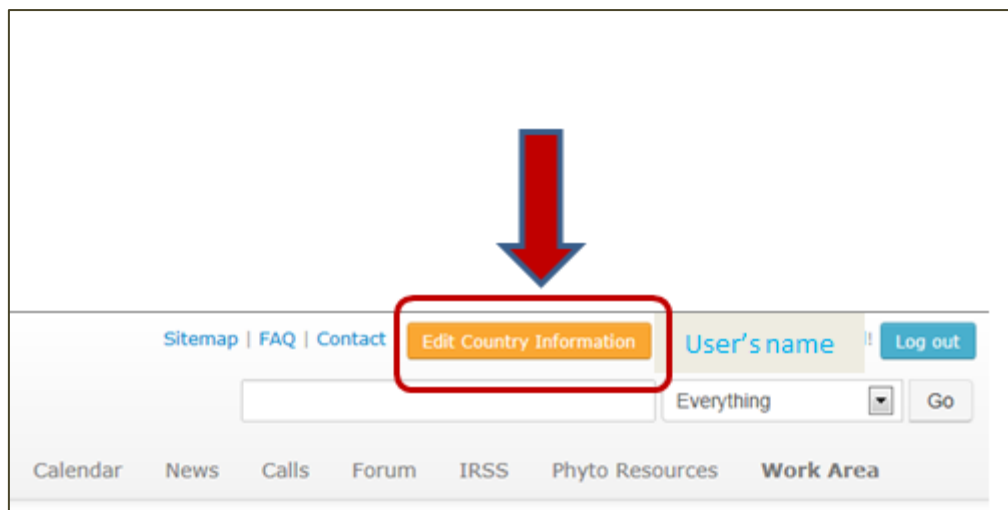
If you forgot your password
click here to retrieve it

Log in

4. If you have a problem with the password (e.g. [you have forgotten your password](#) or [you would like to change your password](#)), go to the chapter **IVA.IV Frequently asked questions** or visit the [FAQs on the website](#).

IVA.II Editing your country information

Upon logging in to the site, you can choose to go to your country page to edit the data. In order to do this click on the button labelled “**Edit country information**” (top right hand corner of the screen).




There are a number of options you can do at this stage:

- update **your profile**;
- edit **National Reporting Obligations** (reports you are supposed to submit on behalf of your country), i.e. add new or update the existing report/s;
- or edit Related Official Information, i.e. add new or update the existing information (this is for reporting information other than obligatory reports).

Country *flag*

IPPC Official Contact Point



Name of Contact Point

address

Phone:

Email:

Nomination received:

Update your profile

National Reporting Obligations

+ Add new

Description of the NPPO

+ Add new

Legislation: Phytosanitary Requirements/Restrictions/Prohibitions

+ Add new

Entry Points

+ Add new

List of Regulated Pests

+ Add new

Official Pest Reports

+ Add new

Organizational Arrangements of Plant Protection

+ Add new

Rationale for Phytosanitary Requirements

+ Add new

Non-compliance

+ Add new

Pest status

+ Add new

Emergency Actions

RELATED OFFICIAL INFORMATION

+ Add new

Publication

+ Add new

News Item

+ Add new

Events

+ Add new

Website

+ Add new

Pest-Free Area

+ Add new

Implementation of ISPM 15

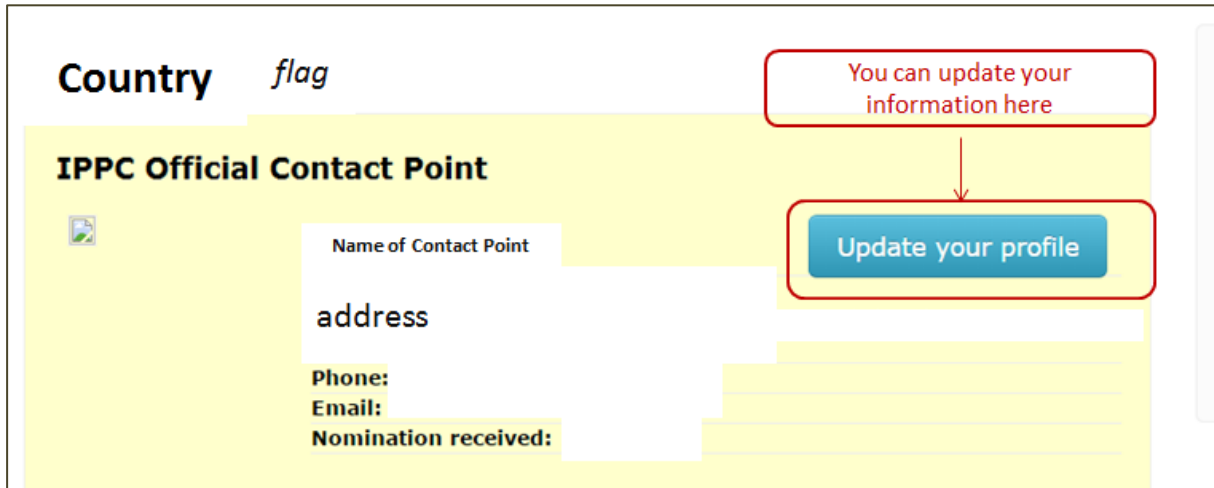
Project (go to phytosanitary.info)

FAO COUNTRY PROFILE DATA

[Map & Statistics](#)

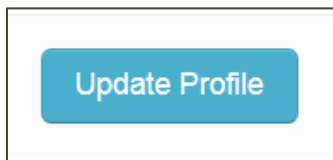
IVA.II.1 Update your profile information

Log in to [the IPP website](#) (see chapter IVA.I.1: Login to the site). When you are a Contact Point you can update your profile by clicking on the button labelled “**Update your profile**” next to your coordinates (name, address).



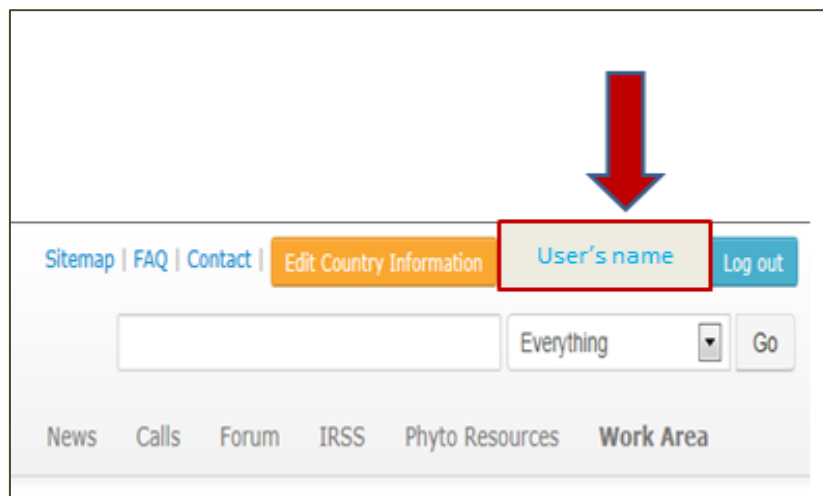
The screenshot shows a web interface for an "IPPC Official Contact Point". At the top left, there is a "Country" label followed by a flag icon. Below this, the title "IPPC Official Contact Point" is displayed. To the right of the title, a red-bordered box contains the text "You can update your information here" with a red arrow pointing down to a blue button labeled "Update your profile". The main profile area contains several input fields: "Name of Contact Point", "address", "Phone:", "Email:", and "Nomination received:". Each field has a corresponding input area to its right.

Clicking on this button activates a form. This form opens enabling you to edit your account information. By using this form, you can also add a brief biography, information regarding your expertise or a photograph. When you have finished updating information, remember to save them by clicking on the button labelled: “**Update Profile**” at the bottom of the page. If you need to change your official title or update your name, you need [to contact the IPPC Secretariat](#).

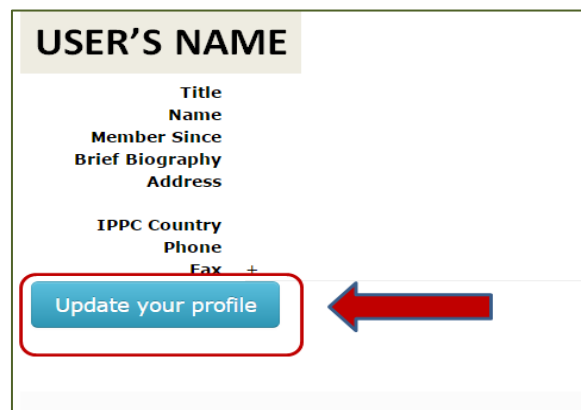


A blue button with the text "Update Profile" in white, centered within a rectangular frame.

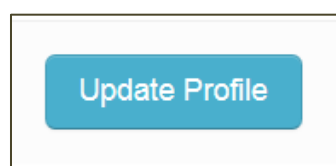
When you are an IPP editor you can update your profile by clicking on your name which appears at the top right hand corner of the screen:



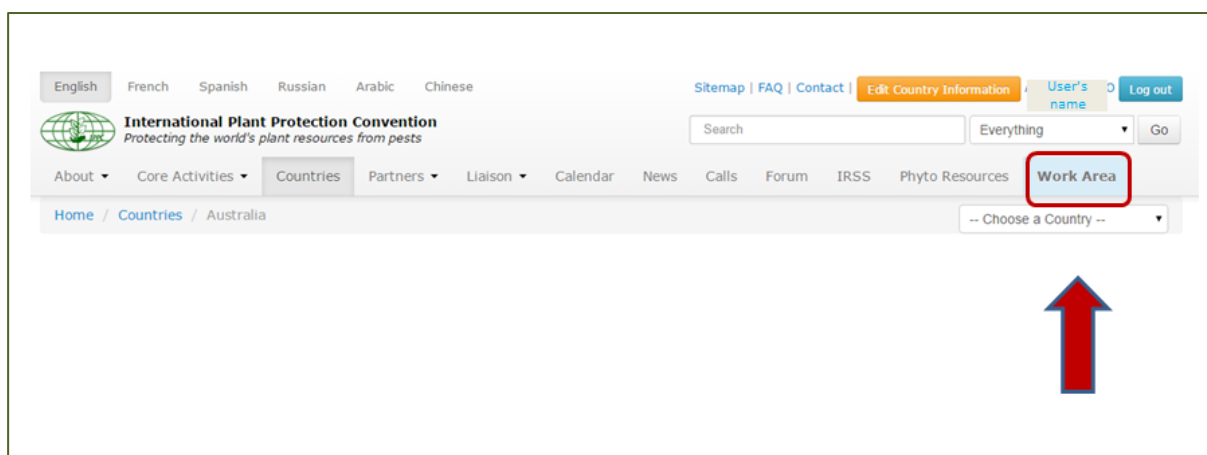
Clicking on your name opens a page with your personal information which you can edit by clicking on the button labelled **"Update your profile"**.



Clicking on this button activates a form. This form opens enabling you to edit your account information. By using this form, you can also add a brief biography, information regarding your expertise or a photograph. When you have finished updating information, remember to save them by clicking on the button labelled: **"Update Profile"** at the bottom of the page. If you need to change your official title or update your name, you need to contact the IPPC Secretariat.



There are also other ways to update your profile, e.g. by going via Work Area.




It is the responsibility of the individuals to maintain all other information (e.g. mail address, correspondence languages, email address, telephone, and fax number). In particular, it is critical that a valid e-mail address is indicated in the IPP.

IVA.II.2 Editing National Reporting Obligations

Log in to [the IPP website](#) (see chapter IVA.I.1: Login to the site) and click on the button labelled “**Edit country information**”. Underneath the title “**National Reporting Obligations**” there is a list of reports which can be submitted by the Contracting Parties.

Country *flag*

IPPC Official Contact Point



National Reporting Obligations

[Description of the NPPO](#)

[Legislation: Phytosanitary Requirements/Restrictions/Prohibitions](#)

[Entry Points](#)

[List of Regulated Pests](#)

[Official Pest Reports](#)

[Organizational Arrangements of Plant Protection](#)

[Rationale for Phytosanitary Requirements](#)

[Non-compliance](#)

[Pest status](#)

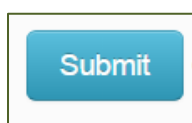
[Emergency Actions](#)

IVA.II.2 a) Create a new report

In order to add a new **report** you need to click on the button labelled “**Add new**” next to a title of the report which you would like to submit.



Clicking on this button activates a form. This form opens enabling you to submit data. When you have finished filling in the form remember to save the data by clicking on the button labelled: “**Submit**” at the bottom of the page.



IVA.II.2 b) Update an existing report

In order to update one of the **reports** you need to click on the title of a report you would like to update.

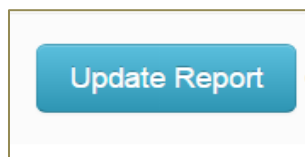


By clicking on the title of a report you open a page with the list of documents submitted in regard to that National Reporting Obligation.



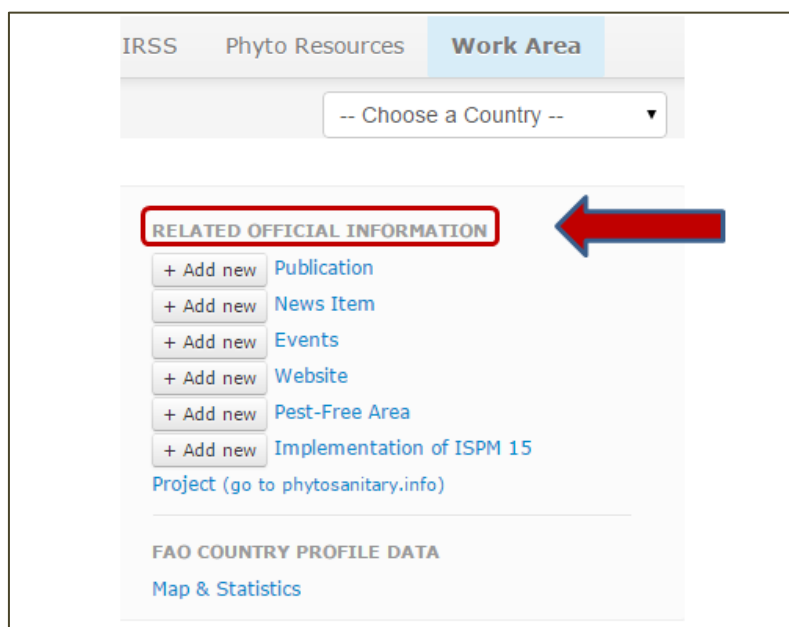
In order to change an existing **report** you need to click on the button labelled “**Edit**” on the right hand side of the screen.

Clicking on this button activates a form. This form opens enabling you to submit data. When you have finished filling in the form remember to save the data by clicking on the button labelled: “**Update report**” at the bottom of the page.



IVA.II.3 Editing Related Official Information

Log in to [the IPP website](#) (see chapter IVA.I.1: Login to the site) and click on the button labelled “**Edit country information**”. On the right hand side of the screen underneath the title “Related Official Information” there is a list of items which could be submitted by the Contracting Parties on voluntary basis.

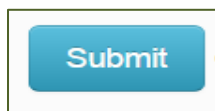


IVA.II.3 a) Create new information

In order to add a new item you need to click on the button labelled “**Add new**” next to a title of the information which you would like to submit.

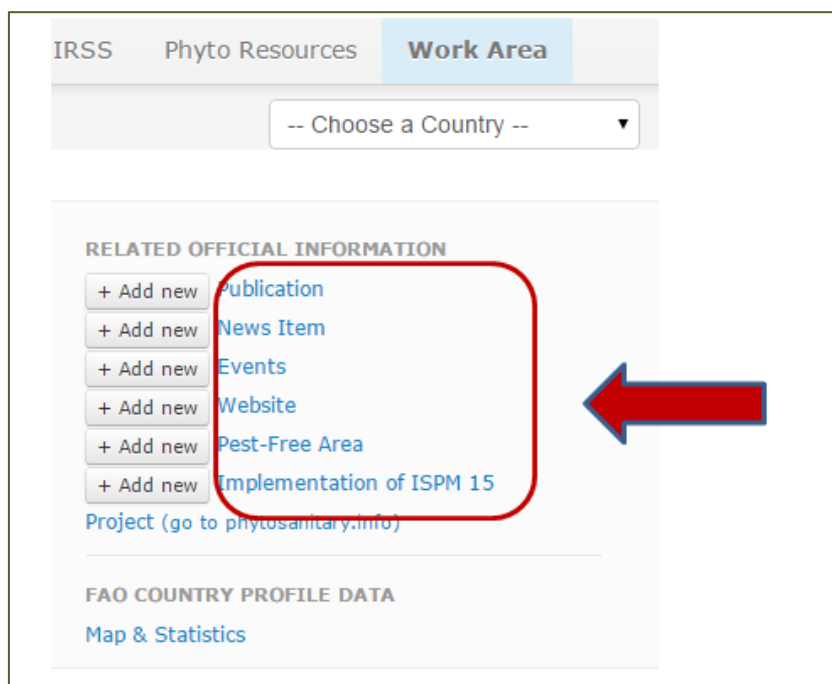


Clicking on this button activates a form. This form opens enabling you to submit data. When you have finished filling in the form remember to save the data by clicking on the button labelled: “**Submit**” at the bottom of the page.

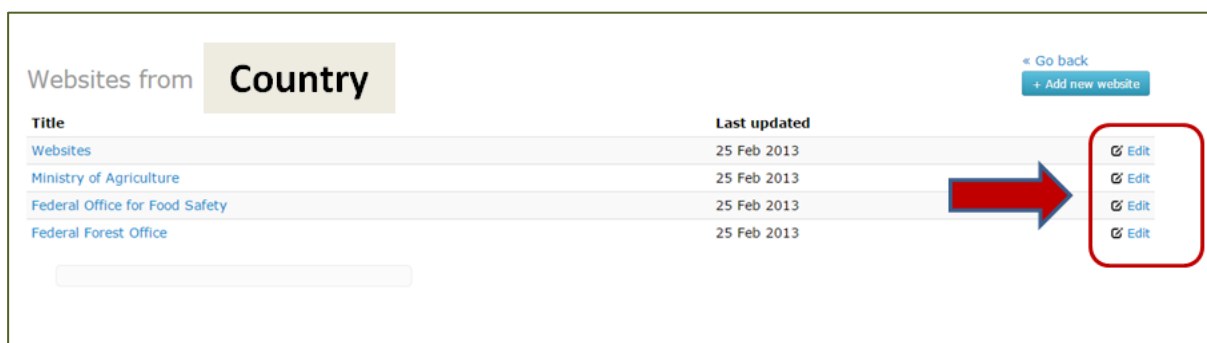


IVA.II.3 b) Update existing information

In order to update one piece of the existing information you need to click on the title of an item you would like to update.



By clicking on the title of an item you open a page with the list of documents submitted in regard to that item.



In order to change an existing **item** you need to click on the button labelled “**Edit**” on the right hand side of the screen.

Clicking on this button activates a form. This form opens enabling you to submit data. When you have finished filling in the form remember to save the data by clicking on the button labelled: “**Update [name of the item you are submitting]**” at the bottom of the page.

IVA.II.4 Before you add any report or information

Before you add the information [to the site](#), it is important to prepare data for upload. For example, verify that you have followed the procedures established by your NPPO for information reporting. If you are editing the existing text, uploading a new publication or creating a news story, you will need to have the text agreed upon and the relevant files or links ready.

All information loaded onto the IPP is retained and cannot be deleted. All changes are tracked - it is possible to edit and to replace information but not remove them completely. If a mistake is made such as duplication of information, please [contact the IPPC Secretariat](#) to get this corrected.

Instead of copying/pasting your text directly from Microsoft Word into the text box provided in the application, it is recommended that you copy/paste your text into a plain text program first (such as Notepad if using a PC, or Text/Edit if using a Mac), and then transfer it into the text box where you can reformat it if necessary (this extra step removes extraneous coding from Microsoft Word and prevents formatting problems with the application system).

In addition, it is important to note that files uploaded to the IPP must be less than 20 MB. This is a limit set by the software. Many files/types of files can be made smaller by converting them to pdf and using Adobe to compress the file.

If the item you wish to include is an image in the site, make sure that the image has been sized to fit the space where it will be displayed (no larger than 600px on the longest side).

IVA.III Extract information from the site

IVA.III.1 Search for data on National Reporting Obligations

If you would like to find information on any National Reporting Obligation specific to a certain country, you need to select the name of that country from a drop down menu (“Go to country”) which appears e.g. on the right hand side of the screen of [the homepage](#) underneath “Countries” (in some cases you would have to scrolled down to find this).



If you would like to find information on a specific National Reporting Obligation in a summarized form for all countries which posted that information, you can click on one of the titles listed underneath “Countries”.



Alternatively, to see more National Reporting Obligations in a compiled form you need to click on the folder **"Countries"** appearing on the right hand side of the screen of the homepage:



or click on the folder **"Countries"** appearing underneath the IPPC logo on the top of the screen of the homepage:



In both cases, a page with the list of National Reporting Obligations will open. To find a specific National Reporting Obligation in a summarized form for all countries which posted that information, you need to click on one of the titles listed there.

[About](#) ▾ [Core Activities](#) ▾ [Countries](#) [Partners](#) ▾

[Home](#) / [Countries](#)

Countries

The IPPC is an international treaty that applies to most national commodity that could introduce a new plant pest into a new boundary movements of plants and plant products.

It is in the interest of all nations to be contracting parties to an active part in developing international standards that help

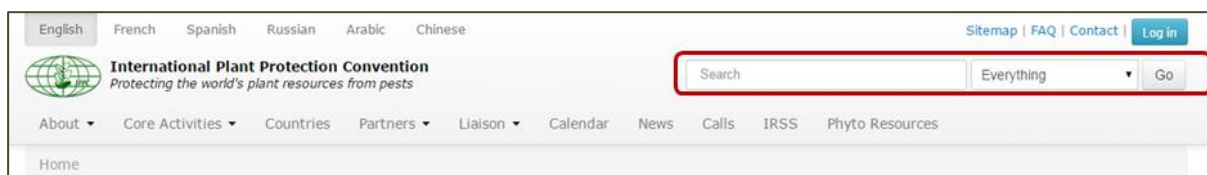
Exchanging technical and official phytosanitary information is implementation. The IPPC Web site — the IPP — acts as a focal IPPC Secretariat use it to meet IPPC reporting obligations by outside Web pages.

The Convention identifies certain types of information countries parties, to the IPPC Secretariat and/or to RPPOs:

- [IPPC Official Contact Points \(Art. VIII.2\)](#)
- [Official pest report \(Art. VIII.1a\)](#)
- [Description of the NPPO \(Art. IV.4\)](#)
- [Phytosanitary Restrictions/Legislation \(Art. VII.2b\)](#)
- [Entry points \(Art. VII.2d\)](#)
- [List of regulated pests \(Art. VII.2i\)](#)
- [Emergency actions \(Art. VII.6\)](#)

IVA.III.2 Find things

The search tool for finding documents posted on the IPP is provided in the right hand top corner of [the homepage](#):



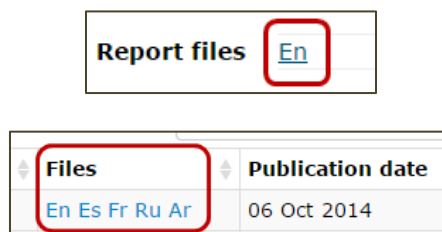
The screenshot shows the top navigation bar of the International Plant Protection Convention website. It includes language links (English, French, Spanish, Russian, Arabic, Chinese), a search bar with a red border, a dropdown menu set to 'Everything', and a 'Go' button. The search bar contains the text 'Search'. Below the navigation bar is a horizontal menu with links: About, Core Activities, Countries, Partners, Liaison, Calendar, News, Calls, IRSS, and Phyto Resources. The International Plant Protection Convention logo and name are also visible.

You need to type the term you are looking for in the field entitled **“Search”**, choose a category from the dropdown menu in the field on the right (or leave a category “Everything” as is selected by default) and click on the button entitled: **“Go”**.

Search tools also appear at the top of other pages that you open.

IVA.III.3 Download documents

To download an individual file, click on the two letter abbreviation for the language of interest.



The screenshot shows a section titled 'Report files' with a language dropdown menu. The dropdown menu is open, showing options: En, Es, Fr, Ru, and Ar. The 'En' option is highlighted with a red border. Below the dropdown menu is a table with two columns: 'Files' and 'Publication date'. The 'Files' column contains the language options 'En Es Fr Ru Ar', and the 'Publication date' column contains the date '06 Oct 2014'.

IVA.IV FREQUENTLY ASKED QUESTIONS

IVA.IV.1 Password

I can't remember my password. Can you please send it to me?

If you have already been given a username and password before but have forgotten your password please do the following:

1. Go to www.ippc.int and click "Login" on the top-right of the screen.
2. Click on the "Forgot your password?" link below the login form.
3. Enter your username or the email address associated with your www.ippc.int account and click on 'Password reset'.

A link to reset your password will be sent to your email address. Please note that some email systems remove message from the IPPC as spam. If you do not receive the login information please check your email software's spam folder.

How do I change my password?

1. Go to www.ippc.int and click "Login" on the top-right of the screen and log in to the website.
2. Go to your Work Area (the top-right of the screen) and click on the button "Edit Account Information". Alternatively, click on your name in the top-right of the screen and click on the button "Update profile".
3. In both cases a form opens with 2 fields: "Password" and "Password (again)". You should fill in the field "Password" with your new chosen password and enter the same new password again in the field: "Password (again)".
4. Click on the button: "Update Profile" at the bottom of the page.
5. For best security using a strong password comprising of the following is recommended:
 - At least 6 characters-long
 - Does not contain your username
 - Contains a number, a capital letter, and non-alphabetic character such as . , ; : * % ! ~ - + = ^ ? "

IVA.IV.2 Add a picture to your profile

To add a picture to your profile, follow these steps:

1. Find the photo of yourself that you want to use and save it to your computer.
2. Adjust the photo as necessary:
 - the maximum dimensions is 100 pixels wide by 120 pixels tall.
 - the maximum file size: 30KB.
 - accepted formats are JPG, GIF, PNG
3. Login to the www.ippc.int.
4. Go to your Work Area (the top-right of the screen) and click on the button "Edit Account Information". Alternatively, click on your name in the top-right of the screen and click on the button "Update profile".
5. In both cases a form opens with a field "Profile photo".
6. Click on "Choose file" and select the photo file from your computer.
7. Click on the button: "Update Profile" at the bottom of the page.

To delete a photo that you have uploaded, go to the form and click “Clear” below “Profile photo”. Then press “Update Profile” at the bottom of the form.

IVA.IV.3 *Can you post Country/NPPO information on www.ippc.int for me?*

The Secretariat does not undertake this function on behalf of countries as we have been advised that if we do this and there are problems with the data, legal liability could then rest with the IPPC Secretariat/FAO.

Please remember that the CPM agreement that countries are recommended to use www.ippc.int to disseminate official IPPC information to fulfill their national reporting obligations under the IPPC. The CPM requested the Secretariat to build www.ippc.int so that a single posting would allow all of us to meet all our reporting obligations under the IPPC.

Updating country information can be done exclusively by either the country’s NPPO’s Official Contact Point or a nominated IPP Editor. Separate rules apply when a new Contact Point is being nominated by a country (see a FAQ: [How to nominate a new Official Contact Point](#)).

Contact the IPPC Secretariat

If the above does not answer your question or resolve your problem, feel free to [contact the IPPC Secretariat](#).

MODULE IV B
ACCESSING YOUR ACCOUNT & DATA
For other IPP users

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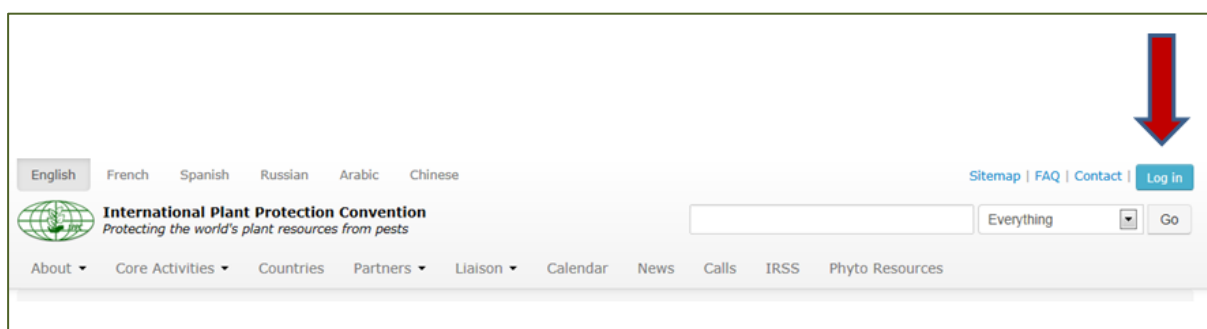
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IVB.I Accessing your account

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IVB.I.1 Login to the site.

1. When a user account has been created for you, you will be sent an automated email with your username and password.
2. Go to [the homepage](#) and click on the button labelled “**Log in**” (top right hand corner of the screen), or go to the login page at: <https://www.ippc.int/en/accounts/login/?next=/en/>.



3. Enter your **username** (Lowercase letters only. Dot between first and last name. Example: *firstname.lastname*) or **email address**. Then enter your **password** (Password is case-sensitive. You can change your password after you log in for the first time). Click on the “**Log in**” button.

English French Spanish Russian Arabic Chinese

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About Core Activities Countries Partners Li

Home /

Log in

Username or email address

Password

[Forgot your password?](#)

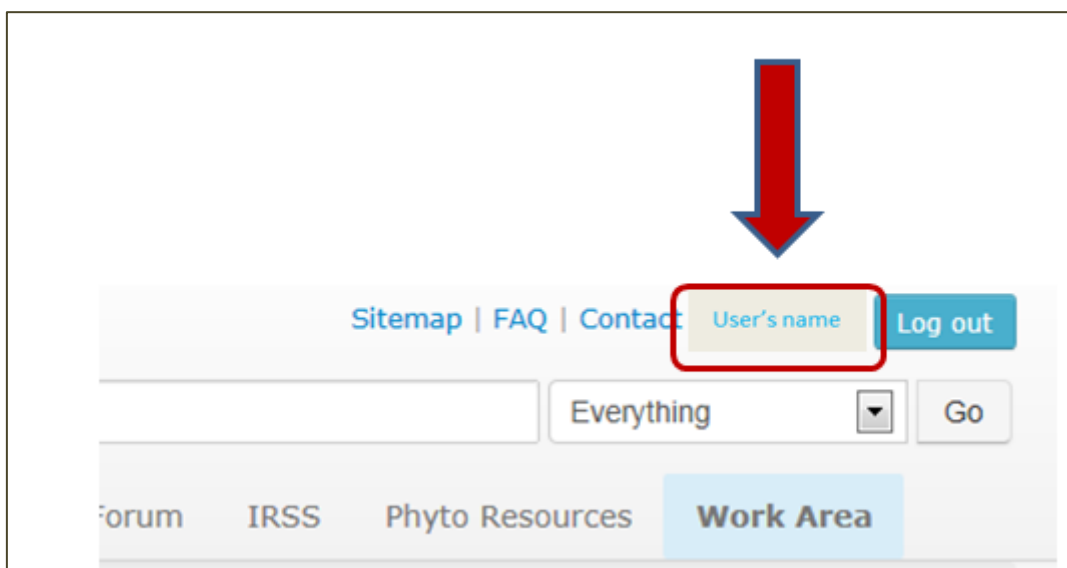
If you forgot your password click here to retrieve it

Log in

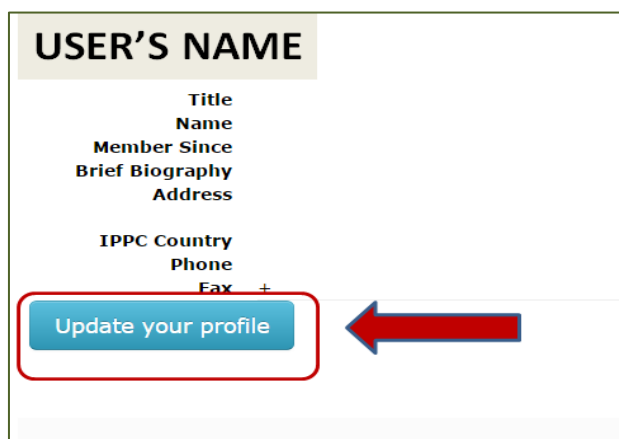
4. If you have a problem with the password (e.g. [you have forgotten your password](#) or [you would like to change your password](#)), go to the chapter **IVA.IV Frequently asked questions** or visit the [FAQs on the website](#).

IVB.II Update your profile information

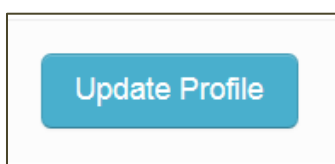
Log in to [the IPP website](#) (see chapter IVB.I.1: Login to the site). You can update your profile by clicking on your name which appears at the top right hand corner of the screen:



Clicking on your name opens a page with your personal information which you can edit by clicking on the button labelled **"Update your profile"**.



Clicking on this button activates a form. This form opens enabling you to edit your account information. By using this form, you can also add a brief biography, information regarding your expertise or a photograph. When you have finished updating information, remember to save them by clicking on the button labelled: **"Update Profile"** at the bottom of the page. If you need to change your official title or update your name, you need to contact the IPPC Secretariat.

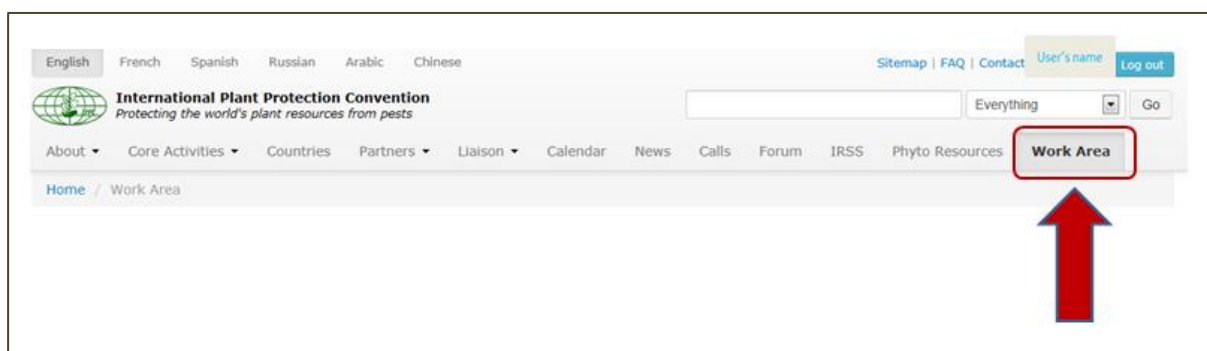


There are also other ways to update your profile, e.g. by going via Work Area (see IVB.III *Accessing information*).

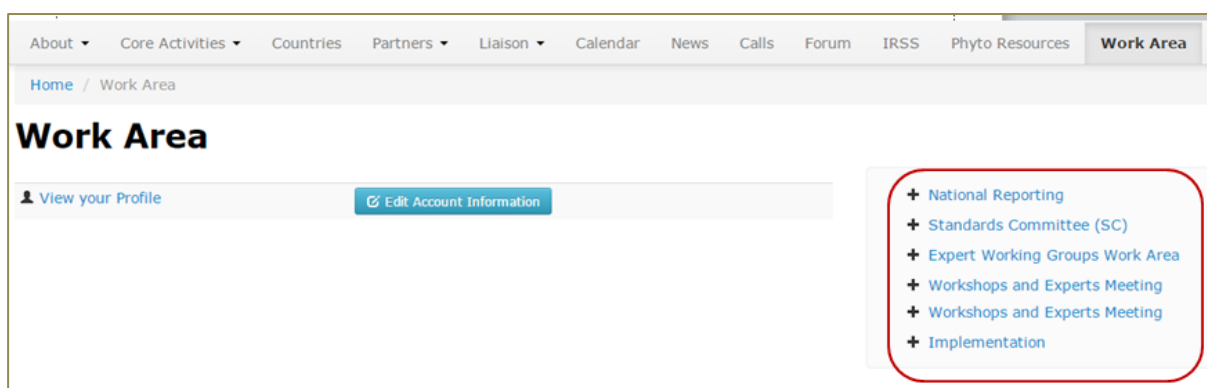
It is the responsibility of the individuals to maintain all other information (e.g. mail address, correspondence languages, email address, telephone, and fax number). In particular, it is critical that a valid e-mail address is indicated in the IPP.

IVB.III Accessing information

Log in to [the IPP website](#) (see chapter IVB.I.1: Login to the site). In order to access information to which you are entitled and which correspond to your profile, you need to click on the button labelled: “**Work Area**”.



In Work Area, on the right hand side you can see the list of group available for you to access.



IVB.IV Other

If you would like to read advice on data search or similar issues, please go to the chapter IVA.III *Extract information from the site*.