



የትምህርት ምዘናና ፈተናዎች አገልግሎት
Educational Assessment And Examinations Service

*THE 41ST ASSOCIATION FOR EDUCATIONAL
ASSESSMENT IN AFRICA (AEAA) CONFERENCE
REGISTRATON USER GUIDE*

January 2025

Addis Ababa Ethiopia



www.aeafrica.org



aea2025@eaes.et

Contents

- 1. Account Creation.....3
- 3. Password Reset7
- 4. Event Registration or Corporate/Individual Booking..... 11
- 5. Paper Submission 13
- 6. Print Receipt..... 14

AEAA Conference User Registration Guide

This guide provides steps required for registration. Users must use the following guide to book or create an account for the AEAA 2025 event.

1. Account Creation

To book or register for the AEAA 2025 event, you need to create an account first. You have two options for creating an account:

- Individual account
- Corporate account


Now click on the following buttons to create an account.

Click [Register Now](#), on the bottom Or [Portal Login](#) on the Top Left to create an account.



Choose the type of account you want to create:

- **Individual:** Select this option for individual registration.
- **Corporate:** Choose this option to register corporate delegates, ideal for group registrations under a corporate account.



Individual Corporate

First name: Adigo Test

Surname: Test

Email: ict.lab@eaes.et

Phone number: +251912345678

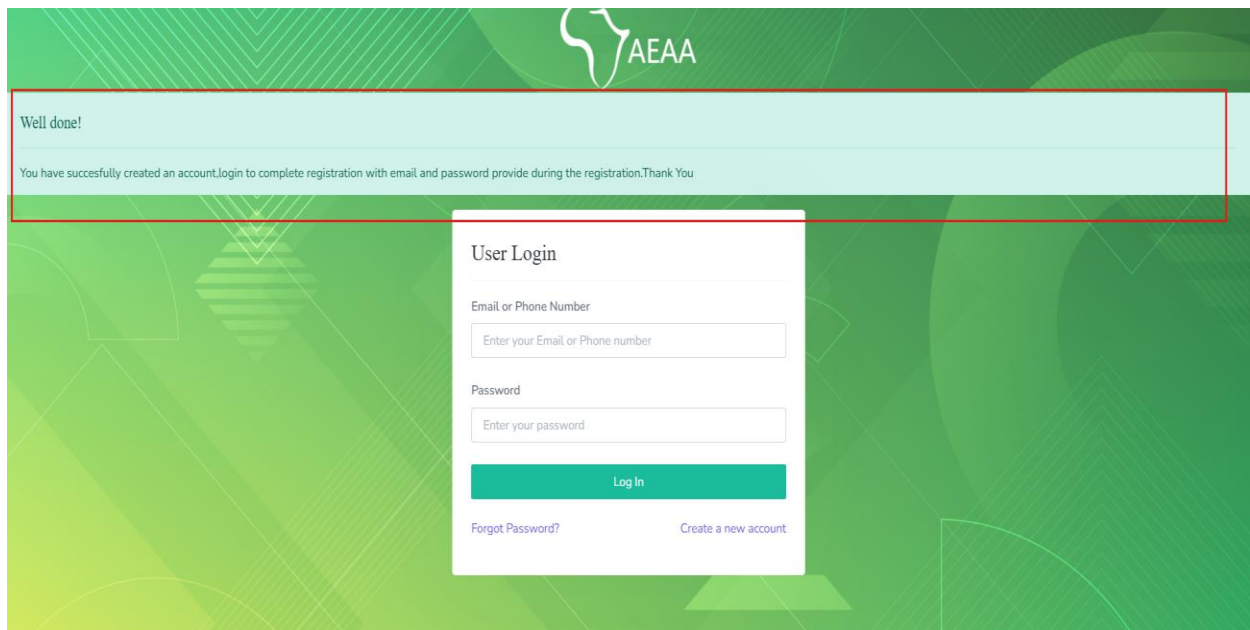
Password:

Confirm Password:

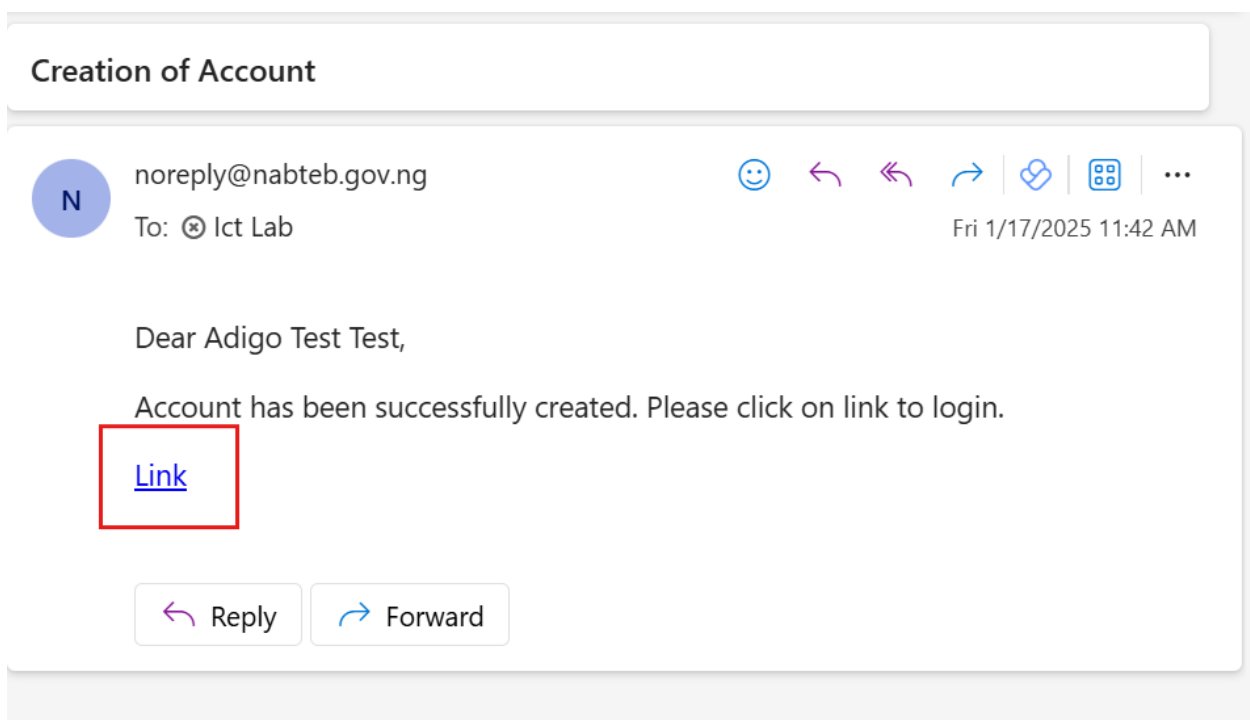
Create Account

Back to Login

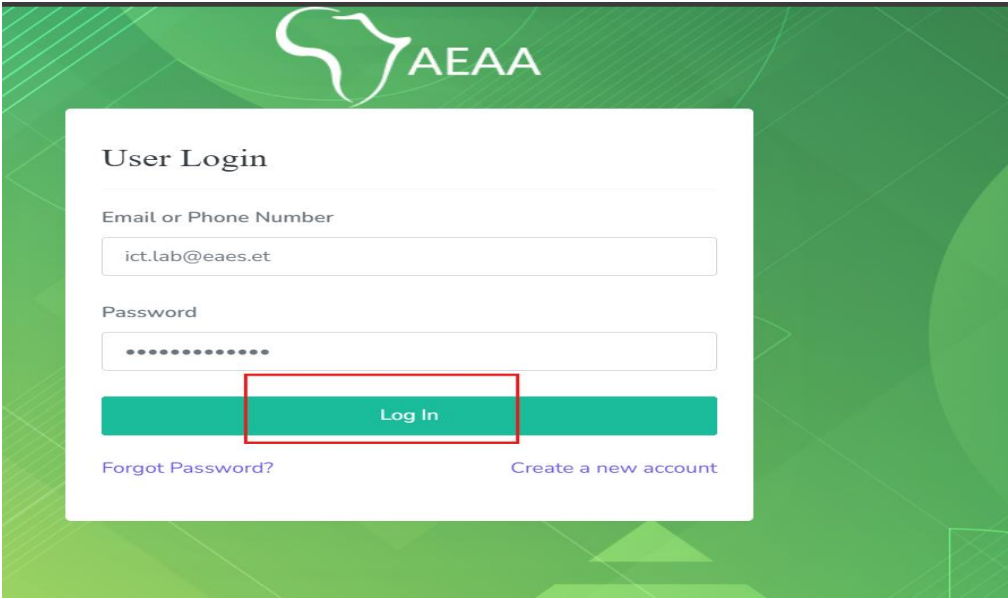
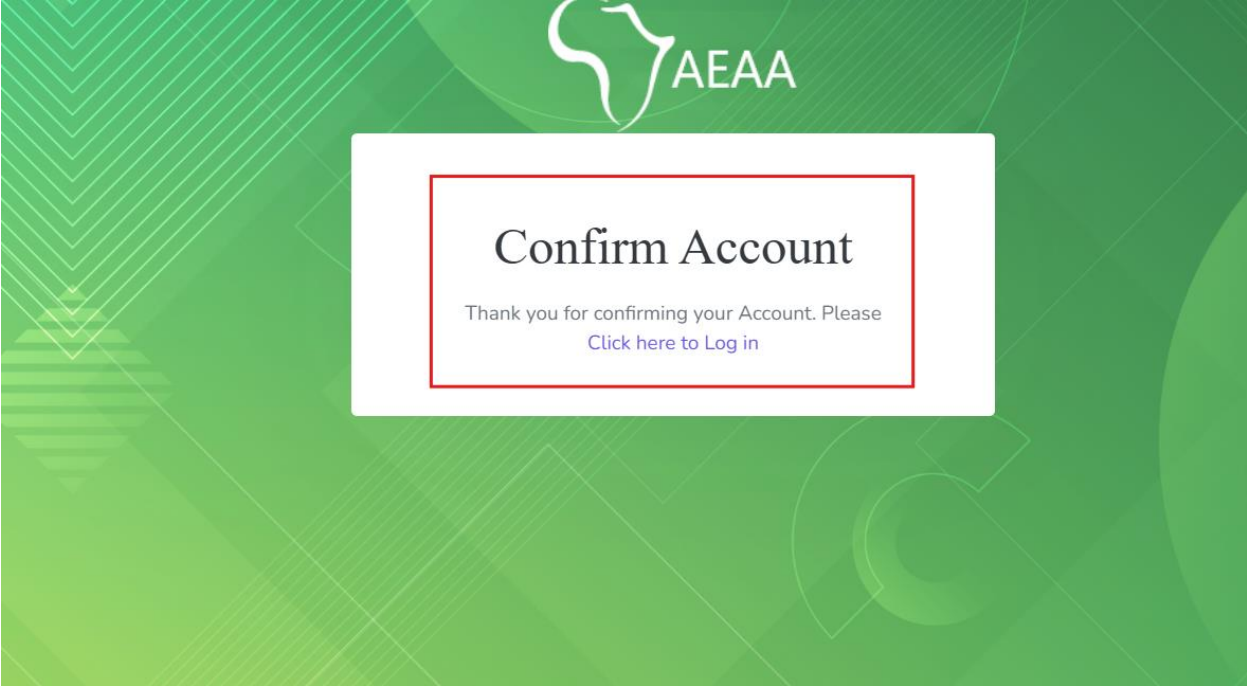
Once you have correctly filled in the required information, a success message will appear on the screen, confirming that your account has been created.

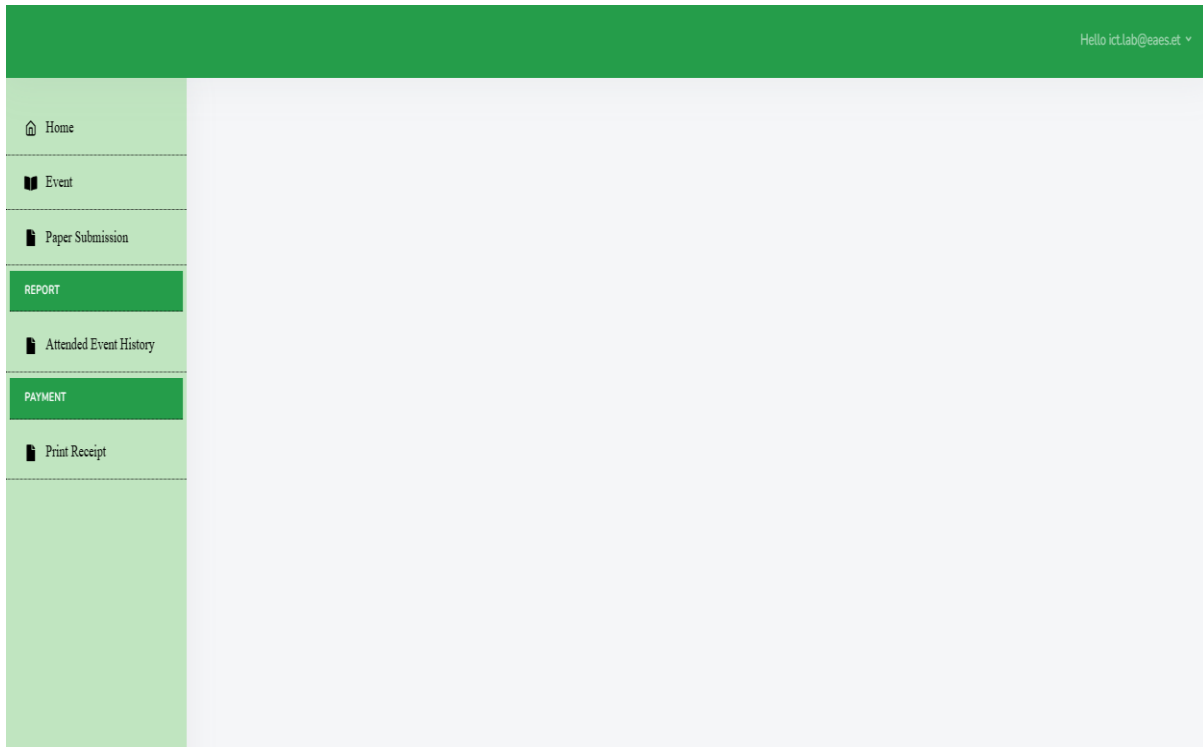


In addition to this you will receive a confirmation email, please check your mailbox and confirm your account. If the confirmation email does not appear in your mailbox, please check the **junk/spam folder**. After opening your mailbox click on [Link](#) to confirm your account.



To login your account Click, [Click here to log in](#)






2. Password Reset

Note! Use the "Reset Password" option if you encounter login issues or have forgotten your password. Click on "[Forgot Password?](#)" to proceed.

A screenshot of a "User Login" form. The form is white with a green border and is set against a green background with a geometric pattern. It contains the following elements: the title "User Login", a label "Email or Phone Number" above a text input field with the placeholder "Enter your Email or Phone number", a label "Password" above a text input field with the placeholder "Enter your password", a teal "Log In" button, a red-bordered box around the text link "Forgot Password?", and the text link "Create a new account".




Enter your email and we'll send you an email with instructions to reset your password.

Email

[Email Password Reset Link](#)

[Have An Account?](#)



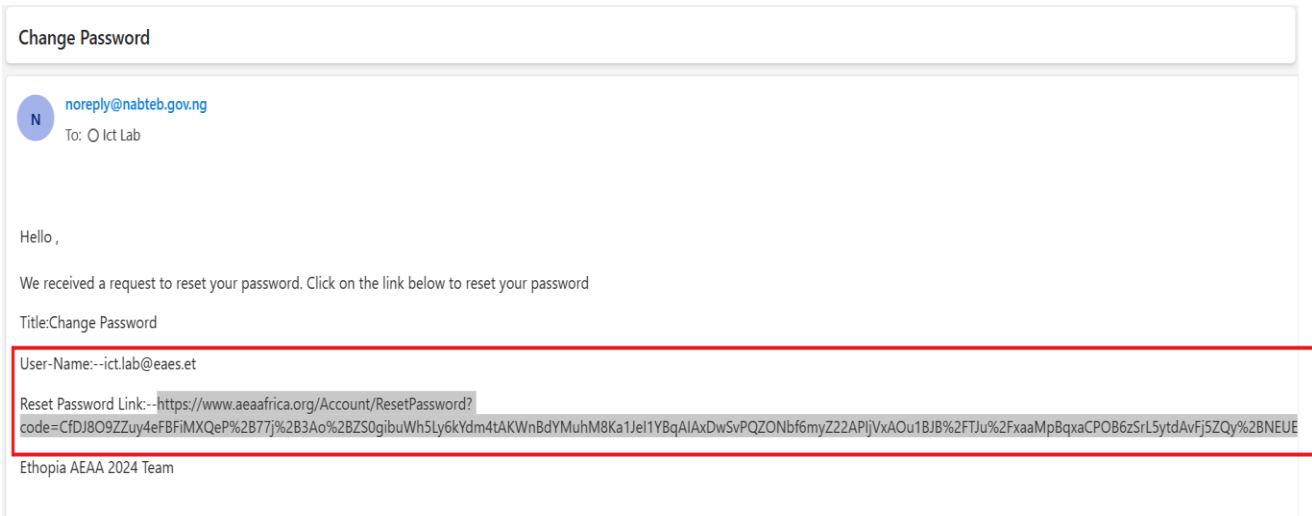
Success !

A mail has been sent to your email. Please check for an email from AEAA and click on the included link to reset your password.

[Back to Login](#)

[Have An Account?](#)

The password reset link has been sent to your email inbox. Copy the link and paste it into your browser's address bar to proceed.



Once you paste the password reset link into your browser's address bar and press Enter, a password reset page will be displayed. On this page, you will typically be prompted to:

1. **Enter Email:** Input the email address associated with your account.
2. **Enter New Password:** Provide a new password that meets the specified requirements.
3. **Confirm New Password:** Re-enter the new password to ensure it matches.
4. **Click [Reset](#):** Submit the form to Reset your password.

AEAA

Email
ict.lab@eaes.et

New Password
.....

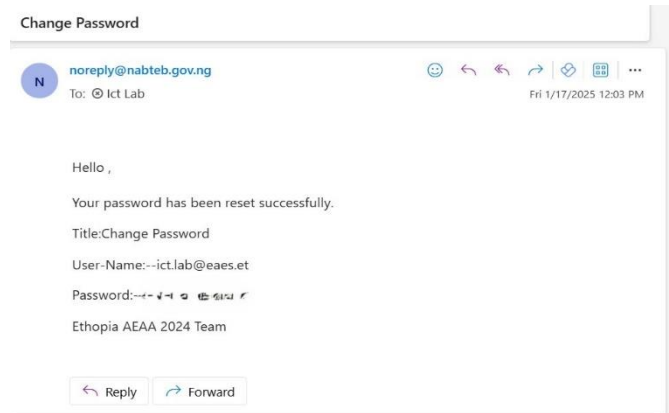
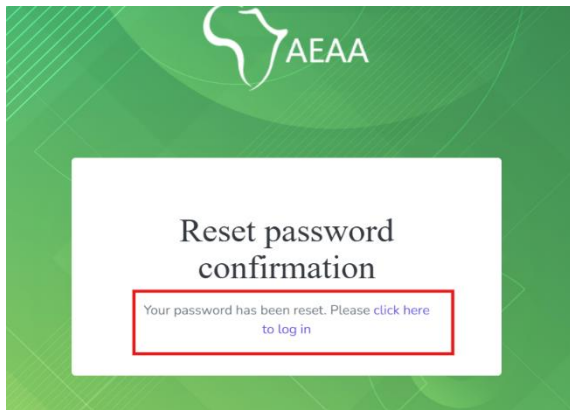
Confirm password
.....

[Reset](#) [Return To Login](#)

Once completed, a confirmation message will be displayed, indicating that your password has been successfully reset. Additionally, an email will be sent to your inbox containing the updated

credentials you have just changed.

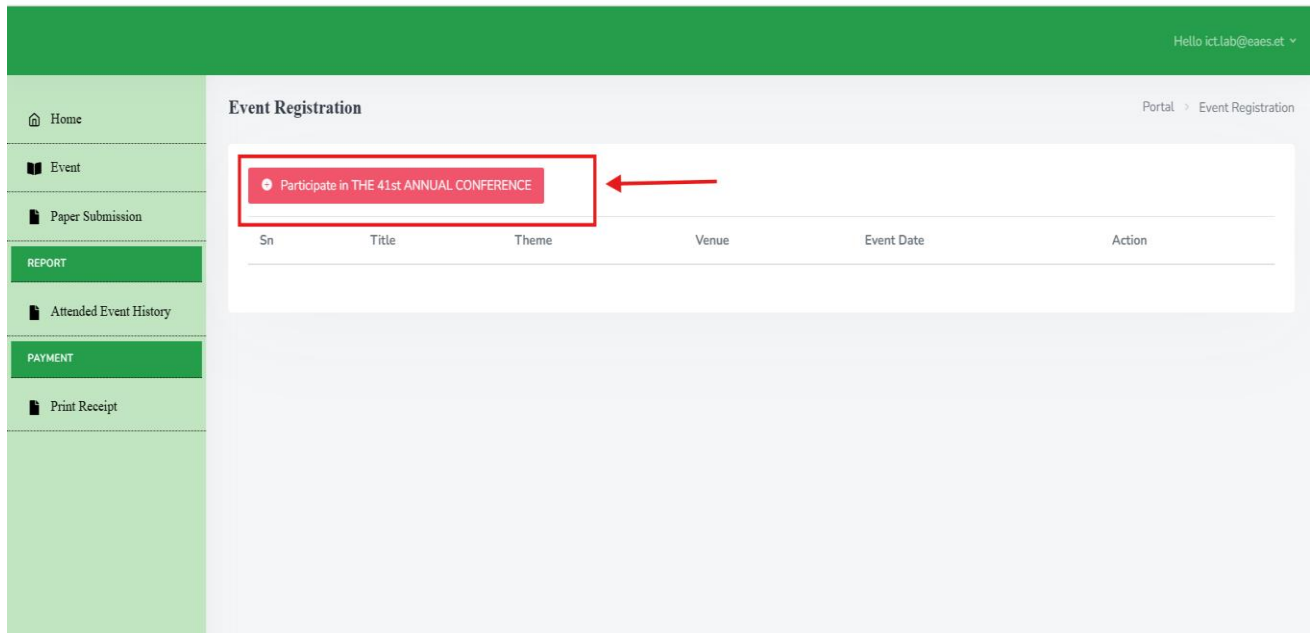
Caution: Please do not share your credentials with anyone to ensure the security of your account.



3. Event Registration or Corporate/Individual Booking

Before submitting your abstract or paper, first you must register for the 41st AEAA Annual Conference Event.

Click on **Participate in THE 41st ANNUAL CONFERENCE**



During the event registration process, you will need to provide the following information:

1. **Personal Details**
2. **Optional Tours**
3. **Accommodation Registration**
4. **Flight Details**

- Home
- Event
- Paper Submission
- REPORT
- Attended Event History
- PAYMENT
- Print Receipt

Event Registration

Personal Details

Title	Mr	First Name	Adigo Test
Last Name	Test	Email	ict.lab@eaes.et
Gender	Male	Phone No	0704904778
Organisation	EAES	Do you require an Invitation Letter for Visa purposes?	No <input type="radio"/> Yes <input checked="" type="radio"/>
Address	Addis Ababa Ethiopia	Country	Ethiopia
Do you have any disability needs? If yes which ones?	None	Please indicate your attendance status	Hosting Team

Who is going to pay?
EAES

Optional Tours

Tour
Unity Park

Accommodation Registration

I want to book for accommodation No Yes

Hotel
Skylight Hotel

Hotel Arrival
mm/dd/yyyy

Hotel Departure
mm/dd/yyyy

Flight Details

I want to enter flight details No Yes

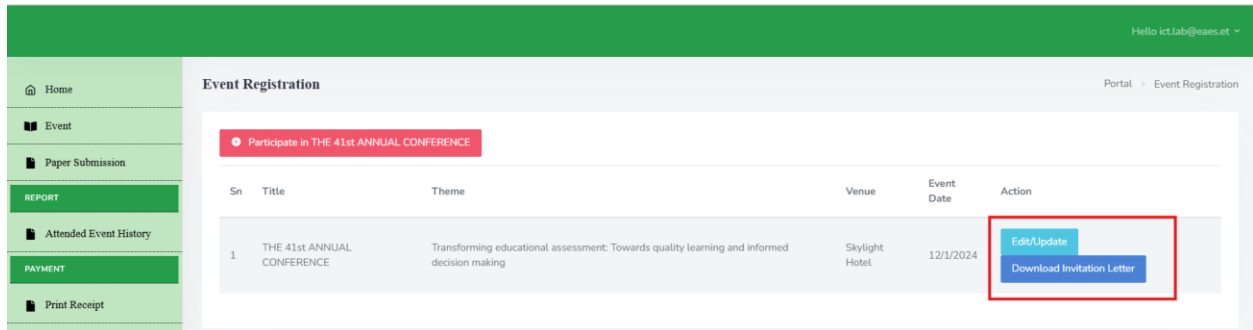
Flight
Ethiopian Airline

Flight Arrival
mm/dd/yyyy
12:00 AM

Flight Departure
mm/dd/yyyy
12:00 AM

Back to List Save and Continue Later **Submit**

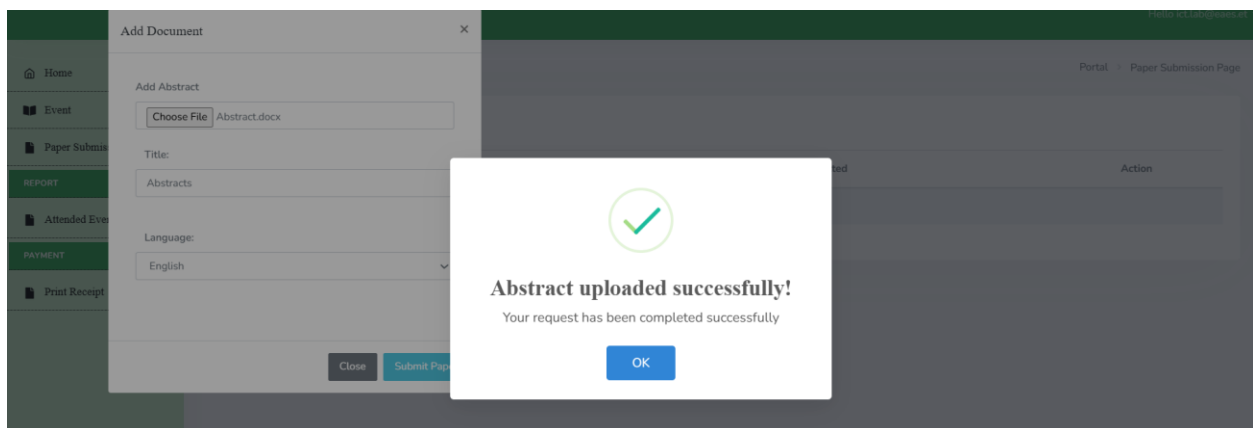
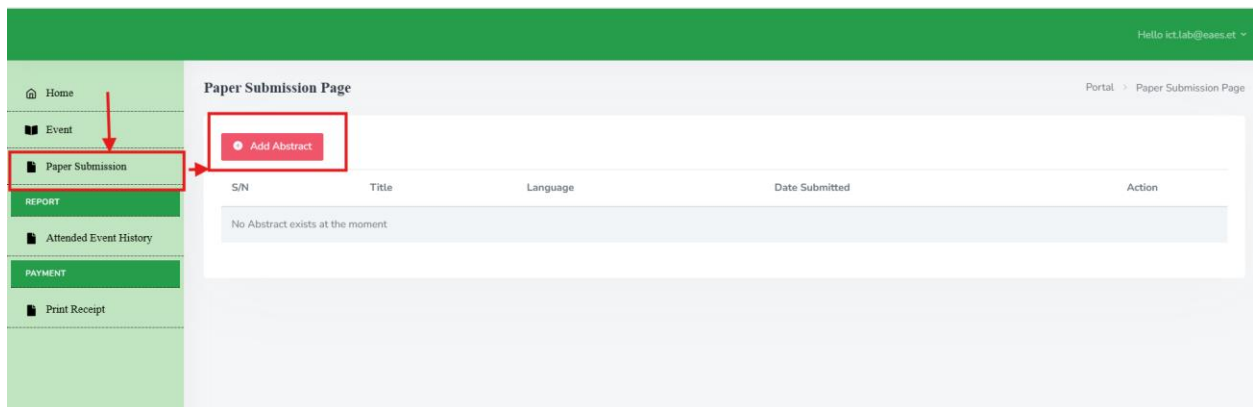
After completing Event registration, you should click **Save and continue Later** Latter or click **Submit** Buttons. When you click the **Submit** Buttons you can **Edit/Update** your registration and Download **invitation Letter**.



4. Paper Submission

After completing Event registration, you can submit your Abstract, paper, and your presentation.

To Submit your paper, Click on **Paper submission** Menu on the Left Side then Click on **Add Abstract**



Using this method, you can upload your Full Paper and Presentation

Finally your paper Submission page Looks Like below

The screenshot shows the 'Paper Submission Page' with a green header and a sidebar on the left. The main content area features a table with columns for S/N, Title, Language, Date Submitted, and Action. A red box highlights the 'Title' column, which contains the entries 'Abstracts', 'Papers', and 'Presentations'. A red button labeled 'Add Abstract' is located above the table.

S/N	Title	Language	Date Submitted	Action
1	Abstracts	English	1/17/2025	✎ 🗑
2	Papers	English	1/17/2025	✎ 🗑
3	Presentations	English	1/17/2025	✎ 🗑

5. Print Receipt

After your payment is completed, you can print your receipt by clicking on print Receipt buttons.

This screenshot shows the sidebar of the application. The 'Print Receipt' button is highlighted with a red box, indicating it is the next step in the process.

The screenshot shows the 'Print Receipts' page with a table listing receipt details. A red box highlights the 'Print Receipt' button in the 'Action' column for the first entry.

S/N	Fee Category	Surname	First Name	Theme	Action
1		Test Adigo Test	Adigo Test	Transforming educational assessment: Towards quality learning and informed decision making	Print Receipt

1/1/0001 - 1/1/0001

0



ASSOCIATION FOR
EDUCATIONAL ASSESSMENT
IN AFRICA

RECEIPT

Received from :

Fee Category :

Cash/Transfer

USD : 0

Cashier

Date : 1/22/2025

Click to Print