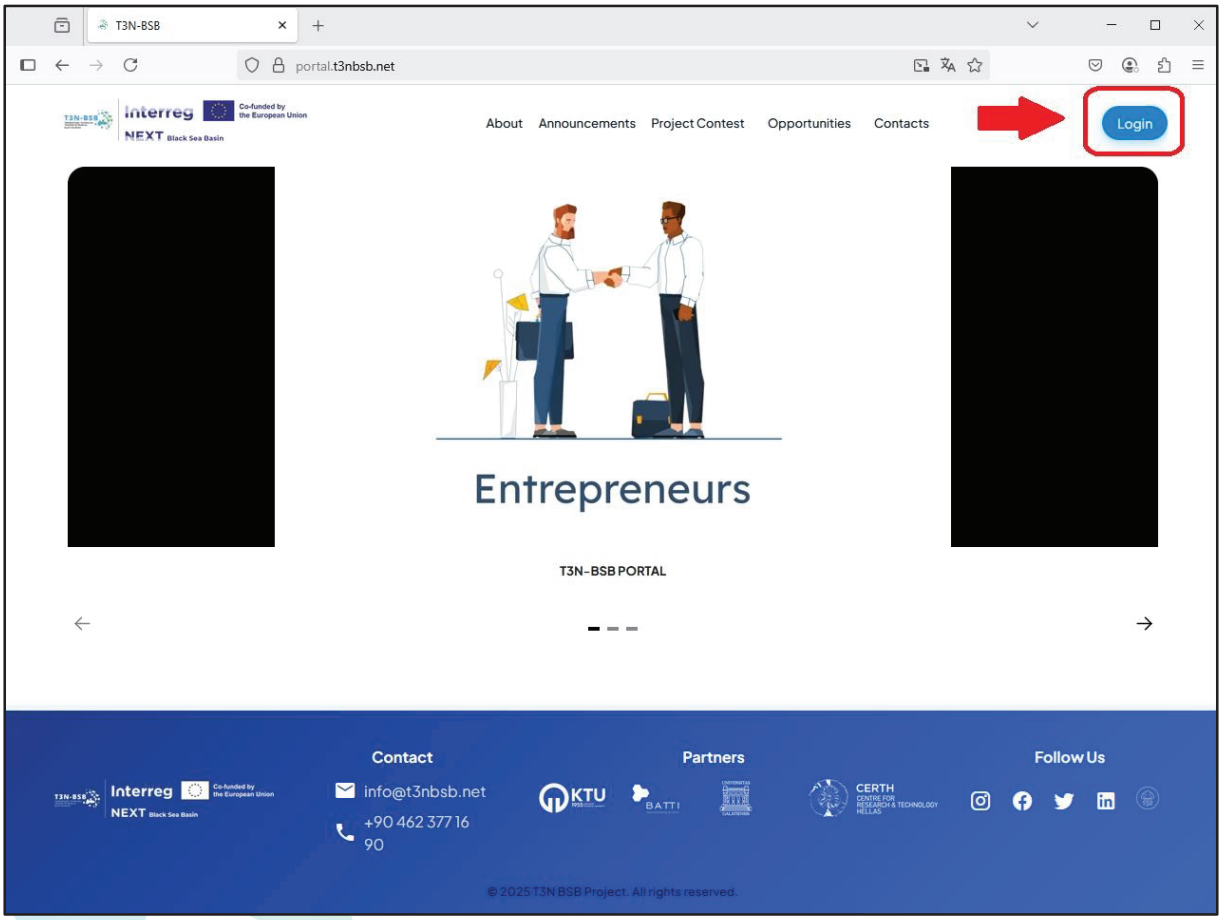
User Guide for the T3N-BSB Portal

The T3N-BSB Portal provides a transnational and innovative network platform that promotes knowledge exchange, commercialization of research and regional development by addressing the knowledge and technology accumulation in the region from a broader perspective.

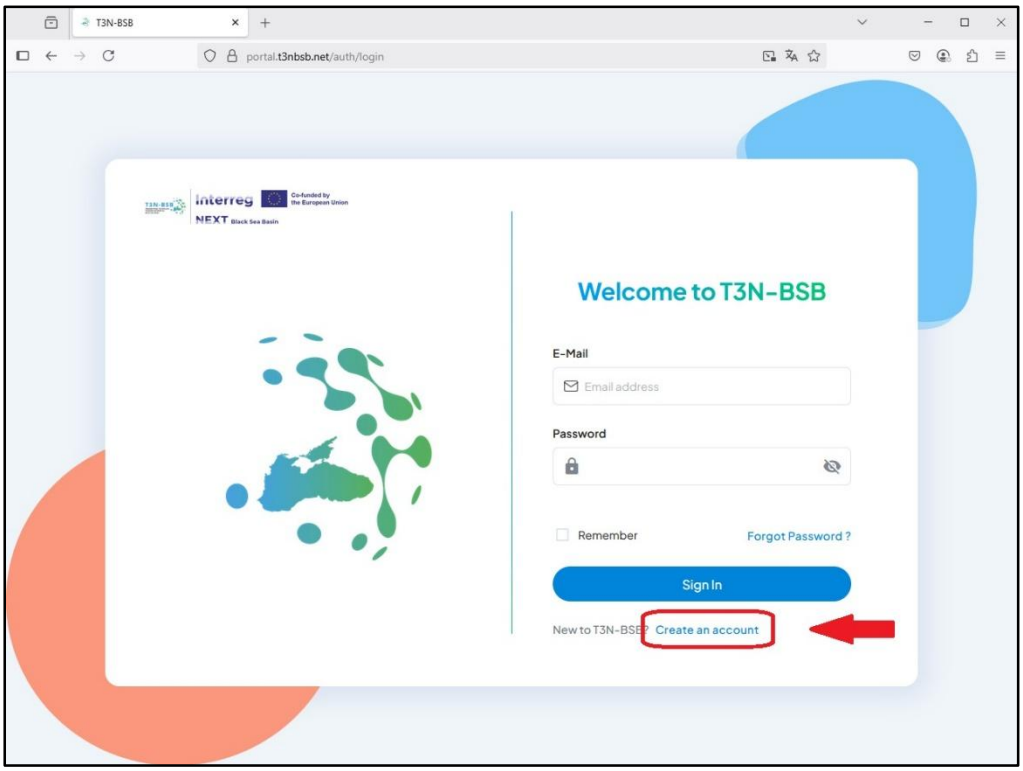
In order to fully benefit from all the opportunities provided by the portal, user registration and user login are required.

A. User Registration

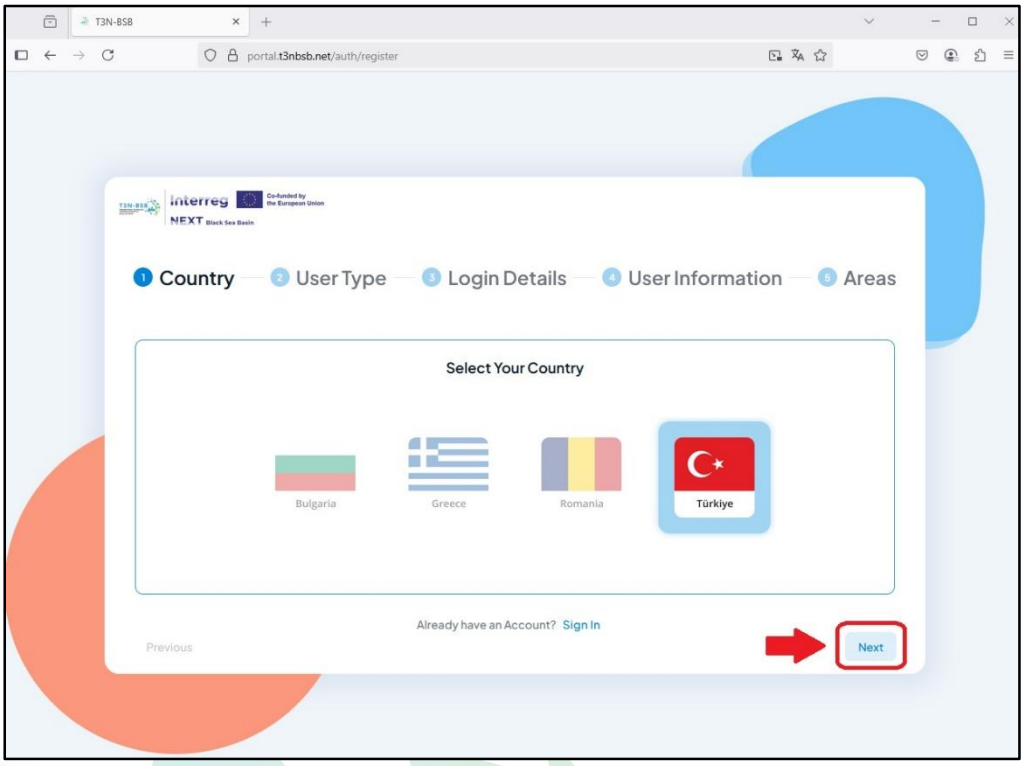
Step-1.
Access portal.t3nbsb.net from any web browser and click the **Login** button located in the top-right corner of the page.



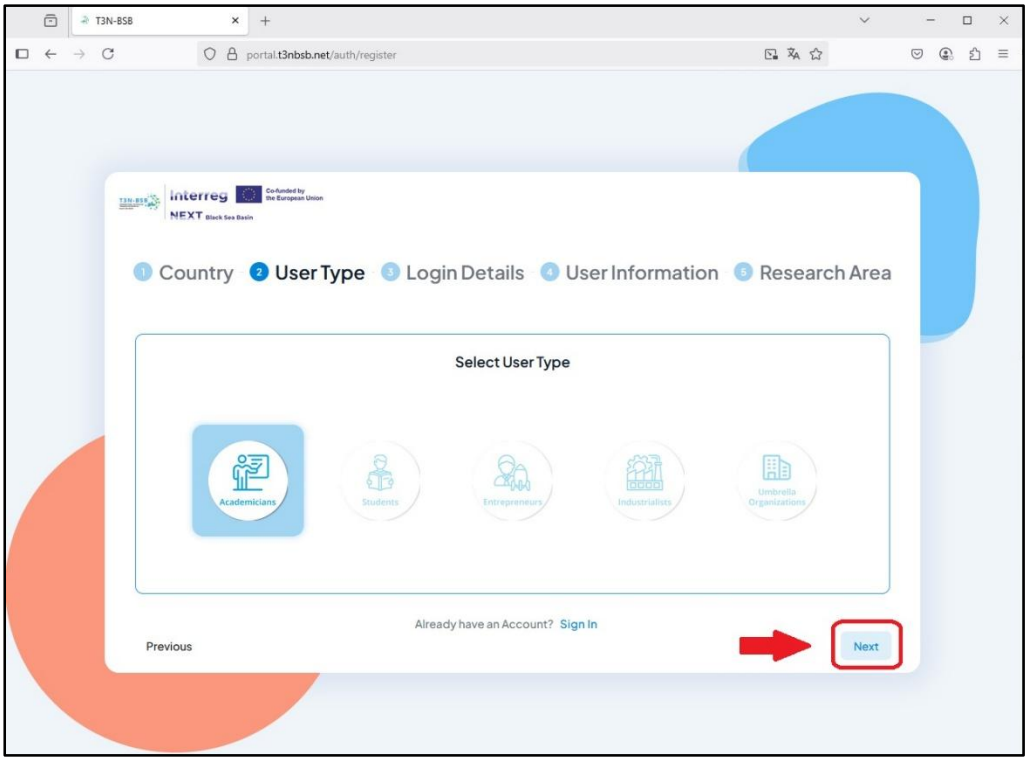
Step-2.
Click the **Create an account** link at the bottom of the login page.



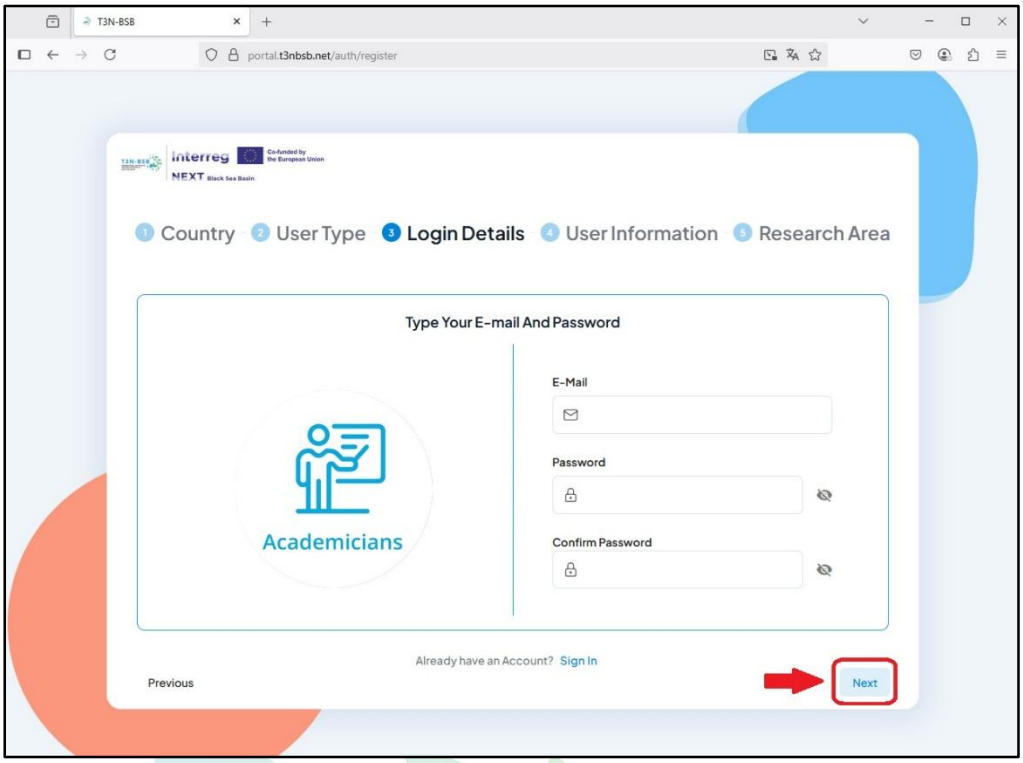
Step-3.
Select your country by clicking on the corresponding flag, then press the **Next** button in the bottom-right corner.



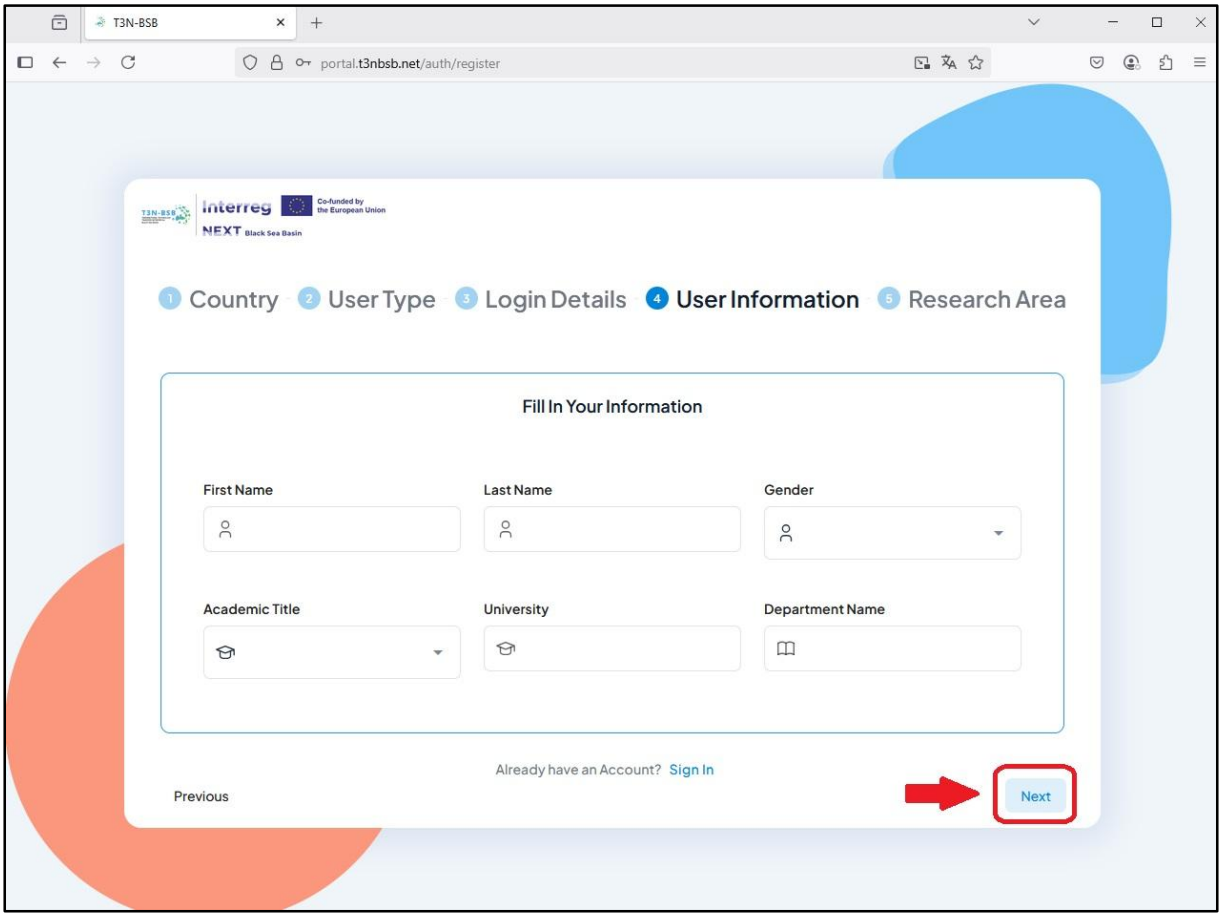
Step-4.
Select your user type (**Academicians, Students, Entrepreneurs, Industrialists, or Umbrella Organizations**) by clicking the relevant icon, then press **Next**.



Step-5.
Enter your email address and password in the designated fields, then press **Next**.



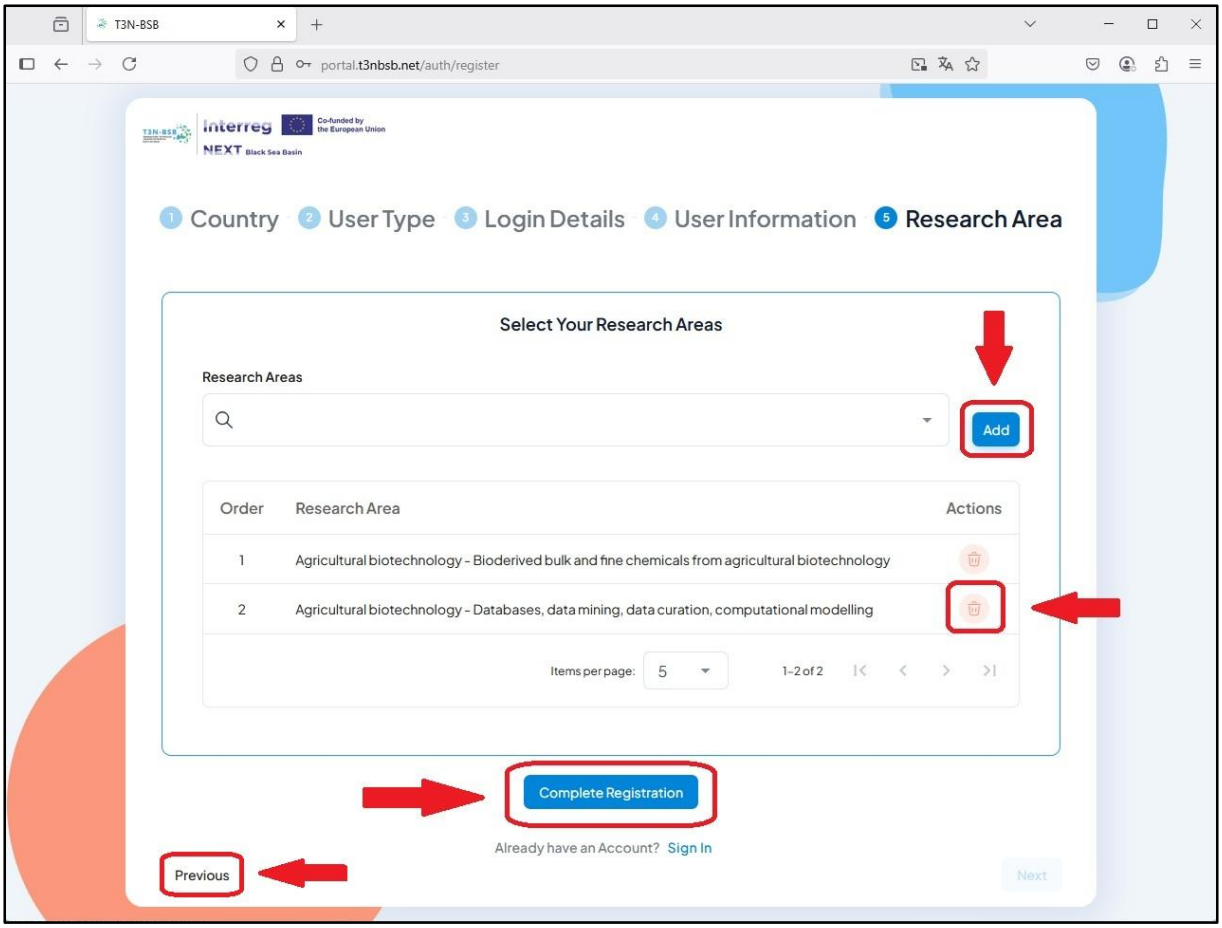
Step-6.
Complete the information form (fields may vary depending on the user type selected in Step-4). Provide the required details and click **Next**.



Step-7.

- **For Academicians and Students:** Select your research areas from the dropdown list and click **Add**. Multiple research areas may be added. To remove an area, click the **trash icon** next to it.
- **For Entrepreneurs, Industrialists, or Umbrella Organizations:** Select your activity areas from the dropdown list and click **Add**. Multiple activity areas may be added. To remove an area, click the **trash icon** next to it.

Once the selections are completed, click **Complete Registration** at the bottom of the page. A confirmation pop-up window will appear with the message *"Ready to complete your registration?"*. Click **OK** to finalize, or **Cancel** to make further edits. You can also return to previous steps by clicking the **Previous** button.



After successful submission, you will receive an email notification with the subject line: *"Registration Submitted – Pending Approval on T3N-BSB Portal"*.

Thank you for registering on the T3N-BSB Portal.

Your registration has been successfully submitted. Please note that your account needs to be approved by the portal administrator before you can access the system.

You will receive a confirmation e-mail once your registration is approved.

Best regards,

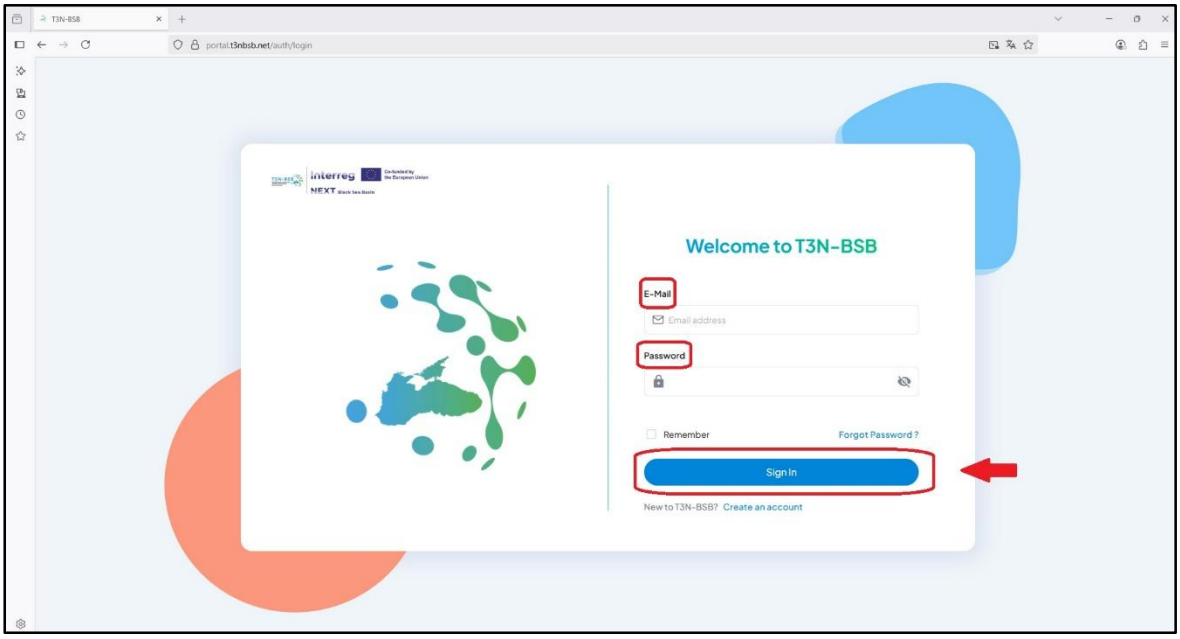
T3N-BSB Portal Team

This email is for informational purposes. Please do not reply!

Note: For optimal collaboration and networking, ensure your profile is as detailed and complete as possible. Once your registration is approved, you may edit your profile at any time by logging into the portal.

B. User Login

Once you receive the approval email *"We are pleased to inform you that your registration on the T3N-BSB Portal has been approved by the administrator"*, you can sign in to your account.

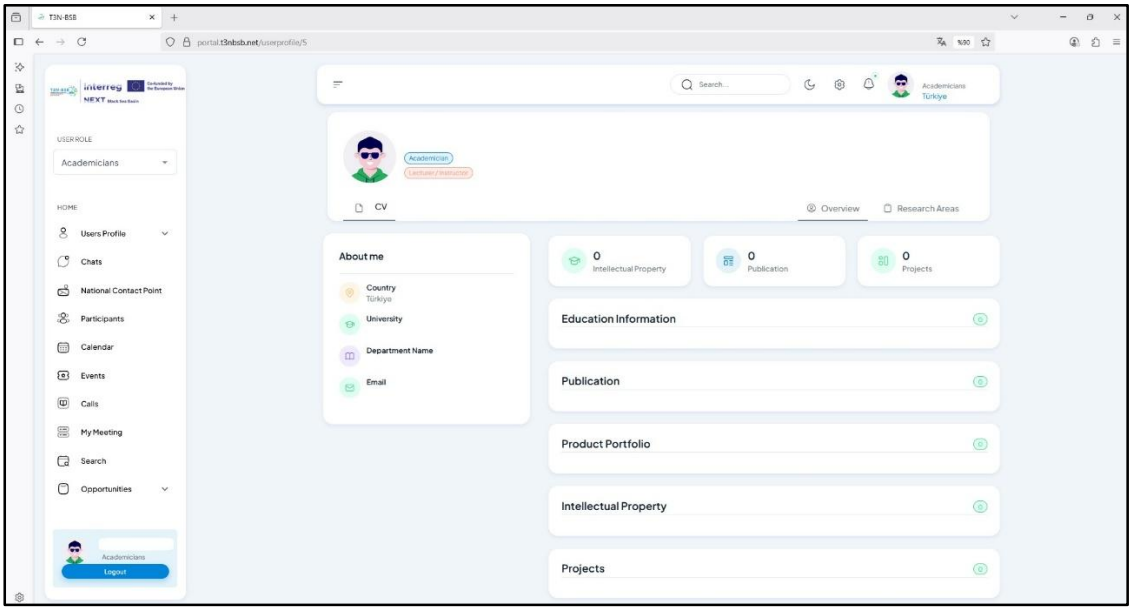


Use the email address and password which you stated during the registration process and click **Sign In** button.

C. Main Navigation Bar

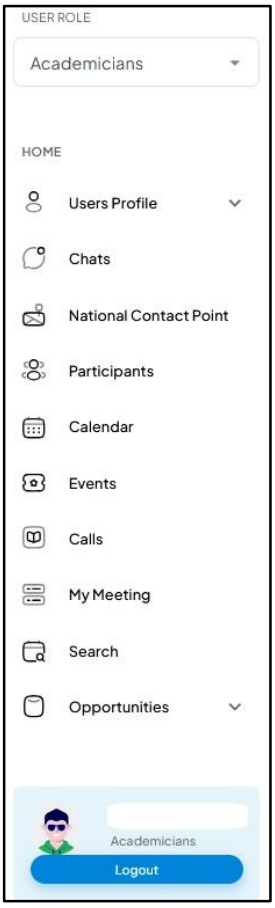
➢ Users Profile > My Profile

After signing in, you will be directed to the **My Profile** page, which varies depending on your user type.



On the left-hand side of the page, you will find:

- The **User Role Dropdown Menu**
- The **Main Navigation Bar**
- The **Logout Button**



A user may hold multiple roles (e.g., an academician who is also a student or company owner). In such cases, the same email address must be used during registration. Once all accounts are approved, users can switch between roles easily using the dropdown menu without logging out.

The **Main Navigation Bar** consists of:

- **Users Profile**
- **Chats**
- **National Contact Point**
- **Participants**
- **Calendar**
- **Events**
- **Calls**
- **My Meeting**
- **Search**
- **Opportunities**

The **Users Profile** menu includes the following submenus (depending on user type):

- My Profile
- Main Information
- Academic Publication
- Education Information
- Projects
- Intellectual Property
- Research Areas
- Awards
- Vocational Course
- Scholarship
- Professional Networks

The **Opportunities** menu includes:

- My Additions
- Opportunities

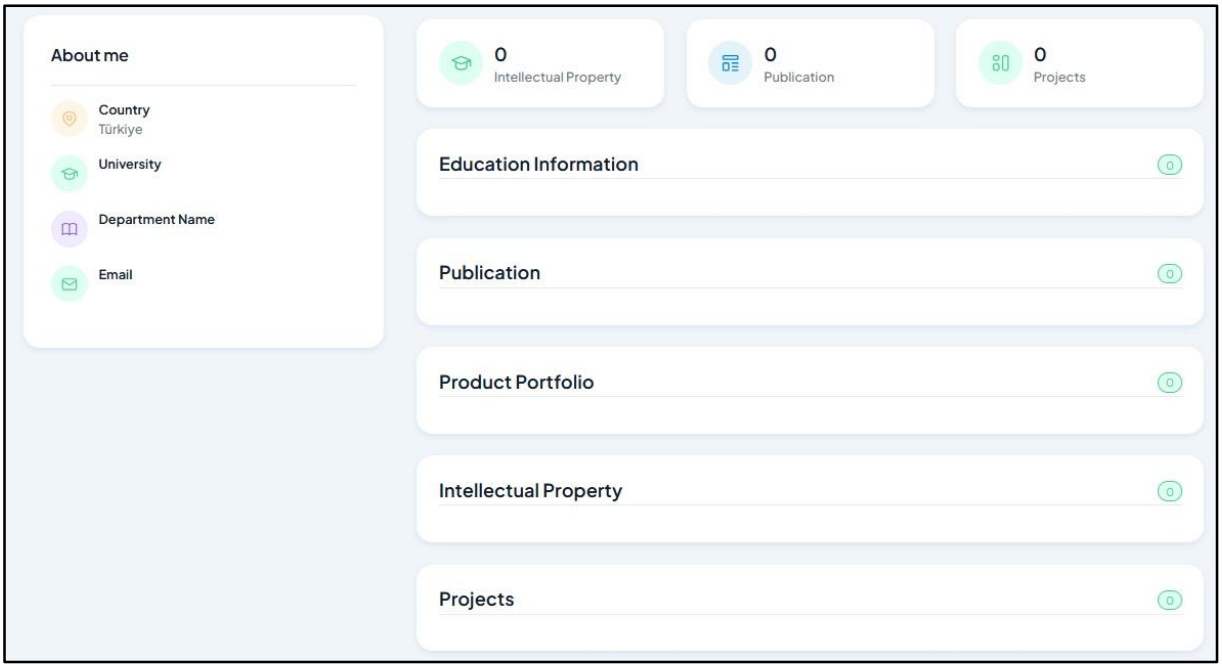
The **Logout** button is located at the bottom-left corner of the page.

At the top of the **My Profile** page, you will find:

- A search bar (within the portal)
- A theme switch button
- A site settings button
- A notifications shortcut
- A user profile shortcut

Below this section are your profile picture, a shortcut to your uploaded CV, and tabs for **Overview** and **Research Areas**.

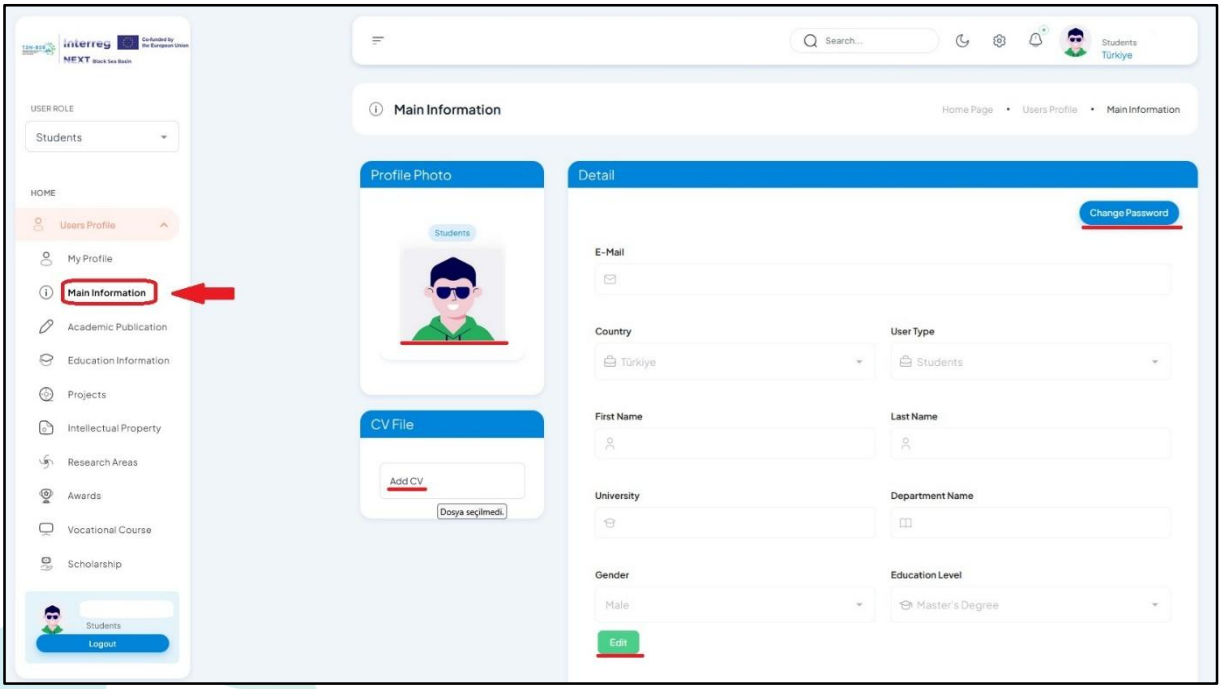
The **About Me** section displays the personal information entered during registration (fields vary by user type), along with dashboard elements such as education, publications, and projects.



➢ **Users Profile > Main Information**

Here, you can:

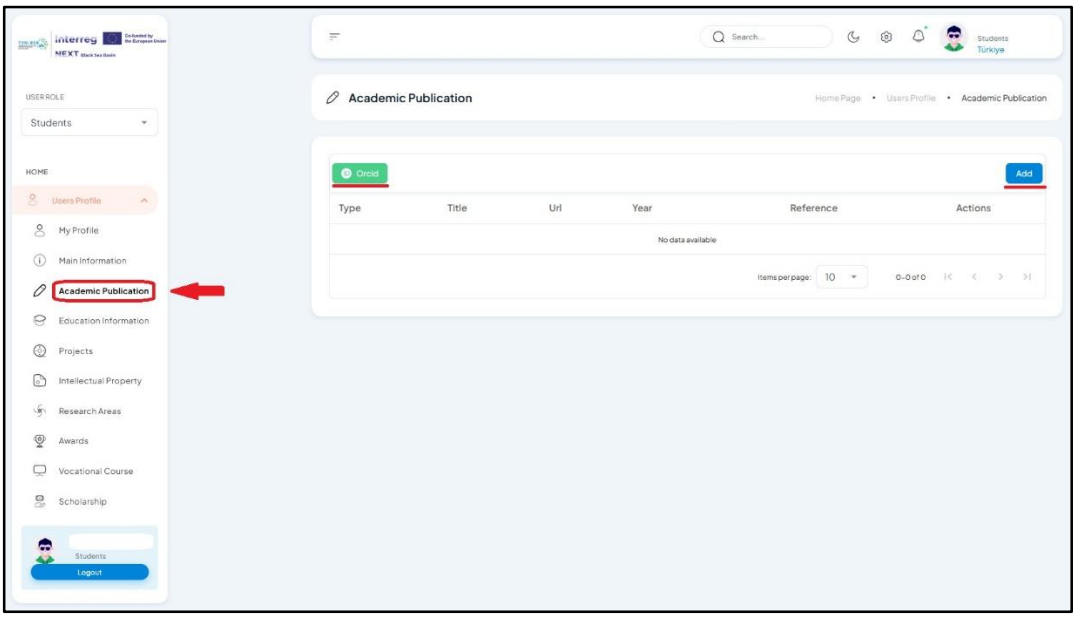
- Change your profile picture by clicking on it
- Upload your CV via the **Add CV** button
- Update login password via the **Change Password** button
- **Edit** user information provided during registration

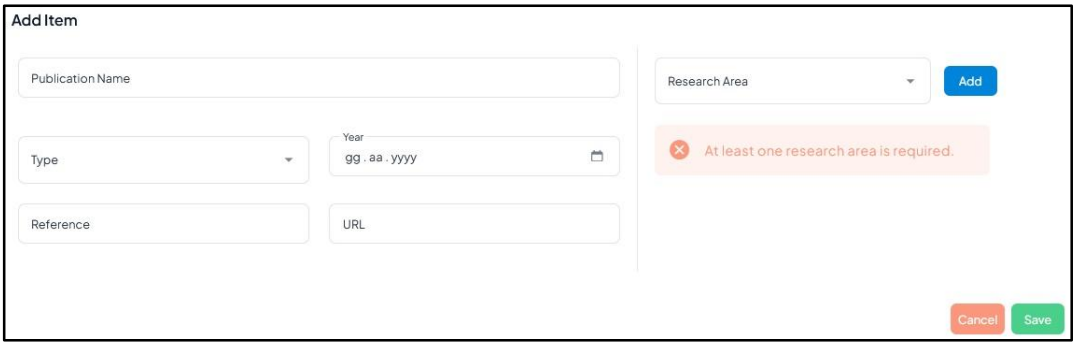


➢ **Users Profile > Academic Publication**

Add publications in two ways:

1. **Manually** – Click **Add**, then enter publication details (title, type, year, reference, URL, and at least one research area). Click **Save**.





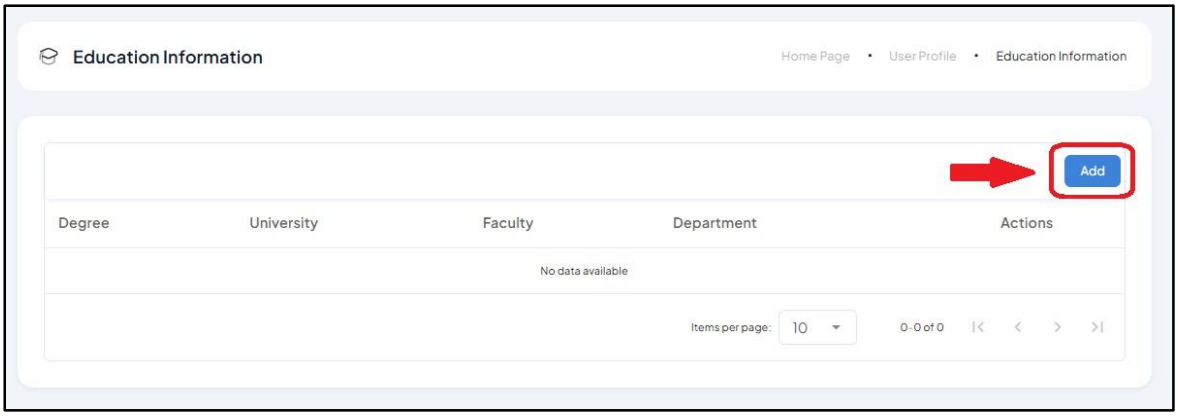
2. **Automatically** – Click the **ORCID ID** button and enter your ORCID URL (format: `https://orcid.org/XXXX-XXXX-XXXX-XXXX`). Click **Save** to automatically import all linked publications.

➢ **Users Profile > Education Information / Projects / Intellectual Property / Research Areas / Awards / Vocational Course / Scholarship**

The following submenus function similarly, allowing you to add information via the **Add** button:

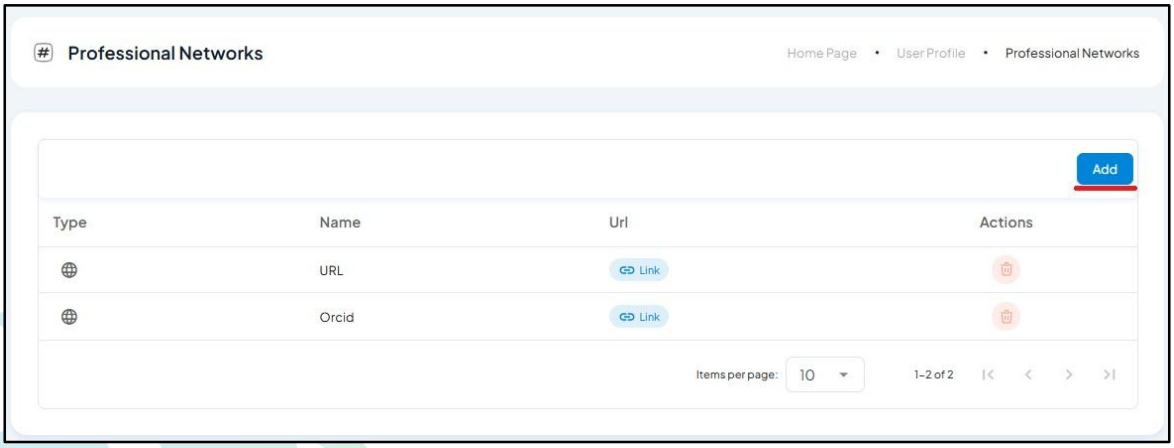
- Education Information
- Projects
- Intellectual Property
- Research Areas
- Awards
- Vocational Course
- Scholarship

All details will be visible on the **My Profile** page.



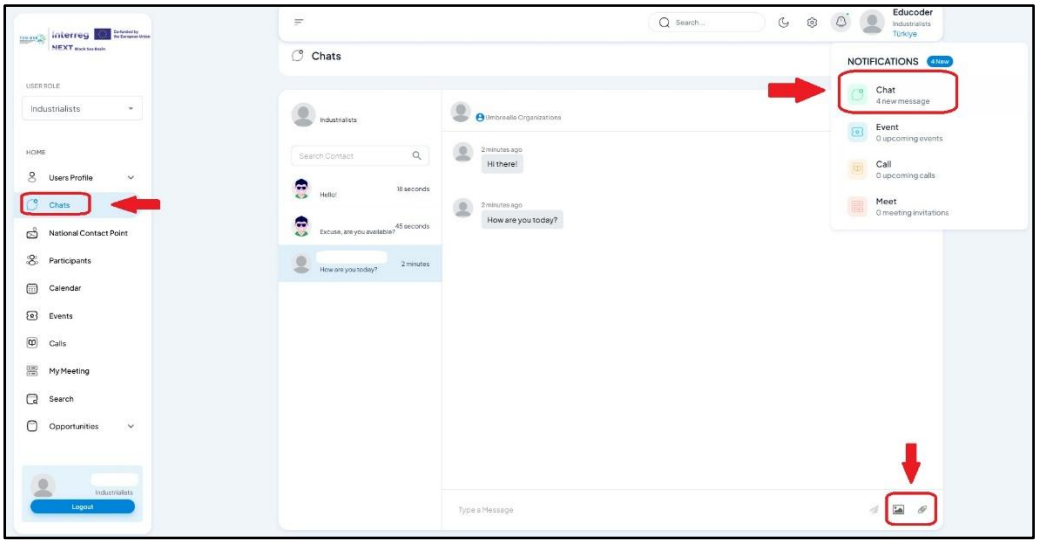
➢ **Users Profile > Professional Networks**

Use the **Add** button to include links to LinkedIn, personal websites, or other professional social media accounts.



➢ **Chats**

This feature enables real-time messaging for direct communication with other users. Notifications are received both by email and within the portal. You can send text messages, images, and files.

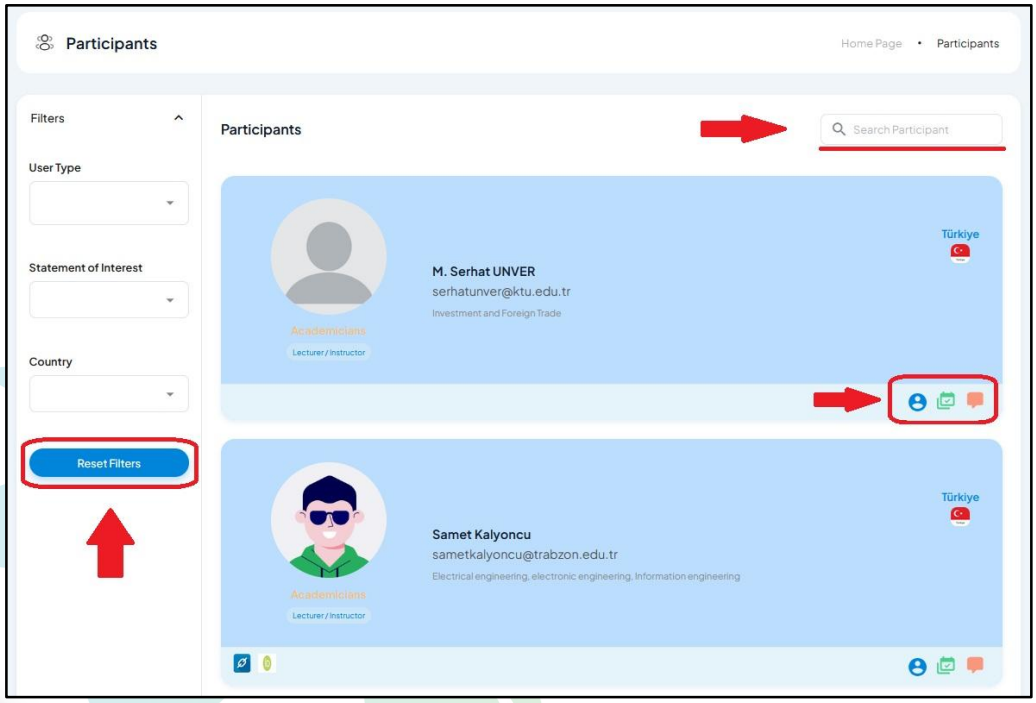


➢ **National Contact Point**

This section provides the contact details of T3N-BSB project partners.

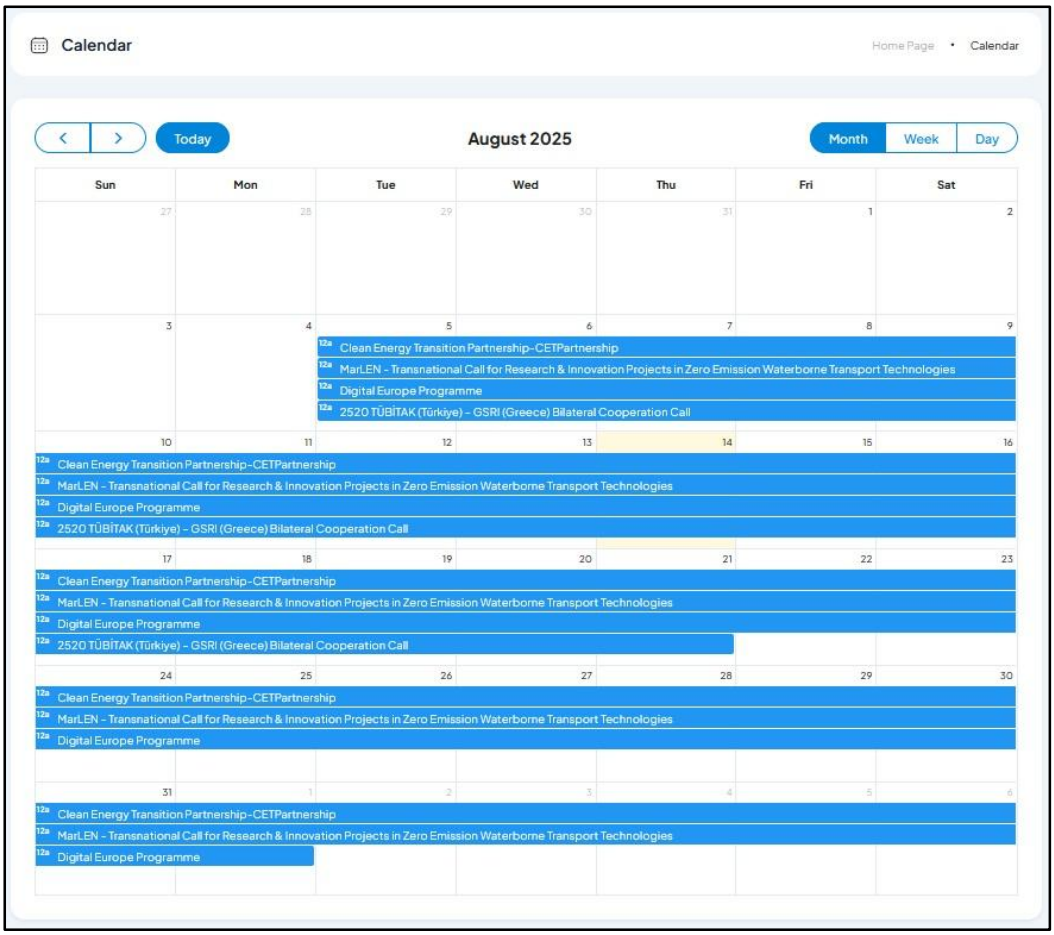
➢ **Participants**

This feature supports collaboration among users with shared interests. Use filters (left side) or the search bar (top-right) to find participants. Each participant card includes three action buttons: V**iew Profile, Create Meeting, Send Message**



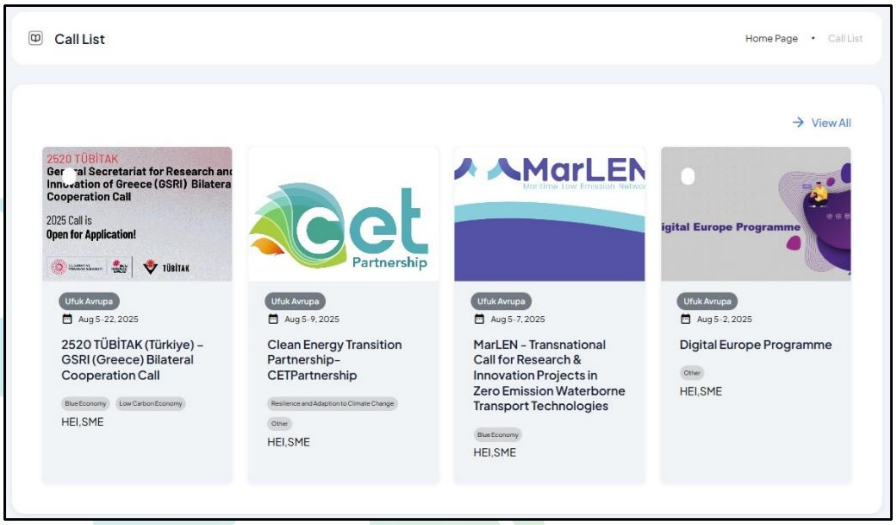
➢ Calendar

Here you can view your meetings, upcoming events, and calls. Clicking on an entry opens a pop-up summary, and selecting the card will navigate you to the original event page.



➢ Events & Calls

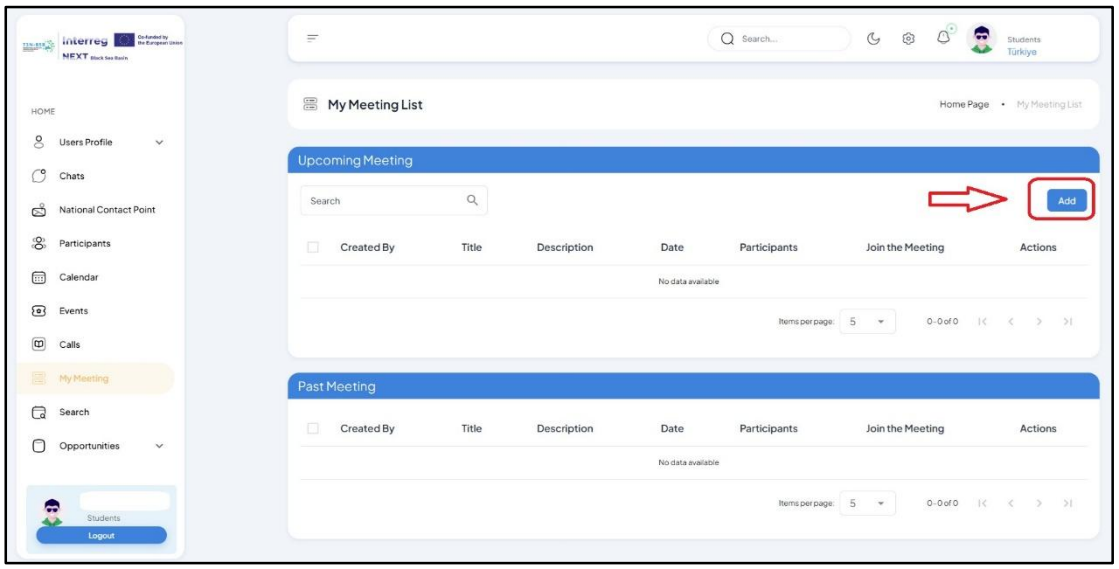
These menus provide an overview of all events and calls. Selecting an entry opens the original event page in a new browser tab.

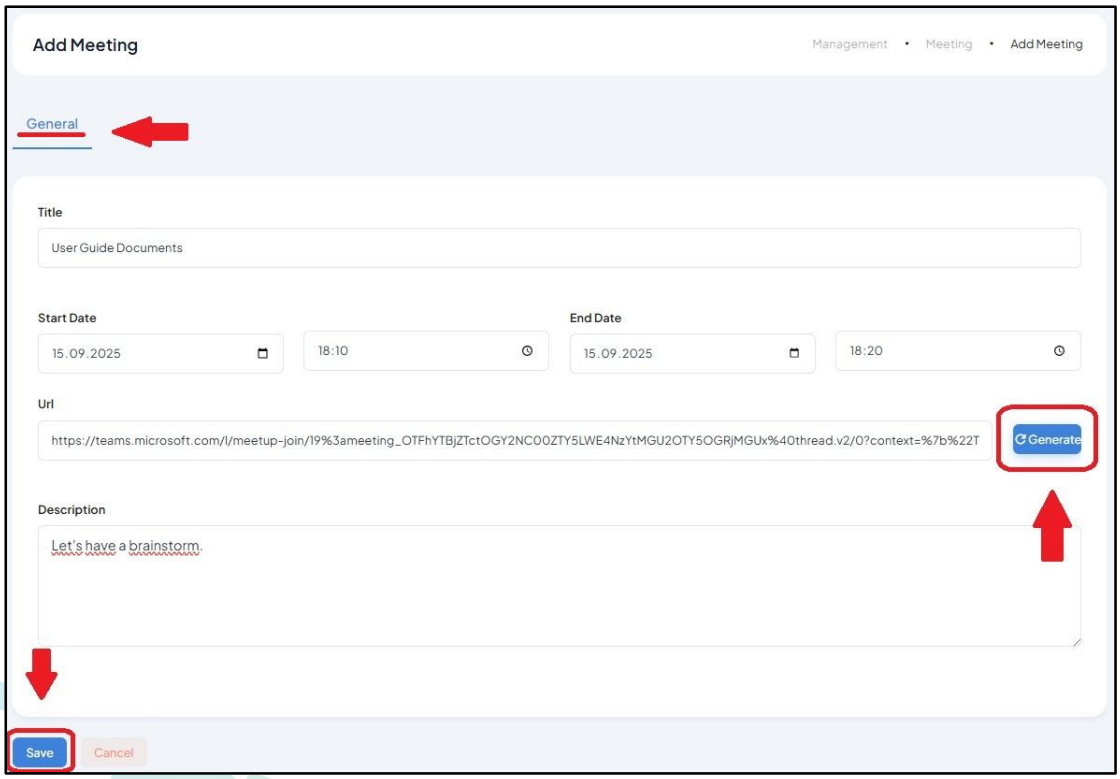


➢ My Meeting

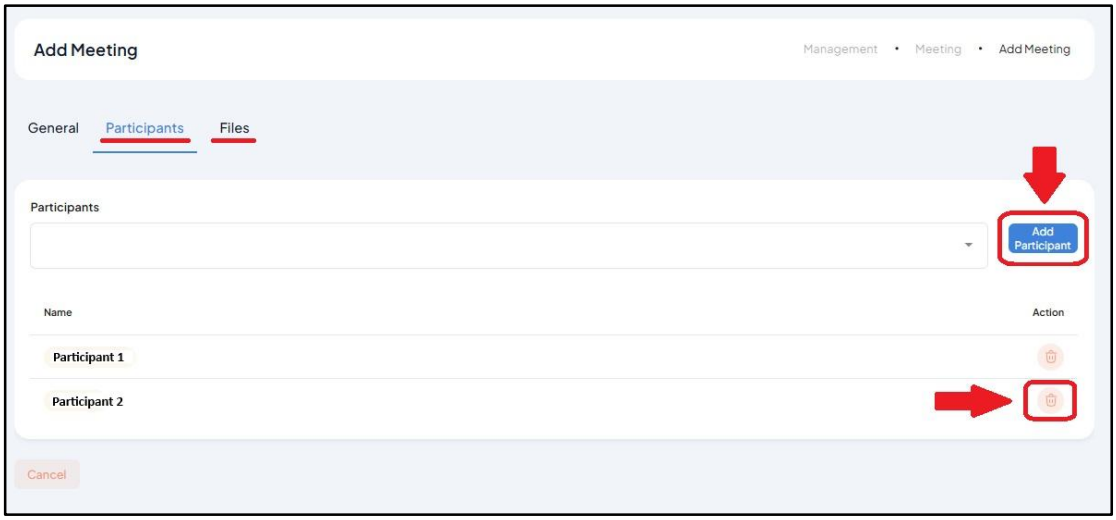
Organize meetings through three methods:

1. **Direct Creation** – In the **Upcoming Meeting** section, click **Add**. Fill in the title, date, time, and description, then click **Generate** to create a meeting URL, followed by **Save**.





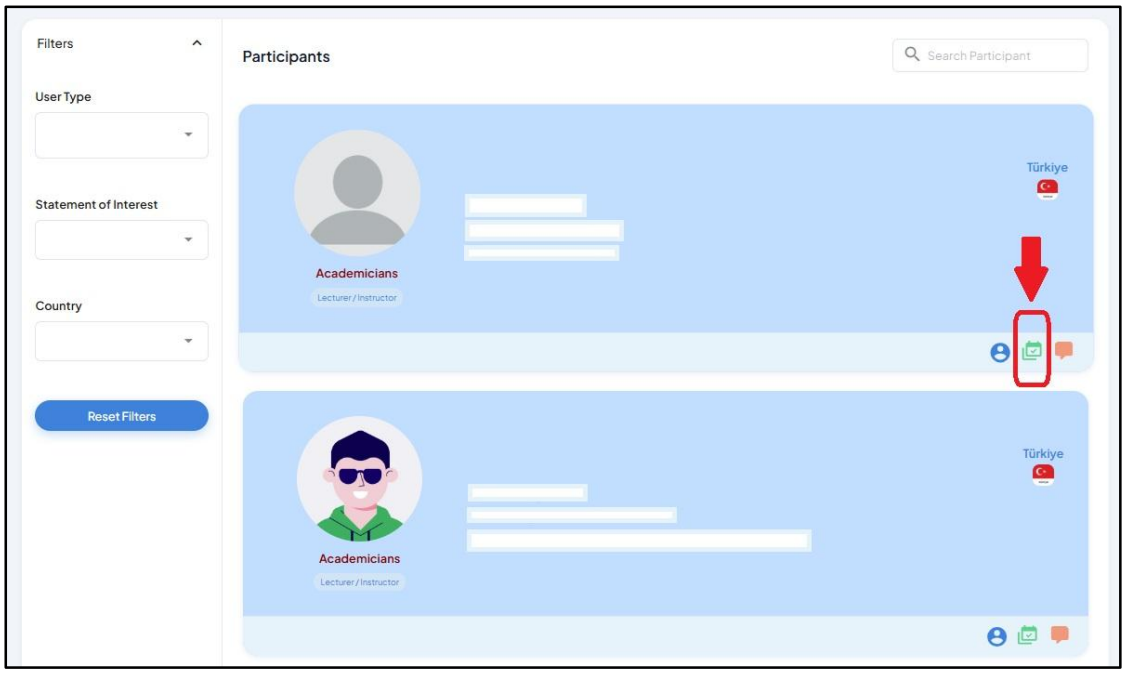
- After saving, two new tabs appear: **Participants** and **Files**.
- Under **Participants**, select users from the dropdown list and click **Add Participant**. To remove participants, click the **trash** icon.



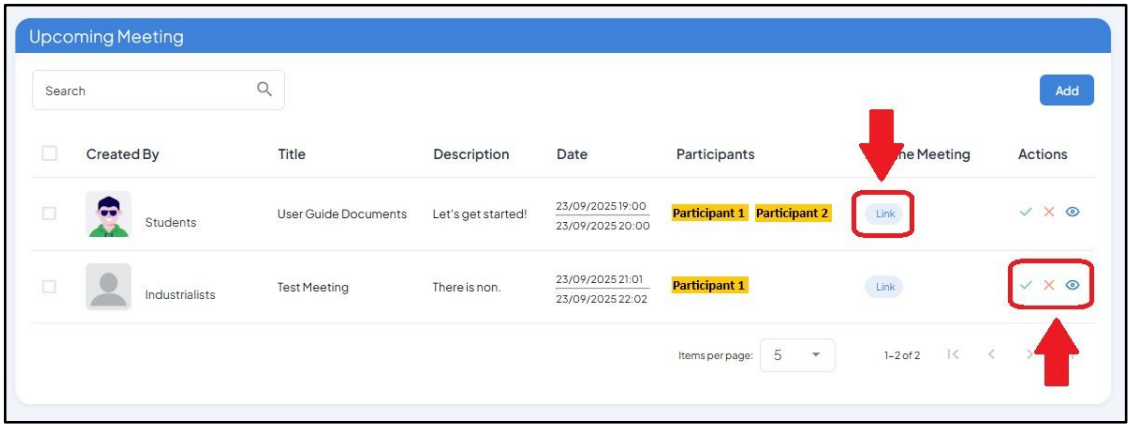
- Under **Files**, upload supporting documents via the **Add File** button. Files may be deleted via the **trash** icon.

2. **From a Participant's Profile** – Click the **Create Meeting** icon on a participant's profile page.

3. **From the Participants Menu** – Use the **Create Meeting** icon on the participant's user card.



When invited to a meeting, it appears under **Upcoming Meetings**. Participants can accept, decline, or view meeting details. To join, click the **Join Meeting** link.

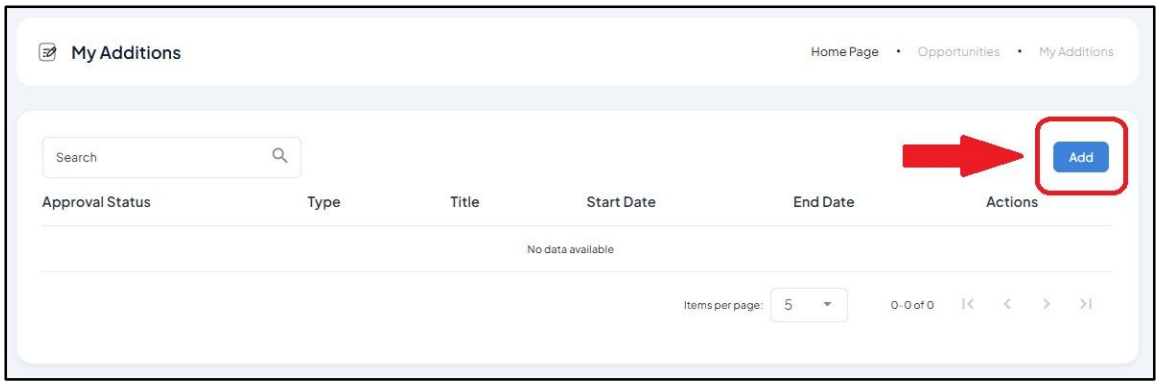


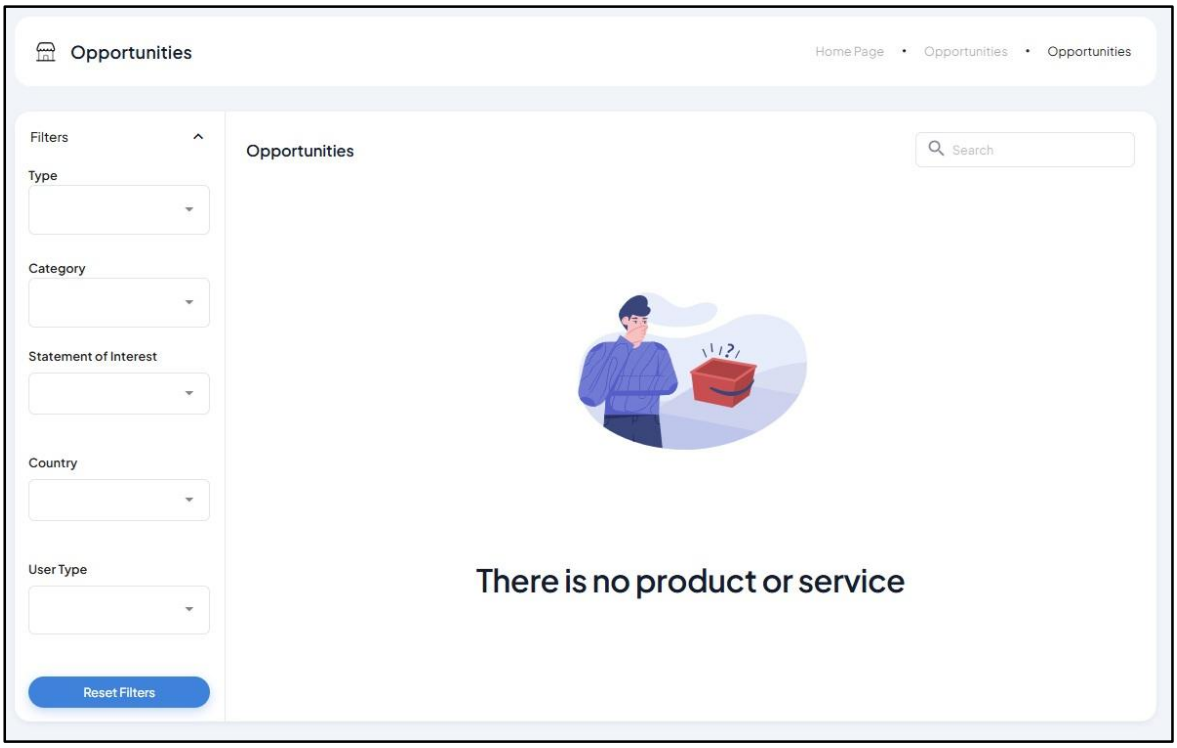
➢ **Search**

A comprehensive search tool that scans users, opportunities, products, calls, and events across all documents in the portal.

➢ **Opportunities > My Additions**

Submit opportunities by clicking **Add**. Select the type, complete the form, and click **Save Changes**. Submissions are subject to administrator approval before being published.



➢ **Opportunities > Opportunities**

Browse all approved opportunities. Advanced filters are available to refine results.