STRP Workspace log in and use instructions

As an STRP expert or STRP National Focal Point, you have access to the STRP Workspace. The STRP Workspace is an electronic, password-protected space to facilitate the intersessional work of the STRP.

Please find below instructions on how to login to the workspace and on how to use the system.

Accessing the STRP Workspace

To access the workspace visit: https://www.ramsar.org/workspace. The Workspace is also accessible from the STRP webpage in the main Ramsar website: https://www.ramsar.org/about/the-scientific-and-technical-review-panel.

STRP Workspace login instructions

To log in you will need to enter your credentials, as follows:

Username: <email address>
Password: <PW>

Please note that your username is the email address used in this mailing (unless you have modified it).

First time user

If you are logging in for the first time or if you have forgotten your password, click on the “Request new password” tab located to the right of the “Log in” tab (see below). Enter your email address and click on “E-mail new password”.

![User Account Form](image-url)
You will then receive an email containing a link to request a new password. Please check your spam folders. This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day.

**Changing personal data**
Once logged in, you may change your username and password by clicking on the “My profile” link on the right-hand side corner of the main page of the Workspace.

Click on the “Edit tab” to enter the new information.
Structure of the workspace

The STRP Workspace is made up of a set forums, a space to share content, corresponding to the Ad-hoc Advisory Functions, the Global Wetland Outlook and Thematic Work Areas in the STRP work plan 2019-2021, as well as forums for general matters and STRP-related meetings.

Forums of past triennia have been archived and can be accessed in the left-hand side column in the home page of the Forum (see below).

Posting on the STRP Workspace

To post on a Forum, click on the “New topic” button.
Then, enter a title and the body of your message. You can also reply to posts by clicking on the “reply” button directly under the post.

You can attach files to a post by using the “Attach files” function below the text box. To preview your post before posting it, click on the “Preview” button. To publish your post, click on the “Save” button.
Notifications

You will receive an email notification every time that someone posts on the Workspace. To stop receiving notifications or to select which notifications to receive, untick the notifications box at the bottom of every forum.

If you have a question or problem related to the STRP Workspace, please send an e-mail to STRP@ramsar.org, including your username and the description of the issue.