

e-RAV Quick Start series for CPCs:

Activating your account

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What is this guide about?

This quick start guide will explain how you, an e-RAV 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-RAV login screen, and creates a password. The second flowchart shows the password reset process: a CPC User opens the e-RAV login screen, requests a password reset, clicks a link in the email, goes to the e-RAV login screen, and resets the password.

The details on how to manage your CPC and users, how to use e-RAV are provided in dedicated Quick Start guides.

CONTENT

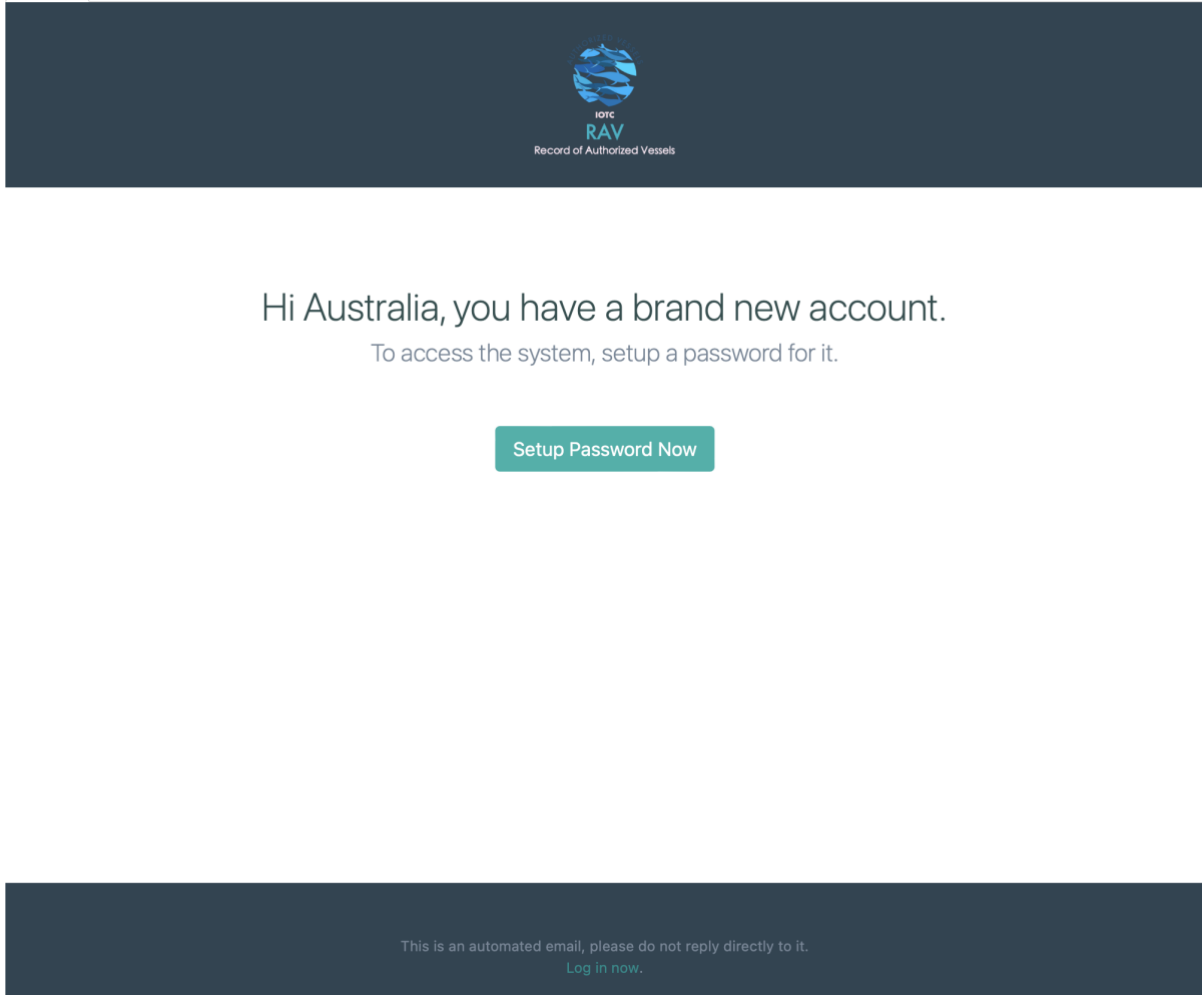
ACCESSING E-RAV FOR THE FIRST TIME AND SETTING UP YOUR PASSWORD 2

RESETTING YOUR PASSWORD 4

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

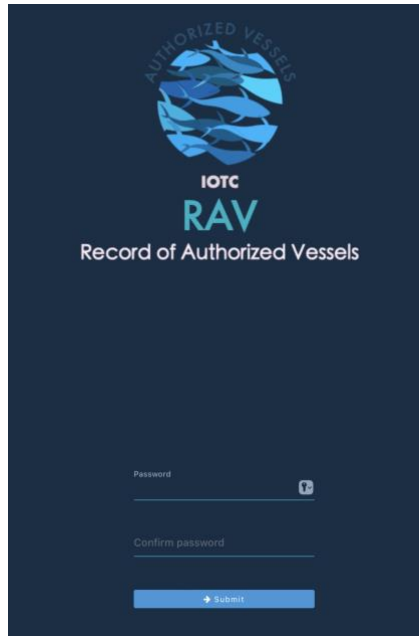
When a user's account is created (or reactivated if it had been suspended), they will receive an email inviting them to set their password to create or activate their account.

STEP 1: **Open the email:** in your email client or web browser, open the email received from "noreply.rav@iotc.org" with the Subject: "RAV: Setup your password".

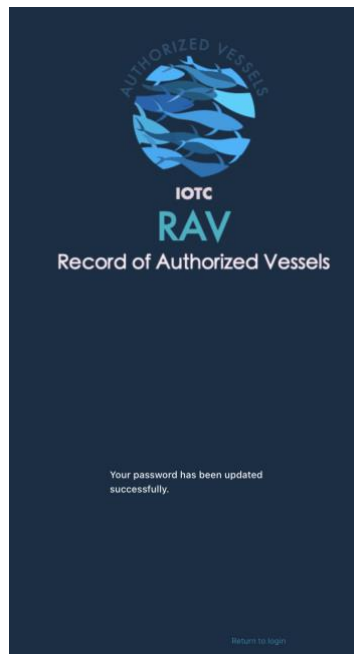


STEP 2: Click on the "**Setup Password Now**" button in the email to open e-MARIS.

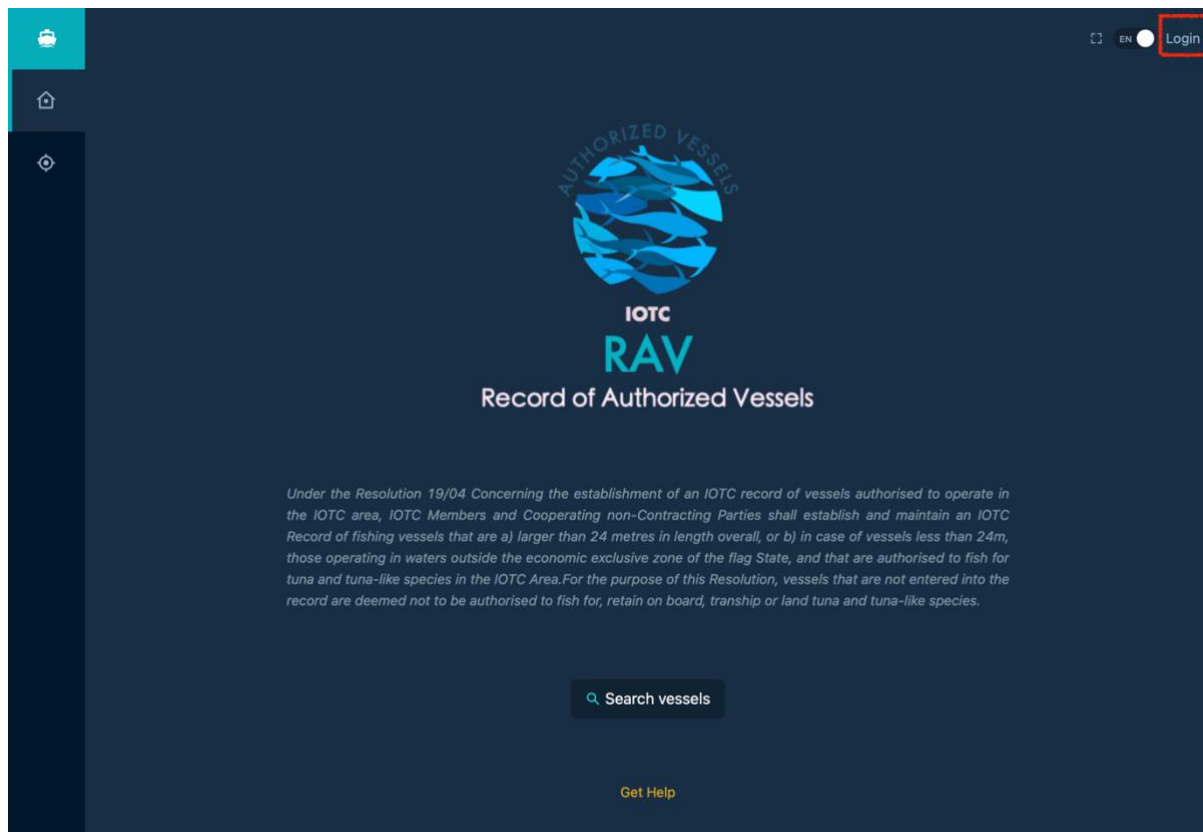
STEP 3: Enter your chosen password (must be between 8 and 256 characters in length) twice on this screen, then press "Submit". Note that you can switch the login screen between English and French by clicking the links at the bottom.



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 main RAV screen will be displayed, then click on the "Login" button in the top right.



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



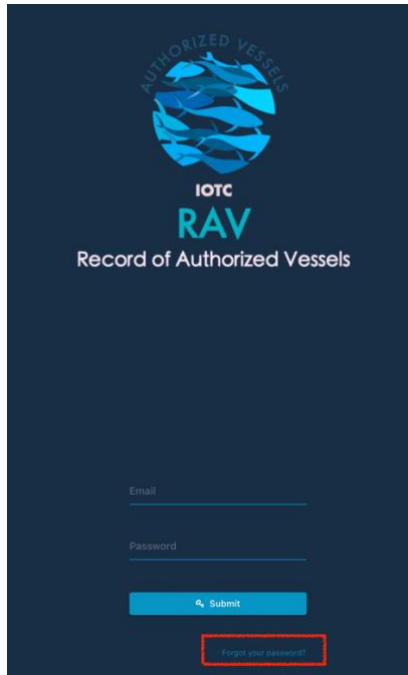
STEP 7: You are now logged in to e-RAV and the landing page is displayed.

Resetting your password

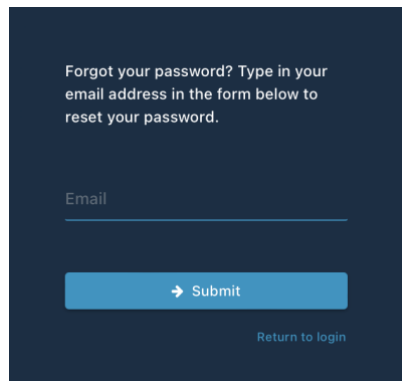
If you cannot remember your password and cannot log in, e-RAV offers you a way to reset it.

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

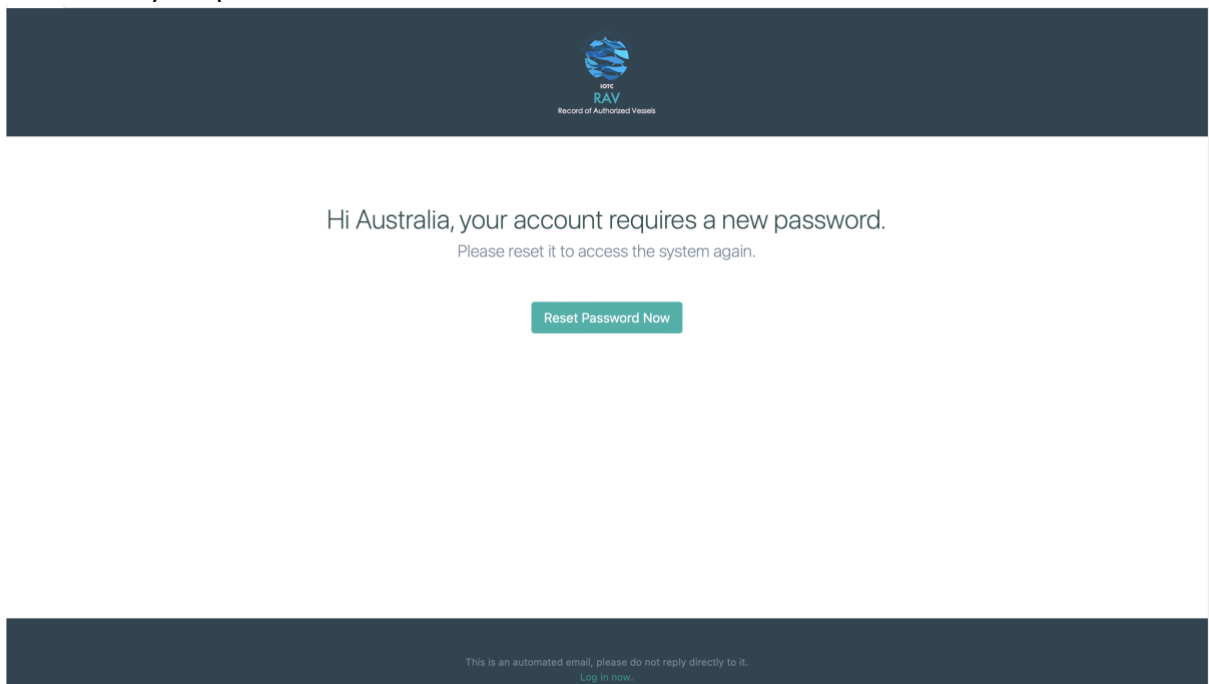
STEP 2: Click on the “Forgot your password?” link at the bottom of the login screen.



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



STEP 4: You will receive an email sent by “noreply.rav@iotc.org” with the subject “RAV: Reset your password”.



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

The image shows a dark blue mobile application interface for the IOTC Record of Authorized Vessels (RAV). At the top, there is a circular logo with the text "AUTHORIZED VESSELS" around the perimeter and a stylized globe of blue leaves in the center. Below the logo, the text "IOTC" is displayed in white, followed by "RAV" in a larger, light blue font, and "Record of Authorized Vessels" in white. The main content area contains two password input fields. The first field is labeled "Password" and has a small icon to its right. The second field is labeled "Confirm password". At the bottom of the form is a blue button with a white arrow and the text "Submit".

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 the e-RAV home page will be displayed.