



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY (SADC)

**SADC ICT OBSERVATORY
WEB PORTAL AND DATABASE SYSTEM**

User Manual



June 2023

Southern African Development Community (SADC)

**SADC ICT Observatory
Web Portal and Database System**

Logging in to the system

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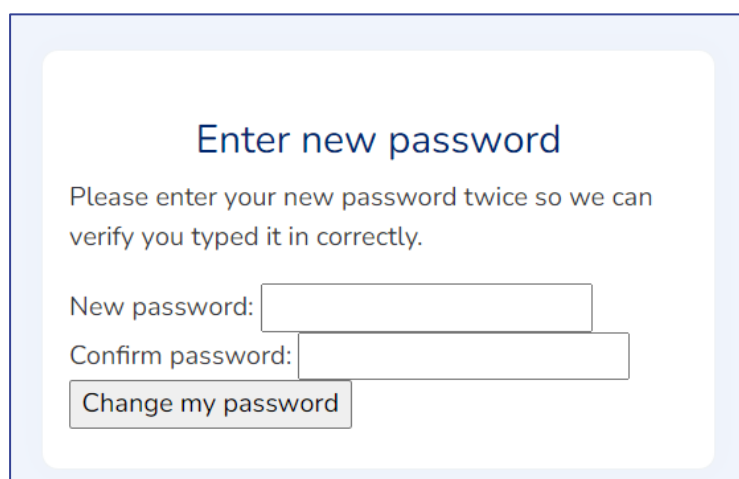
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1. GENERAL MANUAL #1: LOGGING INTO THE PORTAL

Before you will be able to log into the portal, the Administrator of the portal will create an account for you using your email address and you'll need to set your password as per the instructions listed below.

Setting your password (First time users)

When an account is created for you, you will receive an email with a link asking you to set your password for your account at SADC ICT Observatory. Clicking on the link will take you a web page so that you can set your password.



The screenshot shows a web form titled "Enter new password". Below the title, it says "Please enter your new password twice so we can verify you typed it in correctly." There are two input fields: "New password:" and "Confirm password:". Below the "Confirm password:" field is a button labeled "Change my password".



Password requirements

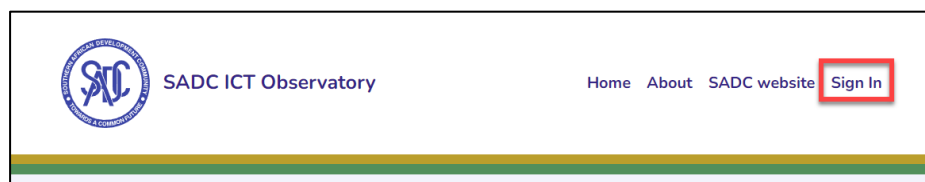
SADC's Password Policy states that a strong password should be created for each account using SADC's systems. Below are the password setting requirements.

Length: a minimum of 12 characters

Combination of characters: alpha-numeric characters with a minimum of one uppercase letter, one lowercase, one numeric character and one special character.

Logging into the system

Once you've set your password, you can log into the system by clicking on the Login button at the top right part of the portal's landing page.



Use the email address associated with your password to log in.

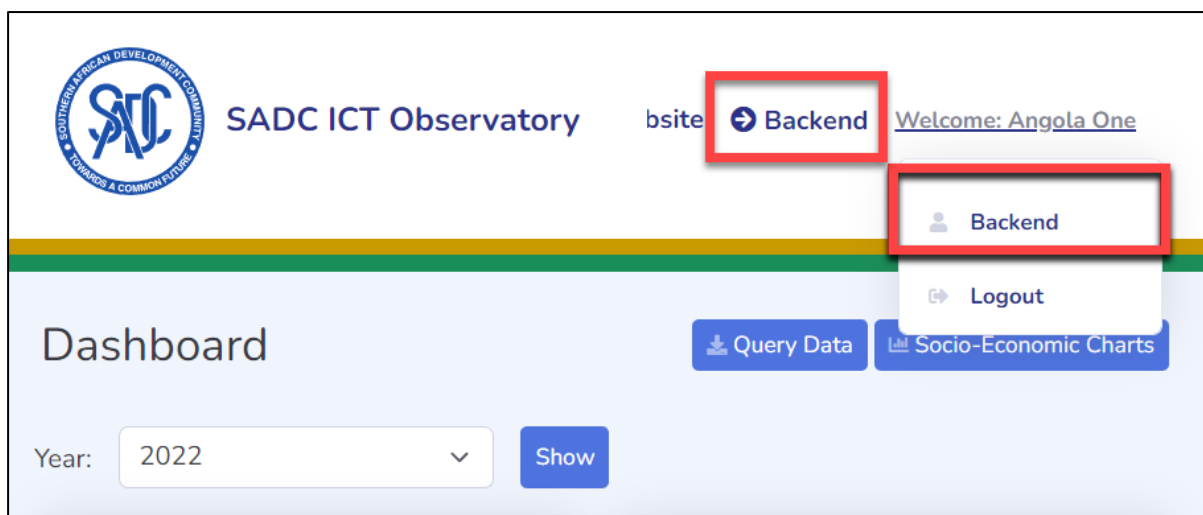
Note that logging in from the Frontend will take you directly to the Backend of the platform. Once logged in, you can easily move from the Frontend to the Backend.

Moving between the Frontend and Backend

Once you are logged in, you will have access to all features in the Frontend plus access to the Backend. The Backend permissions will depend on the type of user permission you have been assigned.

If you are in the Backend and want to go to the Frontend, simply click on the Frontend button in the left-hand pane of the screen.

If you are in the Frontend and want to go to the Backend, simply click on either the Backend button or the welcome button which you can find in the top right section of the front page and click on the backend button from the menu (see below).



To log out, simply click on the Logout button that can be found when you click on your username on the top right section of both the Frontend and Backend

