Tutorial untuk submit paper pada conference menggunakan platform CMT

1. Register Account

Conference Management Tool × H		–
← → C º= cmt3.research.microsc	ft.com/User/Login?ReturnUrl=%2F	@ Guest :
		About CMT Docs
	Microsoft CMT	
	Email *	
	Password *	
	Password Log In	
	Forgot your password? New to CMT? Register	
	Search help articles	

b. Tekan tombol "Register" pada halaman untuk melakukan pendaftaran user baru pada platform CMT.

Microsoft CMT					
Email *					
Email					
Password *					
Password					
Log In					
Forgot your password? New to CMT Register]				
Search help articles]				

c. Lengkapi seluruh informasi pembuatan akun yang diminta dan klik tombol "Register" jika seluruh data telah dilengkapi.

Create New Account	Login Registration Res	et Password
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d. Setelah menekan tombol "Register" halaman web akan menampilkan informasi bahwa link aktivasi akun telah dikirimkan melalui email.

Welcome to CMT !
Your account has been registered, please verify it by clicking the activation link that has been sent to this email address.
If you do not receive the activation link
If you do not receive our mail to activate account, the following are some of the possible reasons for the problem.
1. You typed in an incorrect email address.
2. Slow mail processing at your email server.
3. Your mailbox has exceeded quota.
4. Spam filters configured at your mailbox or email server have marked the email as spam.
5. There are connection issue with your email server.
CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail. Outlook. Gmail. or Yahoo! Mail. You will be able to chance email address with your account
later.

e. Periksa email yang digunakan untuk mendaftar sebelumnya, kemudian tekan link aktivasi untuk mengaktifkan akun yang baru di daftarkan.



f. Setelah menekan link yang ada dikirimkan melalui email, maka verifikasi akun yang baru telah berhasil dan akun baru telah selesai dibuat.

Login Registration Reset Password

Account Verification

Hello New User, your account newuser@gmail.com has been verified, click here to log into CMT.

2. Login CMT

a. Setelah proses registrasi akun berhasil, silahkan kembali ke halaman <u>https://cmt3.research.microsoft.com</u> dan login menggunakan email dan password yang telah dibuat pada kolom yang tersedia dan klik tombol "Log In".

Microsoft CMT					
Email *					
Email					
Password *					
Password					
	Log In	-			
Forgot your pa	ssword? New to CMT? Register				
	Search help articles				

b. Setelah berhasil login, pengguna akan diarahkan ke halaman utama yang berisi "Conference List".

			Search help articles Q New User -				
Conference List							
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	t Il Conferences Start Date	t Il Conferences Start Date Location	t II Conferences Start Date Location External URL				

3. Submit Paper

 a. Klik tab ¹"All Conferences", kemudian ketik ²"ICTIIA" pada kolom pencarian (sistem akan otomatis akan melakukan pencarian dan filter data tanpa perlu menekan "Enter"). Pilih conference ICTIIA dengan keterangan berikut: Name The 2nd International Conference on Technology Innovation and Its Applications 2024

Start Date9/12/2024LocationMedan, IndonesiaExternal URLhttps://ictiia.uph.edu

Conference List My Conferences (0) All Conferences			
Name	Start Date	Location	External URL
The 2nd International Conference on Technology Innovation and Its Applications 2024	9/12/2024	Medan, Indonesia	https://ictiia.uph.edu
International Conference on Technology Innovation and Its Applications	9/23/2022	Tangerang, Indonesia	http://ictiia.uph.edu

b. Setelah memilih conference yang sesuai dengan keterangan sebelumnya, pengguna akan diarahkan ke halaman "Author Console" untuk melakukan submit artikel / paper.

Submissions	Search help articles Q Help Center - Select	Your Role : Author - ICTIIA2024 - New User -
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+ Create new submission	0 - 0 of 0 «« «	1 » »» Show: 25 50 100 All Clear All Filters
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c. Untuk melakukan submit paper. Tekan tombol "+ Create New Submission" yang terletak dikiri atas halaman "Author Console".

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Author Console							
+ Create new submission			0 - 0 of 0	«« « 1 » »»	Show: 25	50 100 All	Clear All Filters
Paper ID	Title						
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d. Isi semua data dari form submission yang ada (untuk artikel paper harus dalam format .PDF) dan klik tombol "Submit".

Submissions			Search help articles	Q Help Center *	Select Your Role :	Author -	ICTIIA2024 -	New User
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e. Paper yang tersubmit akan terlihat pada halaman "Author Console" sesuai dengan converence yang diikuti.

Author	r Console		
+ Create ne	w submission		1 - 1 of 1 «« « 1 » »» Show: 25 50 100 All Clear All Filters
Paper ID	Title	Files	Actions
9	Paper ICTIIA Show abstract	Submission files: Paper.pdf	Submission: I Edit Submission I Edit Conflicts × Delete Submission

f. Seluruh informasi mengenai status paper akan diinfokan secara otomatis kepada pengguna melalui email yang terdaftar pada akun CMT.