

Creating / Managing a user account on the Municipal Web Portal

Registration

At the top right of the home page click on «Login/Register» (*Figure 1*) and then click on «CREATE AN ACCOUNT» (*Figure 2*) where you would be asked to enter your username and your e-mail address. Both must be unique on the platform. (*Figure 3*).

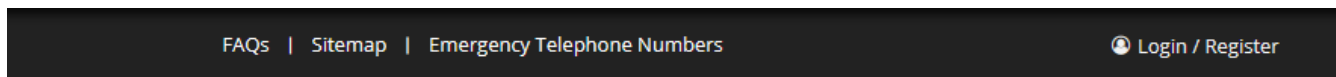


Figure 1

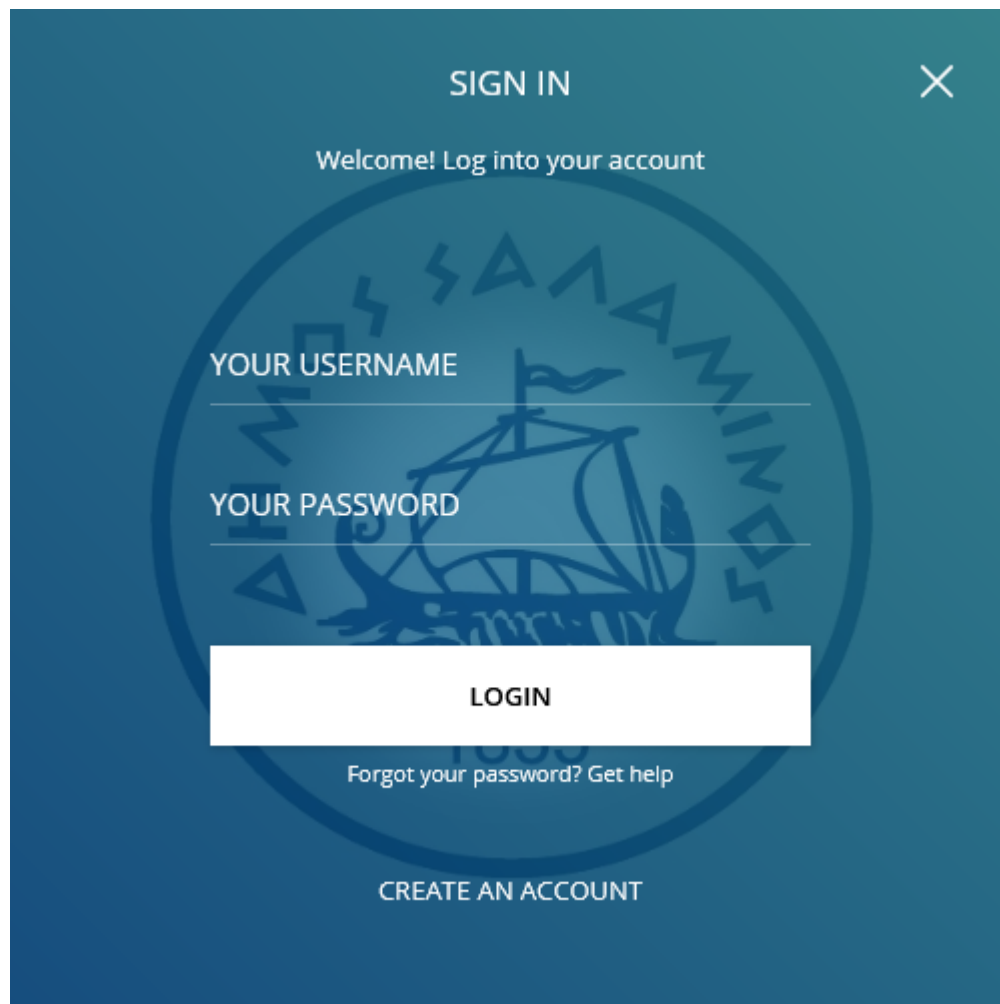


Figure 2

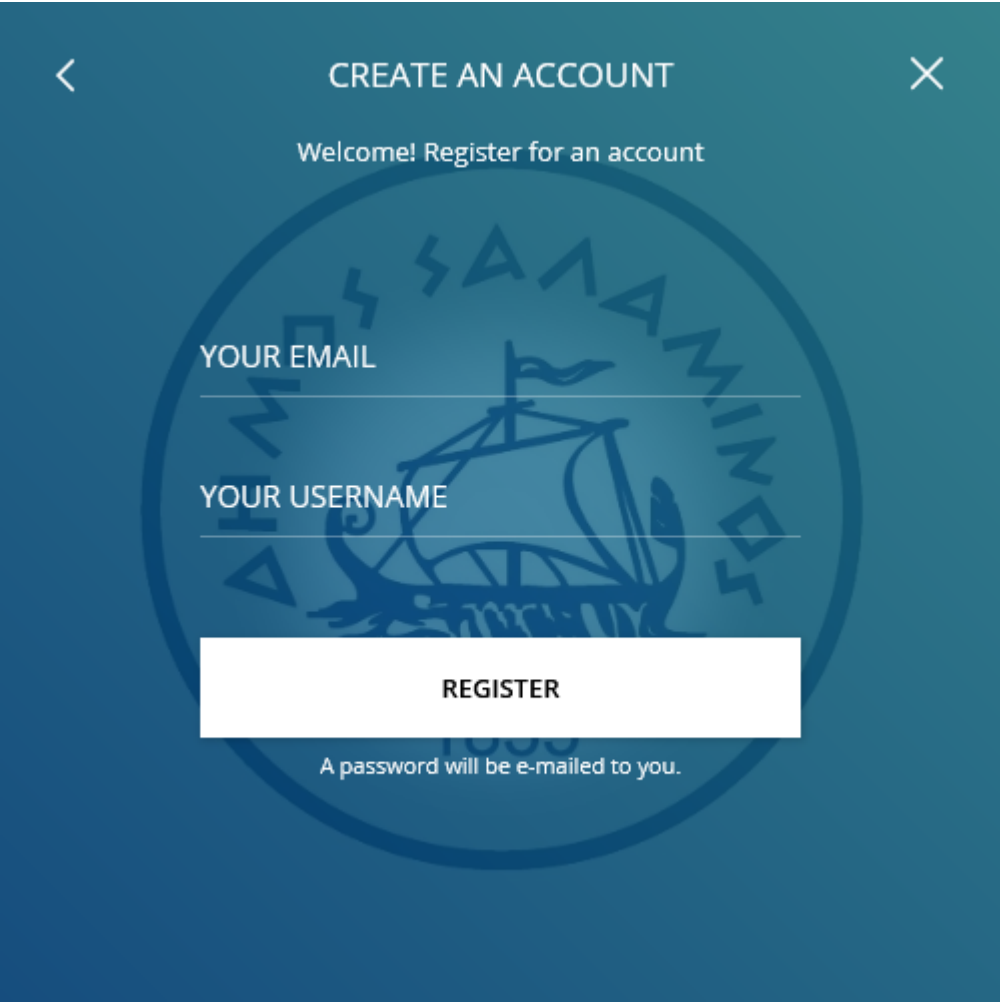
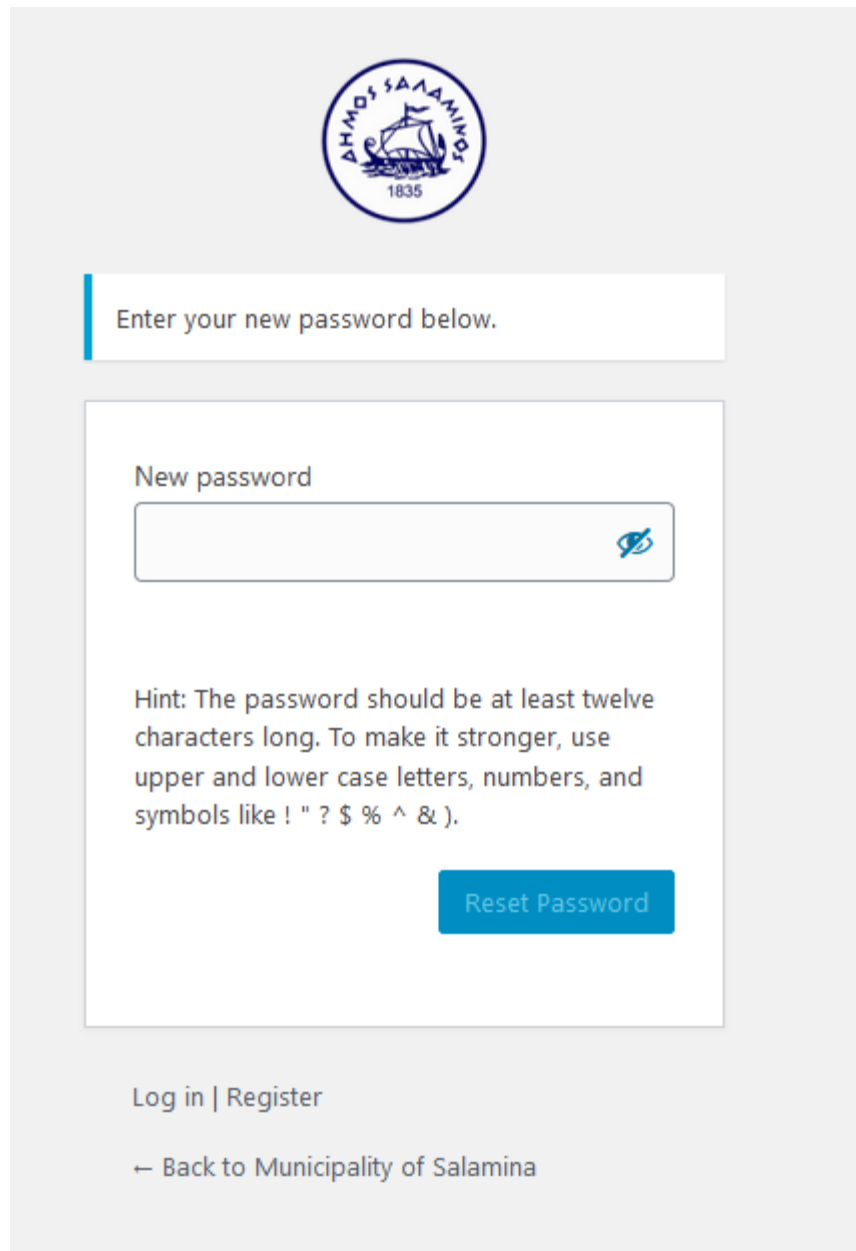


Figure 3

You will then receive an email to the address you provided where you click the first link. Enter your password in the form, which must be between 7 and 16 characters and contain lowercase and uppercase letters, numbers and symbols and then select "Reset password" (Figure 4).



Enter your new password below.

New password

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Reset Password

[Log in](#) | [Register](#)

[← Back to Municipality of Salamina](#)

Figure 4

Your account is ready, you can log in either from the «Login» option (*Figure 5*) or from the home page (*Figure 1*).

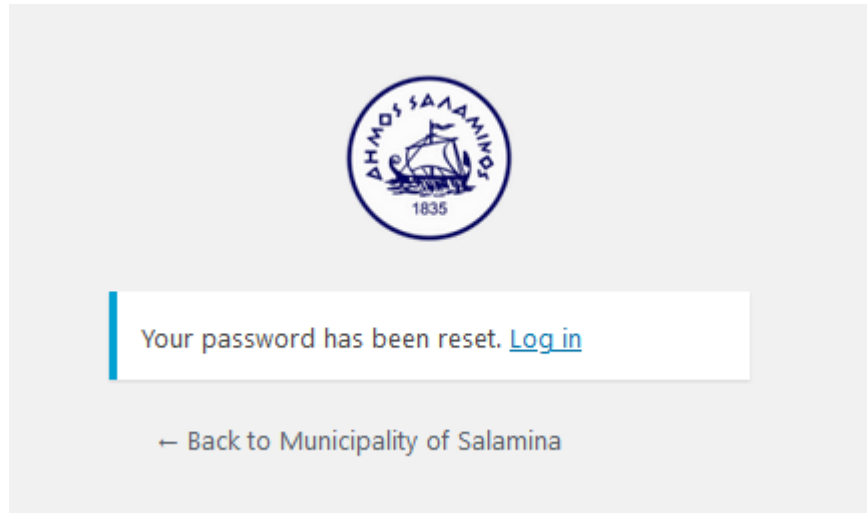


Figure 5

Login

To login select «Login / Register» (*Figure 1*) and enter your username and password (*Figure 2*) and select «Login».

Personal Information Management / Password Reset

After logging in to the Municipal Portal, the user can proceed to fill in his personal information. From the home screen, click on «Howdy, -username -» and Edit My Profile (*Figure 6*).

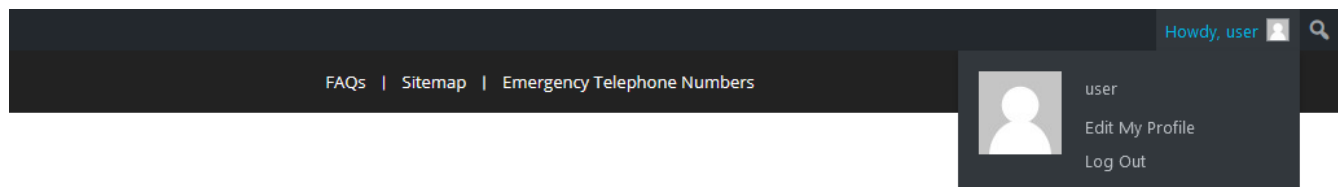
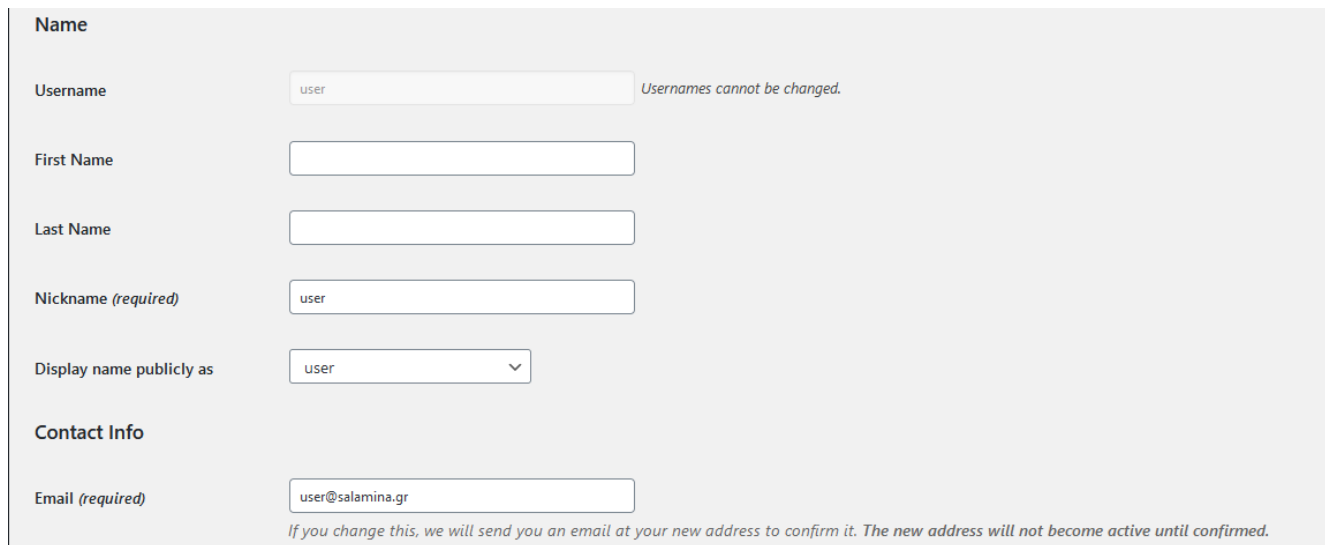


Figure 6

On this page you can edit the basic information of your account (*Figure 7*), your password (*Figure 8*) as well as some additional information (*Figure 9*).



Name

Username Username cannot be changed.

First Name

Last Name

Nickname (*required*)

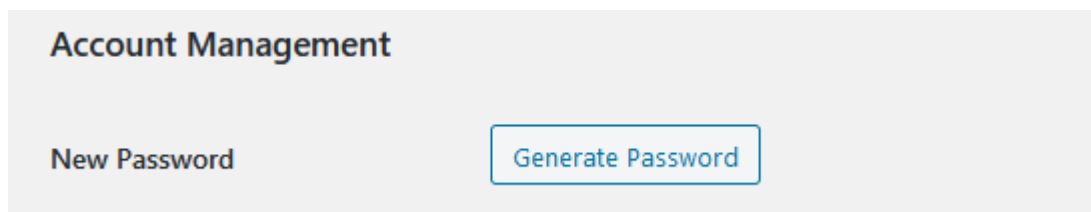
Display name publicly as

Contact Info

Email (*required*)

If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Figure 7



Account Management

New Password

Figure 8

Profile Extra Fields

Όνομα Πατέρα	<input type="text"/>
Οδός	<input type="text"/>
Πόλη	<input type="text"/>
Νομός	<input type="text"/>
T.K.	<input type="text"/>
Τηλέφωνο	<input type="text"/>
Κινητό	<input type="text"/>
Fax	<input type="text"/>

Figure 9

Password Reset

In case you forgot your password you can reset it by clicking «Login / Register» from the home page (*Figure 1*) and then «Forgot your password? Get help» (*Figure 2*). Then enter the account and click «SEND MY PASSWORD» (*Figure 10*).

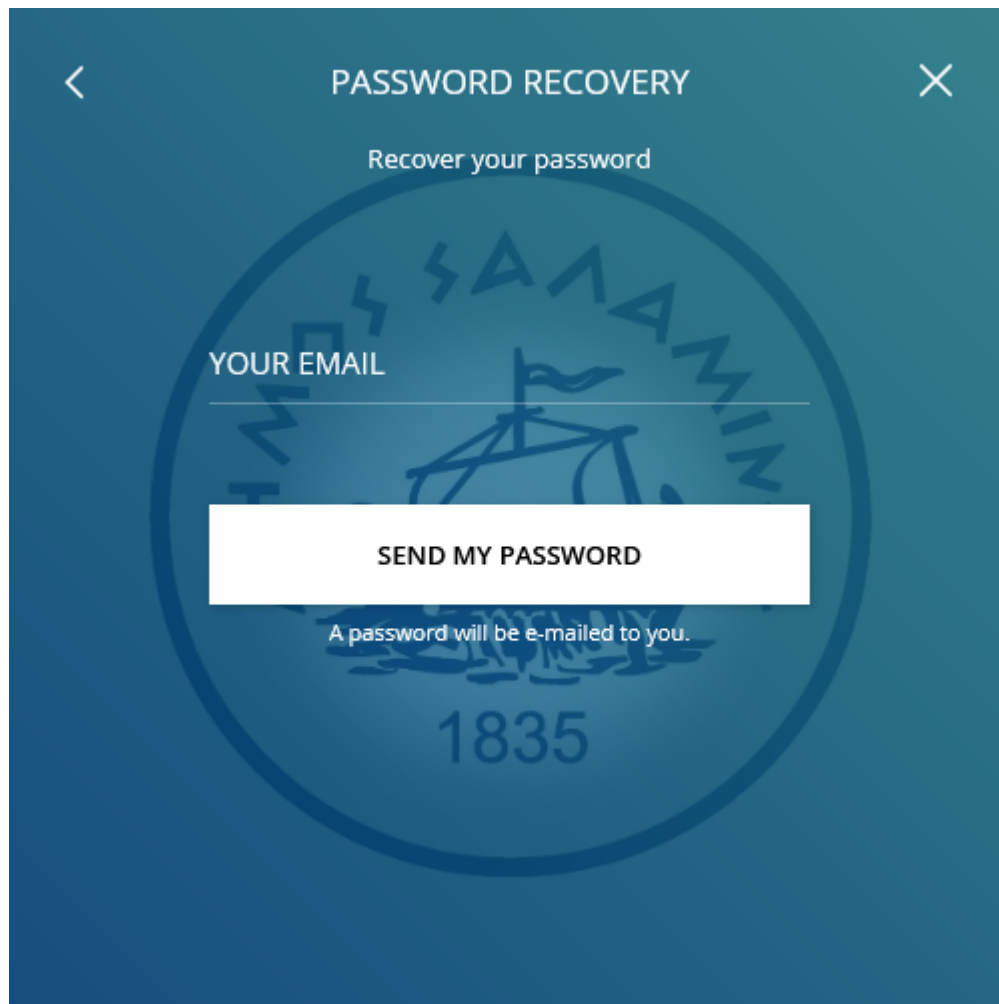
The image shows a mobile application screen for password recovery. The background is a dark teal color with a faint, circular watermark of the University of Salamin logo, which includes the text "UNIVERSITY OF SALAMIN" and "1835". At the top, there is a back arrow on the left, the title "PASSWORD RECOVERY" in the center, and a close "X" icon on the right. Below the title, the text "Recover your password" is displayed. A white input field is labeled "YOUR EMAIL" on the left. Below the input field is a white button with the text "SEND MY PASSWORD". Underneath the button, a small line of text reads "A password will be e-mailed to you."

Figure 10

You will receive an e-mail where you click the second link. In the following page enter your new password.