

# Guía para darse de alta en la plataforma EasyChair

Los autores que deseen enviar ponencias al congreso ATICA2022, deberán acceder a la dirección web:

<https://easychair.org/conferences/?conf=atica2022>

Si es la primera vez que accede a un congreso de easychair, deberá darse de alta utilizando el enlace "create an account" que verá en la ventana de LOGIN.

User name:

Password:

**Log in**

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If you have no EasyChair account, [create an account](#)  
Forgot your password? [click here](#)  
Problems to log in? [click here](#)

Los pasos a seguir para crear una cuenta son los siguientes:

## 1.- Demostrar que no eres un robot

Para evitar altas fraudulentas, el sistema exige pasar por un examen para comprobar que es una persona quien responde:



[Help](#) / [Log in](#)




## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

No soy un robot

  
reCAPTCHA  
Privacidad - Términos

**Continue**

Al pulsar "Continue", la plataforma le solicitará sus datos personales:



## Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by \*.

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name <sup>†</sup> :	*	<input type="text"/>
Last name:	*	<input type="text"/>
Email:	*	<input type="text"/>
Retype email address:	*	<input type="text"/>

[Continue](#)

<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

Cumplimentamos los datos solicitados y pulsamos **continue**.



## Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (\*).

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name <sup>†</sup> (*):	<input type="text" value="Luis"/>
Last name (*):	<input type="text" value="Bengochea"/>
Email address (*):	<input type="text" value="luis.bengochea@uah.es"/>
Retype email address (*):	<input type="text" value="luis.bengochea@uah.es"/>

[Continue](#)

<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

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Una vez rellenados correctamente los campos, al pulsar "**Continue**" el sistema nos enviará un mensaje a la dirección de correo electrónico especificada:



## Account Application Received

We received your application. A mail with further instructions has been sent to the email address

### If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

#### *Incorrectly typed email address*

This is still the most likely cause of delays.

#### *Slow mail processing*

Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

#### *"Reply-me" mail protection.*

Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

#### *Mail box problems and quotas*

Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

#### *Anti-spam filters*

It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

#### *General connection problems*

There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

Esperamos unos segundos y abrimos nuestro correo. Veremos que llega un mensaje de EasyChair con el siguiente texto:

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://easychair.org/account/create.cgi?code=WpofBjNWm2e>

Best regards,  
EasyChair.

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Please be aware that this is an unmonitored email alias, so please do not reply to this email.

To contact EasyChair use the EasyChair contact Web page

<https://easychair.org/contact.cgi>

En el que aparece un enlace para finalizar el proceso de alta. Al abrir dicho enlace, encontraremos, por fin, el formulario donde podremos completar nuestros datos y elegir nuestro **USERNAME** y nuestra **PASSWORD** para poder acceder desde ahora a la plataforma EasyChair:

## Create an EasyChair Account: Last Step

Hello ! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name<sup>†</sup>:

Last name (\*):

Organization (\*):

Country (\*):

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page:

Enter your account information. Note that user names are case-insensitive

**User name elqueyoquiera is available!**

User name (\*):

Password (\*):

Retype the password (\*):

**Create my account**

<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

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El username y la contraseña que hemos creado nos servirá para acceder a EasyChair, cualquiera que sea el congreso, alojado en esta plataforma, en el que queramos participar, tanto si lo hacemos como autores, para enviar una ponencia, como si lo hacemos como revisores del congreso.

## Log in to EasyChair



User name:

Password:

**Log in**

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[Forgot your password?](#)

[Problems to log in?](#)

[Create an account](#)