

Communities of Practices (CoP) – Joining Process

1. The user first needs to register on the INTOSAI Community Portal (ICP) using the official email id.



To register, the user should click on Login.

The user should click on Sign Up or for direct sign up user may use below link <https://www.intosaicommunity.net/user/signup>

The user must then fill up the below Sign Up form and use the official email ID to create the account on the portal.

This screenshot shows the login page of the INTOSAI Community Portal. It features the INTOSAI logo at the top left. Below the logo are two input fields: 'Email' and 'Password'. There is a 'Remember me' checkbox and a 'Forgot Password' link. A large orange 'LOGIN' button is centered at the bottom. At the very bottom, there is a link that says 'Don't Have an account Sign Up | Home', with 'Sign Up' highlighted by a red box.This screenshot shows the sign-up page of the INTOSAI Community Portal. It features the INTOSAI logo at the top left. The form includes several input fields: 'Name of Person', 'Email ID (official)', 'Organization Name', and 'Select Category' (a dropdown menu). There is an 'Upload Image' section with a 'Choose file...' button and a 'Browse' button. A large orange 'SIGN UP' button is centered at the bottom. At the very bottom, there is a link that says 'Do you have an account Login | Home'.

2. After the registration is complete, the user must login to the portal. (The login credentials will be sent to the registered email ID within 24 hours)
3. Once logged in, the user may request to join the Communities of Practices (CoP) by clicking on the respective CoP from drop down menu.



- On selecting the CoP which the user needs access to, CoP Sign Up page will open. To sign up the user needs to select the CoP from drop down and write short message explaining the purpose for joining the CoP.

The screenshot shows the 'CoP Sign Up' page on the INTOSAI Community Portal. The page has a light blue background with a network pattern. The form consists of the following elements:

- INTOSAI Community Portal logo at the top left.
- A text input field with the value 'KSC Secretariat' and a user icon.
- A text input field with the value 'ir@cag.gov.in' and an envelope icon.
- A dropdown menu with the placeholder text '-Select COP-' and a downward arrow.
- A text input field with the placeholder text 'Reason/Purpose for Membership' and a speech bubble icon.
- An orange 'SIGN UP' button.
- A link 'Go to home page'.
- A link 'Do you have a account Login'.

- After sign up by user, a request email will automatically be sent to the Manager of the CoP for approval.
- Once the manager approves, the user will be given access to the chosen CoP as a member.
- The user can access the chosen CoP by clicking on it from drop down menu.



- The dashboard of the chosen CoP is accessible to the user. Thereafter, user may contribute to the CoP by uploading documents, images, videos etc. subject to approval by manager. Alternatively, the user may send the documents to the manager of the CoP for uploading the same.

