

Instructions to access the restricted sections of the RSIS (“Manage my Sites”) for all users

First login

1. Click on <http://rsis.ramsar.org> or type this address in your favourite browser. Please note that the RSIS application needs an up to date version of your browser, check for compatibility in the section “Browser compatibility” below
2. The RSIS home page is displayed. Click on “Log in” in the upper right corner and enter your login details
3. After successful login the system tells you that your password has expired, this is because the initial password we sent to you is only temporary. You cannot perform any other action before choosing a new personal password. Enter a new password in the field “Password” and retype it in “Confirm password”. Please follow the instructions in the box to meet all the requirements for a password that is safe and make sure that the “Password strength” indicator shows at least “Good”, or better, “Strong”. Click “Save” at the bottom of the page to apply the new password
4. After the first login, review your personal data on “My account”, see instructions below

Changing personal data

Once logged in a “My account” link appears in the upper right corner, click on it to view the details of your RSIS user account:

1. Click on “Edit”
2. Update the fields where changes are needed
3. Click on “Save” at the bottom of the page to apply the changes

For some changes the system will ask for the current password to be re-entered in the field “Current password”.

Note: the username cannot be changed, as it is the e-mail address that was active when the account was created or the generic compiler account name. If you change the e-mail address, the username will NOT be changed.

Lost password

If you lose your password, you can request a new password through the system:

1. Click on <http://rsis.ramsar.org> or open your favourite browser and enter this address in the address bar
2. Click on “Log in” in the upper right corner, and the login page is displayed
3. Click on “Request new password”
4. In the field “Username or e-mail address” enter either your username or your e-mail address. For all accounts, the username is the e-mail itself except for the generic compiler accounts. Please make sure to use the username exactly as provided to you by the Ramsar Secretariat.
5. After clicking on the button “E-mail new password” an e-mail containing instructions and a link will be sent to your inbox. Click on this link or copy it into your browsers address bar
6. Follow the instructions on the screen

In case of problems with the above procedure, please send an e-mail to rsisadmin@ramsar.org, indicating your username and e-mail address. The Secretariat will define a new, temporary password for your account and send it to you.

Browser compatibility:

The new RSIS supports recent versions of Firefox, Chrome, Safari and Opera as well as Internet Explorer 9 and later, and is best displayed with Firefox or Chrome.