



Ref. T1/16

Circular letter No.2892  
24 June 2008

To: All IMO Members  
United Nations and Specialized Agencies  
Intergovernmental Organizations  
Non-governmental Organizations in Consultative Status  
Liberation Movements  
Cook Islands

Subject: **Access to IMO web services, including GISIS and IMODOCS**

1 The Organization currently offers a number of web-based services. These services include the Global Integrated Shipping Information System (GISIS) and the electronic system for the distribution and management of meeting documents (IMODOCS). With the recent launch of a new IMODOCS system in March 2008, the way IMO web services are securely accessed and managed has been simplified. Previously, users of these systems have had to use different access codes to access individual services. This circular provides information on a new integrated security mechanism, "IMO Web Accounts" which has recently been developed for the management of authorized users and their access rights to IMO web-based services.

2 The IMO Web Accounts supersedes the user administrative interface for access to the GISIS system, as detailed in Circular letter No.2639. From now on, in addition to selectively granting authorizations to specific GISIS modules, Member States and other authorized users may also maintain a list of users authorized to access the IMODOCS service through a single interface.

3 All existing GISIS user accounts, including the 'administrator' account and user accounts created by the national GISIS administrator have been upgraded to IMO Web Accounts, without changes to usernames, passwords or permissions. Users with GISIS accounts should, therefore, continue to log in using the same authority, username and password details to access GISIS.

4 The new IMODOCS system has already been implemented using IMO Web Accounts. Existing users have completed the migration process to IMO Web Accounts according to instructions promulgated by Circular letter No.2855. No further action is required for accessing the new IMODOCS system.

5 For global management purposes, IMO Web Accounts administrators are required to provide their contact details to the Secretariat and to update them whenever they change. This can be done online at any time via the IMO Web Accounts web interface.

6 The IMO Web Accounts Administration Manual, providing guidance to Member States and other authorized users on the creation, maintenance and removal of users with access to the Organization's web services, is attached at annex.

7 Queries regarding IMO Web Accounts and existing GISIS and IMODOCS accounts should be directed by e-mail to **webaccounts@imo.org**.

8 Applicable disclaimers and terms of use can be found on the web pages of the respective web service being accessed by users.

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**ANNEX**

**ADMINISTRATION MANUAL: IMO Web Accounts**

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## 1 INTRODUCTION

1.1 IMO Web Accounts is the platform for managing access permissions for users from Member States and other authorized organizations (referred to collectively as “Authorities”).

1.2 Each Authority is provided with an administrative account – the Administrator account, described in section 3 – through which all tasks relating to the creation and maintenance of their authorized users are performed.

1.3 Each user will have a single IMO Web Account in order to access and use various IMO web services (such as GISIS and IMODOCS) based on their assigned roles, while Administrators will have a single point for the management of users and their roles in relation to IMO web services.

1.4 This manual provides guidance to Administrators on tasks relating to the management of user accounts for their Authority. The latest version of this manual is available for download from the Administrator Start Page, described in section 4.

1.5 Queries relating to the IMO Web Accounts system may be directed to the Secretariat by e-mail to [webaccounts@imo.org](mailto:webaccounts@imo.org).

## 2 THE ADMINISTRATIVE WEB INTERFACE

2.1 The IMO Web Accounts administrative web interface provides a secure means for Authorities to:

- .1 create and maintain user accounts for the Authority; and
- .2 assign specific access rights, known as *roles*, for each user in relation to different IMO web services.

### WEB LOCATION OF THE ADMINISTRATIVE INTERFACE

2.4 The IMO Web Accounts is accessible at: <https://www.imo.org/WebAccounts>

2.5 Alternatively, it may be reached by accessing the IMO homepage at <http://www.imo.org> and selecting the “IMO Web Accounts” from the Quick Links menu on the left:



### 3 THE ADMINISTRATOR ACCOUNT

3.1 The IMO Secretariat has assigned each Authority a single account for the administration of their users, known as the Administrator account. The Administrator is responsible for creating and maintaining IMO Web Accounts for all authorized users of the Authority.

3.2 The Administrator account has a username of “*administrator*”. This account may not itself be used to access any other IMO web service. It can only be used for the creation and maintenance of user accounts for an Authority.

#### PASSWORD FOR THE ADMINISTRATOR ACCOUNT

3.3 All existing GISIS Administrator accounts of each Authority have been upgraded to an IMO Web Account, preserving the password.

3.4 Authorities who have not received the initial password for their Administrator account should request it from the Secretariat by email to [webaccounts@imo.org](mailto:webaccounts@imo.org).

3.5 In the event that an Authority is unaware of or unable to retrieve the password to their Administrator account, the Secretariat may be requested by the official contact point of IMO Member States; the Permanent Representative to IMO; the nominated IMO contact points of organizations in consultative status with IMO; and the nominated contact point of other authorized organizations to issue a new password for the account. This will not affect existing user accounts already created.

#### LOGGING IN TO THE ADMINISTRATOR ACCOUNT

3.6 The Administrator account is accessed via the Administrative Web Interface described in section 2. The screenshot below shows the login screen which will be presented, requiring the following information which is **case-sensitive**:

- .1 your Authority;
- .2 the username for the Administrator account, which is “*administrator*”; and
- .3 the password for the Administrator account.

International Maritime Organization  
**WEB ACCOUNTS**

**IMO Member State / Authorized Organization**

**Authority:** United Kingdom

**Username:** administrator

**Password:** ●●●●●●●●

**Log In**

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#### THE ADMINISTRATOR START PAGE

3.7 The Administrator Start Page is displayed upon logging into the Administrator account. (Note: If contact details of the Administrator account are not up to date, the Administrator account Details page is displayed first; see below.)

3.8 The Administrator Start Page presents the following options:

- .1 a link to download the latest version of this document, the IMO Web Accounts Administration Manual;

- .2 manage users, where all tasks relating to the creation, maintenance and removal of accounts for the Authority may be performed. These are described in detail in section 4; and
- .3 update contact details of the Administrator, and set a new password on the Administrator account.

International Maritime Organization  
**WEB ACCOUNTS**

Authority: **United Kingdom**  
User: **administrator**  
[Log out](#)

### Administrator Start Page

Download the [Administration Manual](#)

**User Accounts**

**Manage Users**

Create IMO Web Accounts for users under your authority, and assign them specific roles for accessing IMO web services. Account details, such as a user's password or contact details, can be updated here.

**Administrator Account**

**Update Details**

Contact details for the person responsible for the 'administrator' account should be kept updated. The password for this account can also be changed here.

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## ADMINISTRATOR ACCOUNT DETAILS

3.9 Contact details for the Administrator nominated by an Authority should be kept updated at all times. The Administrator may also be contacted by the Secretariat to provide information on any updates relating to the system. The Secretariat may also direct users requesting an IMO Web Account to the Administrator in the appropriate authority using the details provided here.

3.10 To maintain this information, click on “Update Details” on the Administrator Start Page.

## CHANGING THE ADMINISTRATOR PASSWORD

3.11 To maintain security, the password to the Administrator account should be regularly changed by all Authorities.

3.12 The password to the Administrator account can be changed by the Administrator at any time by clicking on “Change Password” on the Administrator Account Details page.

## 4 MANAGING USER ACCOUNTS

4.1 The maintenance of user accounts for an Authority is the main responsibility of the Administrator. In relation to this, the following tasks may be performed:

- .1 create, suspend, and delete accounts;
- .2 set or change user details (name, contact number, e-mail, etc.) for an account;
- .3 set or change account passwords; and
- .4 assign or change roles of users.

4.2 All tasks relating to the user accounts for an Authority are performed through the User Accounts page.

### THE USER ACCOUNTS PAGE

4.3 Clicking on “Manage Users” on the Administrator Start Page presents the User Accounts page, this provides an overview of all accounts created under the Authority, with the following options:

- .1 sorting of the list by column – by clicking on the table heading; and
- .2 filtering the list of displayed accounts to display accounts based on the roles they have been assigned, or their status.

Accounts displayed in grey indicate that the user is no longer permitted to log in to access any IMO web service. This may be because the account has expired, or has been suspended by the Administrator. (These accounts may be reactivated by the Administrator at any time; see “Updating User Accounts” below.)

International Maritime Organization  
**WEB ACCOUNTS**

Authority: **United Kingdom**  
User: **administrator**  
[Log out](#)

Home > Manage Users

### User Accounts for United Kingdom

Create Account

Filter by application/module:  
[Show all accounts]

Show expired accounts  
 Show suspended accounts

Username	Name	Email	Expires	Description	Last Login
dboris	Damien Boris	db@email.org	31/12/2009	Casualty analyst	21/03/2008
dfae	Dixon Fae	dixon.fae@maritime.uk			
jsmith	John Smith	jsmith@gov.uk	(Suspended)	Incident investigator	18/04/2008
kcarlisle	Kirsten Carlisle	kcarlisle@marine.org.uk	06/04/2008	IMODOCS only	07/03/2008
sisolde	Sidney Isolde	s.isolde@security.uk			18/06/2008

## CREATING NEW USER ACCOUNTS

4.4 An IMO Web Account should be created for each individual authorized by the Authority to access IMO web services. An IMO Web Account should not be shared amongst multiple individuals.

4.5 To create a new user account, click on “Create Account” on the User Accounts page.

4.6 The New User Account page is displayed, requiring the following information:

.1 User details:

- .1 *Title*
- .2 *First Name*: First or given name.
- .3 *Last Name*: Surname or family name.
- .4 *Post*: The official organizational position or job title.
- .5 *Department/Section*: The agency, governmental department, or organizational section to which the user belongs.
- .6 *Telephone*: Official telephone contact number.
- .7 *Email*: Official e-mail contact address.

.2 Account details:

- .1 *Username*: A unique name for this account, used when logging in. It is recommended that Authorities adopt a consistent naming convention for their user accounts (for example, the notation of initial and last name).
- .2 *New password*: A password for this new account. **Passwords are case-sensitive**. They must be at least 6 characters in length, and cannot be the same as the username. It is recommended that a combination of letters, numbers and/or punctuation be used.
- .3 *Confirm password*: The password re-entered for verification.
- .4 *Expires*: The date after which this account will not permit the user to log in. If left empty, this account will not be subject to any expiry date.
- .5 *Account description*: Free text entered by the Administrator in order to recall information specific to the account created.

.3 User roles:

- .1 Select the roles to assign to the new user. This determines the IMO web services the user will be able to access using this account.



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**WEB ACCOUNTS**

Authority: **United Kingdom**  
User: **administrator**  
[Log out](#)

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[Home](#) » [Manage Users](#) » New User Account

### New User Account

#### User Details

This account is only for the use of the individual named below.

**Title\*:**  (Capt/Mr/Ms etc)

**First Name\*:**

**Last Name\*:**

**Post\*:**

**Department/Section\*:**

**Telephone\*:**

**Email\*:**

#### User Roles

- **User:** View-only access to all information.
- **Data manager:** View, edit, insert and delete information.

#### GISIS

Condition Assessment Scheme user

Greenhouse Gases data manager

Maritime Casualties and Incidents data manager

Port Reception Facilities data manager

Recognized Organizations data manager

Ship Database user

#### IMODOCS

IMODOCS user

#### Account Details

Please choose a username and password for this account.

**Username\*:**

**New Password\*:**

**Confirm Password\*:**

**Expires:**

**Account Description:**

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4.7 Click on “Create” to create the account. The system will automatically send an e-mail message from the Administrator to the new user, notifying them of their login details (username and password), and the roles they have been assigned.

#### UPDATING ACCOUNT DETAILS

4.8 The Administrator may update the details of an account at any time, in order to:

- .1 set a new password on the account;
- .2 delete the account;
- .3 change information relating to the user’s details (e.g., e-mail address);
- .4 suspend or re-activate the account;

- .5 set the date of expiry of the account; or
- .6 change roles assigned to the user.

4.9 To update an account, click on it from the list displayed on the User Accounts page. The User Account Details page is then displayed:

**International Maritime Organization**  
**WEB ACCOUNTS**

Authority: **United Kingdom**  
User: **administrator**  
[Log out](#)

Home » Manage Users » Update User Account

### User Account Details

**1** Change Password **2** Delete Account

#### User Details

This account is only for the use of the individual named below.

**Title\*:** Mr (Capt/Mr/Ms etc)  
**3** **First Name\*:** Damien  
**Last Name\*:** Boris  
**Post\*:** Researcher  
**Department/Section\*:** Marine Incidents  
**Telephone\*:** 020 7020 2020  
**Email\*:** db@email.org

#### User Roles

- **User:** View-only access to all information.
- **Data manager:** View, edit, insert and delete information.

#### GISIS

- Condition Assessment Scheme user
- Greenhouse Gases data manager
- Maritime Casualties and Incidents data manager
- Port Reception Facilities data manager
- Recognized Organizations data manager
- Ship Database user **6**

#### IMODOCS

- IMODOCS user

#### Account Details

**Username:** dboris  
**4** **Status:**  Active  Suspended  
**5** **Expires:** 31/12/2009 (dd/MM/yyyy)  
**Account Description:** Casualty analyst

**Save** **Cancel**

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4.10 When all changes have been made, click “Save” to set the new details for the user.

## ASSIGNING ROLES TO USERS

4.11 The roles assigned by the Administrator to users determine the IMO web services they are able to access. The roles currently assigned are indicated on the Web Account Details page by a check mark next to the role, on the right side of the screen (see paragraph 4.9).

4.12 To change the roles assigned to a user, the Administrator can place or remove check marks next to the appropriate roles.

4.13 When all changes have been made, click “Save” to set the new roles for the user.

4.14 Changes to a user’s roles take effect the next time the user logs in, and will not be applied to an ongoing session.

## CHANGING THE PASSWORD ON AN ACCOUNT

4.15 The Administrator may change the password on an account at any time.

4.16 To set a new password on an account, click on “Change Password” on the User Account Details page (see paragraph 4.9). The new password is effective immediately, and the system will automatically send a notification e-mail message to the user informing them of the new password to be used.

4.17 Users are able to change their own passwords online at any time. The system will automatically send an e-mail message to the Administrator notifying them that this action has been performed.

## DELETING AN ACCOUNT

4.18 To permanently delete an account, click on “Delete Account” on the User Account Details page (see paragraph 4.9). A message is displayed requesting confirmation of the deletion:



4.19 The username associated with a deleted account may not be used again in future when creating new accounts.

4.20 To temporarily suspend an account, change its status to “Suspended” instead of deleting it. Alternatively, an expiry date may be set on an account, beyond which it will not permit access to the system. A suspended account may be re-activated at any time by changing its status to “Active” or, if expired, by extending or removing its expiry date.

#### **SUSPENDING AN ACCOUNT**

4.21 An IMO Web Account can be temporarily suspended by the Administrator, upon which the user will no longer be permitted to log in to access any IMO web service.

4.22 Suspended accounts can be re-activated at any time by the Administrator. Users will then be able to log into them again, using the same password as before.

4.23 The status of an account (“Active” or “Suspended”) can be set at any time by the Administrator on the User Account Details page (see paragraph 4.9).

#### **SETTING AN ACCOUNT EXPIRY DATE**

4.24 IMO Web Accounts may have an expiry date set on them, after which the user will no longer be permitted to log in to access any IMO web service.

4.25 The expiry date of an account may be set by the Administrator on the Web Account Details page by entering a date in the “Expires” field (see paragraph 4.9).

4.26 To remove the expiry date on an account, leave the “Expires” field blank.

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