

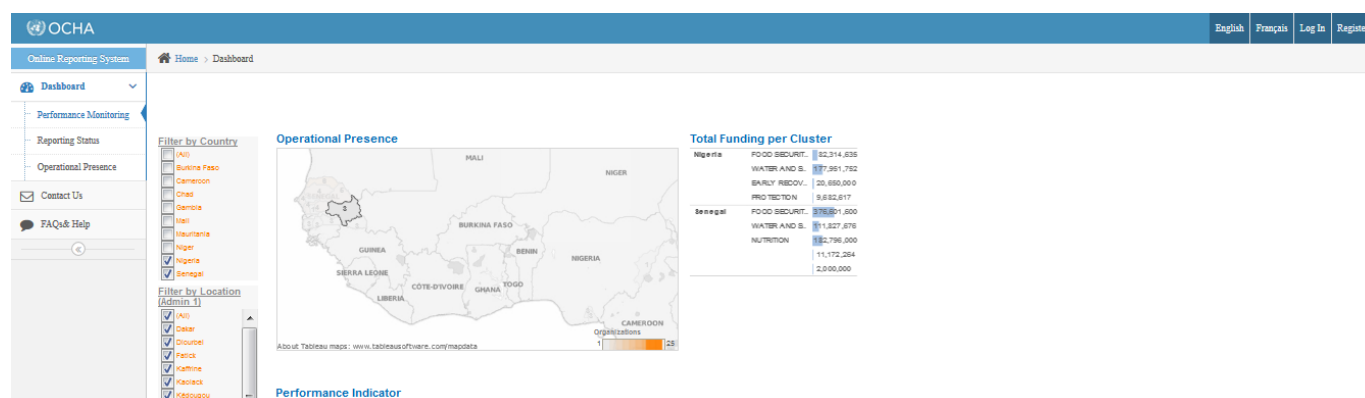
II. How to access/Register on ORS

Users who directly uploaded projects on OPS (Online Project System) during the SRP do not need to register on ORS. They should be able to log in to the system with the e-mail address they used for OPS and the password they will be provided. New users will however need to register.

Not registered on ORS?	Registered on ORS?
<ol style="list-style-type: none"> 1. Click on the register button on the top right of the ORS window. 2. Select your appropriate role , whether you are field officer, country cluster lead etc. that applies to you. 3. Complete the window that opens including your organization, cluster and the country you are based. 4. Click register to complete the process. 5. Registration should take a maximum of 30 minutes to approve from our side. 6. Once approved you will receive an e-mail and you can proceed to log in to ORS 	<ol style="list-style-type: none"> 1. Click on Login button 2. Enter your e-mail and password (you received via e-mail) 3. If you have forgotten your password, you can re-set it by clicking on the “Forgot password?” link. 4. If you need to edit or correct your profile, click on “edit profile” and submit a new request. The ORS administrator will approve your request.

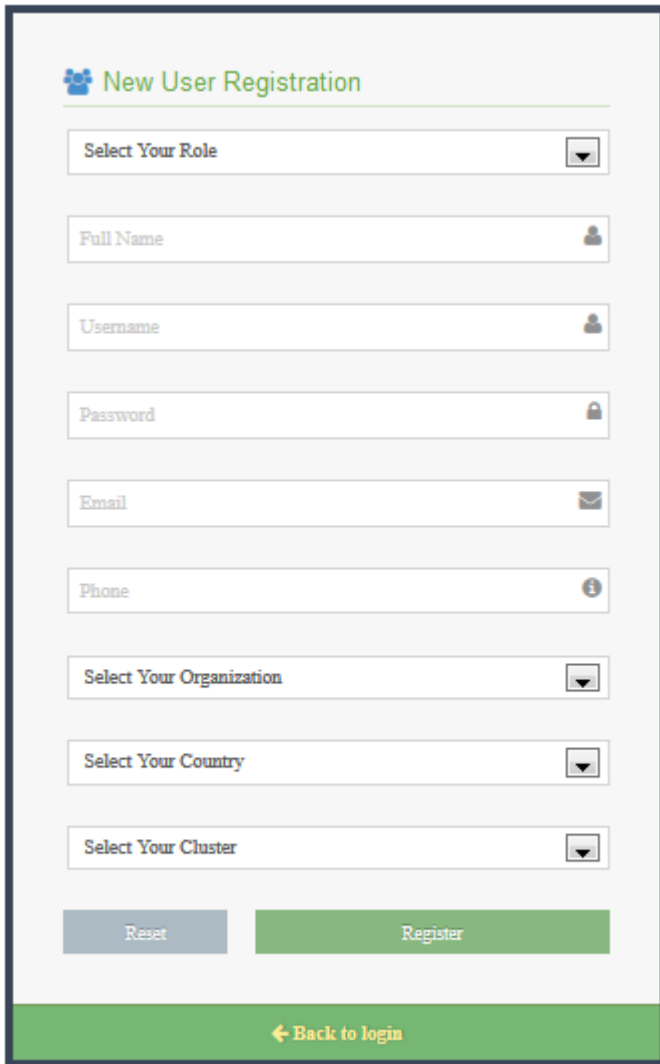
Not registered on ORS?

1) Click on Register



2) Complete your User Profile

Complete the user profile with your contact information. Indicate your phone with international code/prefix/number, select your **organization** by using the drop down, carefully read and select the appropriate **role** that you will have in the appeal process, select the **country** where you are based and click on “**register**”. You can reset the window if you need to start afresh.



New User Registration

Select Your Role

Full Name

Username

Password

Email

Phone

Select Your Organization

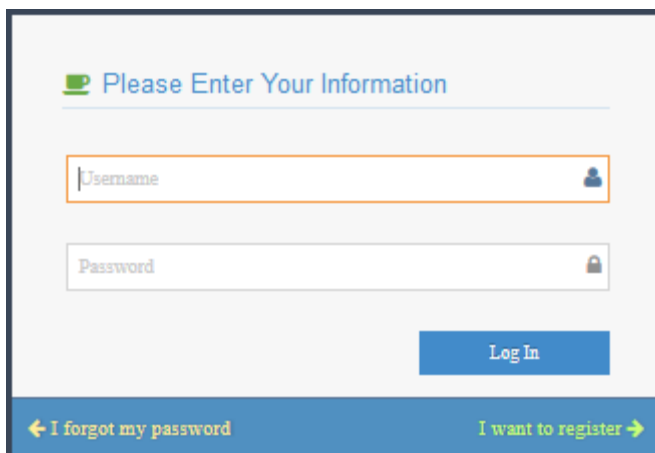
Select Your Country

Select Your Cluster

[← Back to login](#)

3) Click on Submit

Already registered on ORS?



Please Enter Your Information

Username

Password

[← I forgot my password](#) [I want to register →](#)

1. Click on Login button
2. Type your username (e-mail address you registered with on OPS) and password which you received via e-mail.
3. If you forgot your password , click on **I forgot my password**