

e-Marlis Quick Start series for CPCs:

Activating your account

Updated: 26/11/2022 09:06:00

What is this guide about?

This quick start guide will explain how you, and e-MARIS user, can activate your account for the first time, or request a password reset.

Overall workflows covered in this guide:

The first flowchart shows the account activation process: a CPC User receives an email, clicks a link in the email, goes to the e-MARIS login screen, creates a password, and reaches the e-MARIS dashboard.

The second flowchart shows the password reset process: a CPC User opens the e-MARIS login screen, requests a password reset, clicks a link in the email, goes to the e-MARIS login screen, resets the password, and reaches the e-MARIS dashboard.

The details on how to manage your CPC and users, how to use e-MARIS for reporting, as well as an overview of the e-MARIS Dashboard, are provided in dedicated Quick Start guides.

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Accessing e-MARIS for the first time and setting up your password


When a user's account is created (or reactivated if it had been suspended), they will receive an email inviting them to set their password to create or activate their account.

STEP 1: **Open the email:** in your email client or web browser, open the email received from no-reply@emaris.iotc.org with the Subject: "e-Marlis: Setup your password".

From no-reply@emaris-staging.iotc.org
Subject **e-Marlis: Setup your password**
To Australia <australiascience@otolithe.com>

Show headers ▼

HTML Plain text Source MIME



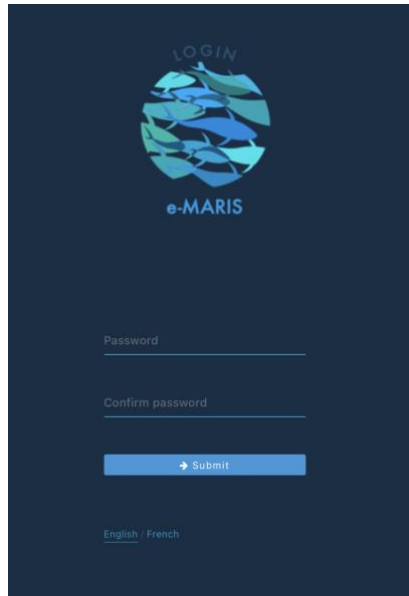
Hi Australia, you have a brand new e-MARIS account.
To access the system, setup a password for it.

[Setup Password Now](#)

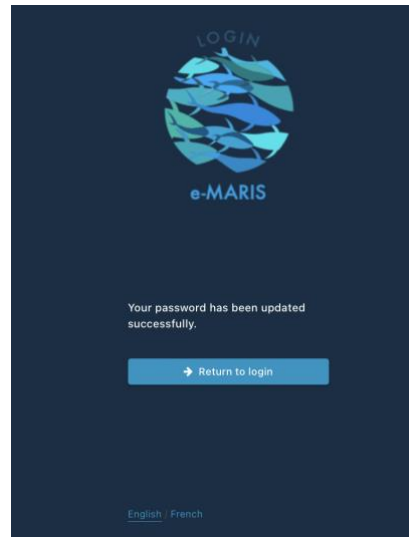
This is an automated email, please do not reply directly to it.
IOTC e-MARIS.

STEP 2: Click on the "**Setup Password Now**" button in the email to open e-MARIS.

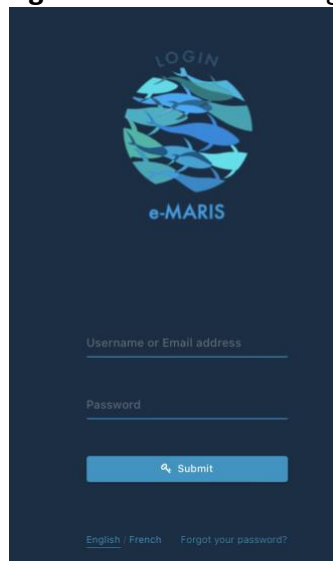
STEP 3: Enter your chosen password (must be between 8 and 256 characters in length) twice on this screen, then press "Submit". Note that you can switch the login screen between English and French by clicking the links at the bottom.



STEP 4: If your password was successfully created, the application will display a confirmation screen.



STEP 5: Click the “Return to login” button and the Login screen will be displayed.



STEP 6: Type in your email (or username) and password, then click “Submit”.

STEP 7: You are now logged in to e-MARIS and your CPC Dashboard is displayed.

Resetting your password

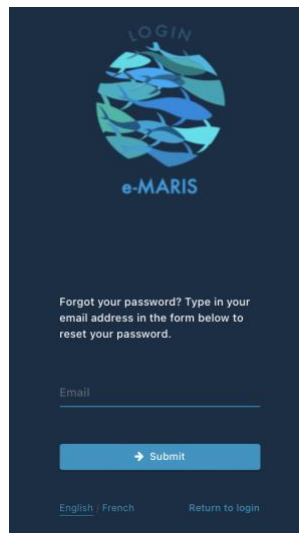
If you cannot remember your password and cannot log in, e-MARIS offers you a way to reset it.

STEP 1: Open e-MARIS in your web browser: <https://emaris.iotc.org>.

STEP 2: Click on the “Forgot your password?” link at the bottom of the login screen.



STEP 3: On the next screen, enter the email associated with your e-MARIS account and press “Submit”.



STEP 4: You will receive an email sent by “no-reply@emaris.iotc.org” with the subject “e-Mariss: Reset your password”.

From no-reply@emaris-staging.iotc.org
Subject **e-Maris: Reset your password**
To Australia <australiascience@otoliththe.com>

Show headers ▼

HTML Plain text Source MIME



Hi Australia, your e-MARIS account requires a new password.

Please reset it to access the system again.

[Reset Password Now](#)

This is an automated email, please do not reply directly to it.
IOTC e-MARIS.

STEP 5: Click on the “Reset Password Now” button to open e-MARIS to the Reset Password page.



LOGIN

e-MARIS

Password

Confirm password

→ Submit

You will be logged in after you complete this request.

English / French

STEP 6: **Enter your chosen password** (must be between 8 and 256 characters in length) twice on this screen, then press "Submit".

STEP 7: If your password was successfully created, you will be logged in and your CPC Dashboard will be displayed.