1. Process of requesting an online name registration

1.1 User registration

- The user may register to the application by either selecting "Register" button from the navigation menu or Login and then clicking the "Register" button.
- A modal will pop up in which the user may fill his email.
- By selecting the "Register" button in the modal form an email will be sent to the completed user email.

		↔ Login 🐣 Register EN/EL
Login Procedure	Register	
	Submit your email address and you will receive an invitation link for registration.	
	⊠ Email	
Attact	REGISTER	
	CLOSE	
- de to	Forget my password	

1: Register modal

- The email will have a link which redirects the user to the register form.
- By filling all the required fields of the form and pressing the "Register" button the user is registered to the application.

	Register	
Name *	Last Name *	
Password *	Password Confirmation *	
Email *		
cdalamitras@iknowhow.com		
I'm not a robot	2	
	NGAPTONA Prosp-Teme	
	REGISTER	
	# HOMEPAGE	

2: Register form

1.2 Checking name Availability

EPAGE Dom	ain List 🔻 Applications List 👻 Payments 👻 H	listory 🔻 Searches 👻			chris dalamitras 🔻 🔣 EN
	Domain Searching				
	Q cyprus	Extensio	ons • Search	🗸 Δεν είμαι ρομπότ	
	Supported Browsers: Chrome, Mozilla Firefox			Απάρρητα - Όροι	
	Supported Browsers: Chrome, Mozilla Firefox			Anlagetta - Spin	
	Supported Browsers: Chrome, Mozilla Firefox Domain	Status	Description	Adapter - Sec	
	Supported Browsers: Chrome, Mozilla Firefox Domain Cyprus.ac.cy	Status Available	Description	Actions Registration F	
	Supported Browsers: Chrome, Mozilla Firefox Domain Cyprus.ac.cy cyprus.com.cy	Status Available Available	Description	Actions Registration R Registration R	
	Supported Browsers: Chrome, Mozilla Firefox Domain Cyprus.ac.cy Cyprus.com.cy Cyprus.cy	Status Available Available Available	Description	Actions Registration R Registration R Registration R	
	Supported Browsers: Chrome, Mozilla Firefox Domain Cyprus.ac.cy Cyprus.cy Cyprus.cy Cyprus.cy Cyprus.cy	Status Available Available Available Available	Description	Actions Registration R Registration R Registration R Registration R	
	Supported Browsers: Chrome, Mozilla Firefox Domain Cyprus.ac.cy Cyprus.com.cy Cyprus.cy Cyprus.cy Cyprus.cy Cyprus.ekloges.cy Cyprus.net.cy	Status Available Available Available Available Available	Description	Actions Registration R R	
	Supported Browsers: Chrome, Mozilla Firefox Domain Cyprus.ac.cy Cyprus.com.cy Cyprus.cy Cyprus.cy Cyprus.ekloges.cy Cyprus.net.cy Cyprus.net.cy Cyprus.org.cy	Status Available Available Available Available Available Available	Description	Registration R Registration R Registration R Registration R Registration R Registration R Registration R	

Error! Bookmark not defined .: Home Page

- The user selects the "availability check" from the University Portal.
- On the "Domain Searching" page, the user types in the search bar the desired web name.
- The user, if desired, can select the suffix of the name and press the search button.
- In the recapcha section that will appear he does the necessary actions to prove that he is not a robot.
- The system displays the search results, showing the status of the online name regarding its availability.

1.3 Website registration request

- The user performs the web name search according to the instructions in paragraph 1.1
- In the search results, if the online name is available, the registration button is displayed.
- By pressing the registration button, the process of registering the domain name is initiated.
- If the user has not logged in, by pressing the registration button, the system will display the login page. By filling the email and password, the user enters the system by clicking on the "login" option.

Login	Procedure		
		Sian In	
	and the second		1
	AN THE SECOND	cdalamitras@iknowhow.com	
	Matter	F_ M	
		LOGIN	
	A. P.	REGISTER	
		Forgot my password	

Error! Bookmark not defined.: Login In

• On the domain registration page that appears, the user must fill in the required fields to Register the request. The mandatory fields to be filled are marked with the red asterisk.

Domain Registrati					
Final Submission Save				Cle	ear Fields Return
Basket Domain Owner	Administrative Contact	Billing Contact	Technical Contact	Name Servers	Documents
Domain *		Usage Peri	od *	Price *	
cyprus.ac.cy				•	€
		The "Duration the day of pur	Period ⁻ refers to the period from hase until the end of each year		
Proceed by selecting the tab "Owne	r"				

Error! Bookmark not defined.: Online name registration (basket)

- In the "Basket" tab, the user is required to Select the duration of use that determines the time period that the name will be in its possession (expressed in years). The "Time" field is automatically filled in by the system, depending on the selection of duration option.
- In the "Domain Owner" tab, the user first fills in the email of the owner of the domain name and presses the button of the search. If the beneficiary is fully registered in the system, his data will be automatically filled and the user will be able to proceed with the procedure normally. Otherwise he will need to fill in the form of the following image that will automatically appear. In this form the user chooses whether the beneficiary is a natural person or a company and the form will display the appropriate fields to be filled in. After the user fills in the mandatory fields, he can proceed to the next tab.

Final Submission S	ave			(Clear Fields Return	
Basket Dor	Administrative Contact	Billin	g Contact Techn	ical Contact Name Servers	Documents	
• Individual Person	Company					
Name *			Last Name *			
Date of Birth *			ID Card/Passport *			
ηη/μμ/εεεε						
Address *			Postal Code *	City *		
Email * Not registered			Alternative Email			
cdalamitras@iknowho	w.com	Q				
Domain Owner must be regis	tered.					
Dhone	Cellphone		Country/Region	Fax		

Error! Bookmark not defined.: Registration of domain name (licensee)

In the "Administrative Contact" tab the user fills in the email of the administrative contact. With the selection of checkbox "same email as Owner", the email is automatically filled with that of the beneficiary. If the user skips this tab, when submitting the application, the contact's email address will be filled in with the email declared in the "Domain Owner" tab.

Final Submission Save				Cle	ar Fields Return	
Basket Domain Owner	Administrative Contact	Billing Contact	Technical Contact	Name Servers	Documents	
Email Choose for same email as Owner	le assimment	Q				

Error! Bookmark not defined.: Registration of domain name (administrative, billing, technical)

- Similarly, the "Billing Contact" and "Technical Contact" tabs have the same functionality as the "Administrative Contact".
- In the tab "Name Servers" the user has the possibility to add domain servers (Name Servers). The registration is optional and involves the registration of at least two (2) servers. The user can register more than two servers with the option "Add Server". If the user fills in a server name that ends with the extension ".cy" then it is required to register the IP address of the server (otherwise it receives the default IP of the zone that owns the domain name).

Final Submission Save		Clear Fields Return
Basket Domain Owner Administrati	ve Contact Billing Contact Technical Contact	Name Servers Documents
		Add Server
1 Name Server	IP Address	
	IP Address - 0.0.0.0	
2 Name Server	IP Address	
	IP Address - 0.0.0.0	

Error! Bookmark not defined.: Registration of domain name (name servers)

• In the "Documents" tab the user selects the documents he wishes to submit during the registration process. The "Browse" option displays the file selection window.

Final						
Final						
	I Submission Save				Clea	ır Fields Return
B	asket Domain Owner	Administrative Contact	Billing Contact	Technical Contact	Name Servers	Documents
Sele	ect Support Documents					Browse
Allowed	d type of files is (.png, .jpeg, .pdf, .txt, .doo um allowed file size is 5MB	x, .doc, .xls, .xlsx, .tiff, .gif)				
	File	e name	Size	(KB)	File Type	Actions
	ne	w 1.txt	0.449.	21875	text/plain	
	post	tgres.txt	0.4511	71875	text/plain	

Error! Bookmark not defined .: Registration of domain name (supporting documents)

- If the user fills in the required fields of the form, he can proceed either to the saving of the application details with the option "Save", or to the final submission with the option "Final Submission".
- With the "Final Submission" option, a modal will pop up with the terms & conditions for registering the name. To proceed with the request, the user must select the checkbox "I accept the terms and conditions" and choose "Submit".

	Terms and conditions for the domain's registration cyprus.ac.cy	×	
Final Submission Sa Basket Dom	 communicated to the Operator. Is not of extreme political and / or Nazi and / or racist content. Does not conflict with the laws of the Republic of Cyprus, including International Treaties relating to Intellectual Property Rights (such as trademarks, known international trademarks). Does not distort a geographical name (geographical name), which identifies geographical areas as presented in the official maps issued by the Department of Lands and Surveys of the Republic of Cyprus. Is not a term that constitutes the official point of reference of the Republic of Cyprus and other States and / or international organizations and / or other international entities referred to in Article 6 of the Paris Convention for the Industrial Property as well as a point of great symbolic importance, especially religious symbols and words. Is not used (there is no suspicion) for purposes of "cybercrime". 	Clear Fields Return	
Domain * cyprus.ac.cy	 Is not used for purposes related to illegal activities in areas of the Republic of Cyprus which are outside of the effective control of the Government of the Republic of Cyprus. Δεν μπορεί να χρησιμοποιηθεί για σκοπούς που σχετίζονται με παράνομες δραστηριότητες στις περιοχές της Κυπριακής Δημοκρατίας οι οποίες βρίσκονται εκτός του αποτελεσματικού ελέγχου της κυβέρνησης της Κυπριακής Δημοκρατίας. 	e e	
Proceed by selecting the	By this Statement, I certify that I am aware of the obligations associated with the assignment of a Domain Name License, including in particular the obligations set out in the Decree of the License and Domain Name Management of "cy", Decree 2019 and I undertake to comply with the terms and conditions of the Agreement signed between me and the Operator as well as ICANN's International Agreements or Instructions.		
	I accept the terms and conditions		
	Close Submit		

Error! Bookmark not defined.: Terms & Conditions

1.4 Adding already registered users

- In the process of submitting the application for registration of a domain name, provided that the email of a contact is used as "Administrative", "Billing" or "Technical" the contact will receive an informational email with the role assigned to him.
- If the contact has not proceeded to the full registration in the system, the email will provide the appropriate link to the form for the full registration of the contact.

Name *		Last Name *			
Date of Birth *	Date of Birth *		ID Card/Passport *		
ηη/μμ/εεεε					
Password *		Required field Password Confirmation *	Required field Password Confirmation *		
The password must contain at	least 1 number, lowercase-uppercase letters, and spe	cial characters			
Address *		Postal Code *	City *		
Email *		Alternative Email			
cdalamitras@iknowho	w.com				
Phone	Cellphone	Country/Region	Fax		

Error! Bookmark not defined .: Full registration form

1.5 Adding new users

- In the process of submitting the application for registration of a domain name, provided that the email of a contact is used as "Administrative", "Billing" or "Technical" the contact will receive an informational email with the role assigned to him.
- If the contact is not registered in the system, the email will provide the appropriate link to the form for the full registration of the contact.

1.6 Payment of the application

- A prerequisite for the payment of a domain name is the approval of the registration application.
- The "Owner" and "Billing" contacts are the only ones who have the right to pay a domain name.
- With the approval of a registration application, the contacts "Owner" and "Billing" are updated by email for the payment deadline of the domain name.
- By selecting "Payments -> Pending payment" from the menu lists all pending payment are being displayed.
- To start the payment process, the user must press the blue button with the credit card.

Pendi	ng Payments				
omain	Extensions	v)	Application Date from	Application Date unt	il (
		Search	Q		
Domain	Application Type	Status	Application Date	Payment Deadline	Actions
www.cyprus.ac.cy	DOMAIN PURCHASE	PENDING PAYMENT	15/10/2019 18:28	23/10/2019 19:28	🔹 🚍 🛓 🕹
					«« « <mark>1</mark> » »»

Error! Bookmark not defined .: Pending payments list

- By selecting to pay the user is transferred to the costing form of the domain name, for which he may wish to change the duration of use set in the initial submission of the application.
- By pressing "Order Confirmation" button the payment form is displayed on the screen. The payment is achieved through the web portal of the "JCC".

Total Domain Costing				
Billing				Return
Domain	Duration	Price	VAT 19% :	Total
cyprus.ac.cy	1 YEAR	8.4 €	1.6 €	10.00 €
	Total Amount Without VAT :	8.40 €		
	VAT Total :		1.60 €	
	Total Payment :			10.00 €
			C	rder Confirmation

Error! Bookmark not defined .: Total domain costing (purchase of domain name)

• On the JCC Web portal the user registers his/her card details and by pressing Submit he completes the payment process.

If the transaction is ap	pproved, a purchase for 10.00 EUR will appear in your bank statement under the name TASLAKIDIS IRAKLIS	
Card I	Number : 0	
CVV2		
	SUBMIT	
	Cancel and return to Merchant's website	
	JJJJ SYSTEMS	
Session Timeout 04:48	Secured Other 2019-10-1	

Error! Bookmark not defined.: web portal JCC

• The user is then redirected to the transaction result page where he is informed if the payment was successful or not.

HOMEPAGE Domain List Applications List Payments History Searches	chris dalamitras 🔻	EN/EL
Result of Transaction		
There was a problem with your payment transaction		
Continue to homepage		
	_	

Error! Bookmark not defined.: Transaction result page

2. Resolution procedure of domain name disputes

2.1 Re-examination Request

- If a request for registration of a domain name is rejected, the user submitting the request may submit a request for review.
- To submit a review request, the user selects from the menu "Application List -> Domain Application" to display the list of requests submitted.
- Rejected applications shall show the status of 'REJECTION'. By pressing the yellow icon in the action's column, the user starts the review process.

OMEPAGE Domain List 🔻 Applic	cations List 👻 Payments 👻 Histo	ry 🔻 Searches 👻			chris dalamitras 👻 EN/f
Domain	Applications List				
Domain Extens	sions Application	Type	Reject Reasons	Application Date from	Application Date until
		Search	٩		
Domain	Application Type	Status	Reject Reason	Application Date	Actions
www.testpurchase.ac.cy	DOMAIN PURCHASE	REJECTION	DEFICIENT DOCUMENTS	15/10/2019 00:20	💿 <mark>C</mark> 🕹 🕹
www.cyprus.ac.cy	DOMAIN PURCHASE	PENDING PAYMENT		15/10/2019 18:28	● ± ±
					«« « <mark>1</mark> » »»

Error! Bookmark not defined .: Domain application list

- To activate the review process, the user must pay the relevant review fee.
- The user may attach additional documents το justify the review request.
- The "Order Confirmation" option transfers the user to the JCC portal where he must register his/her card details and by pressing "Submit" he completes the payment process.

Billing				Poturp
				Return
Domain		Price	VAT 19%:	Total
testpurchase.ac.cy	REVIEW	16.81 €	3.19 €	20.00 €
	Total Amount Without VAT :	16.81 €		
	VAT Total :		3.19 €	
	Total Payment :			20.00 €
Select Support Documents				Browse
Allowed type of files is (.pngjpegpdf Maximum allowed file size is 5MB	f, .bt, .docx, .doc, .xis, .xlsx, .tiff, .gif)			
			_	

Error! Bookmark not defined .: Total domain costing (review)

• The user is then redirected to the transaction result page where he is informed if the payment was successful or not.

2.2 Editing process of domain name data

 For the editing of domain name data, the user can select from the menu "Domain List -> My Domains" and display the list of all the domains in his possession. To edit the data, the selection of the gray icon is required, as shown in the following picture.

Do	main List						
Domain		Extensions	•	Role		Status	•
Application Date from		Application Date until		Expiration Date from		Expiration Date until	
			Sea	arch Q			
Domain	Application Date	Activation Date	Expiration Date	Roles	St	atus Actions	Renewal
www.cyprus.ac.cy	15/10/2019	16/10/2019	31/12/2019	Role	▼ A	:tive 🖉 🕫 💳 💷	4
							<i>er</i> r 1 n n

Error! Bookmark not defined .: List of user's domains

• By pressing the gray icon, a modal form will pop up in which the user can modify all the contacts of the domain except the owner. Additionally, he may add or remove domain servers.

	Edit cyprus.ac.cy		×	
	ist Administrative Contact Email *	Registered		
	cdalamitras@iknowhow.com		Q	
	Billing Contact Email * Registered	9		
Domain	cdalamitras@iknowhow.com		Q	•
Application Date from	Technical Contact Email *		viration Date u	intil
	cdalamitras@iknowhow.com		Q	
Domain Applicat	tion D		Actio	ons
www.cyprus.ac.cy 15/10)/2019		Add Server	□ 4
	1 Name Server	IP Address		
		IP Address - 0.0.0.0		«« « <mark>1</mark> » »»
	2 Name Server	IP Address		
		IP Address - 0.0.0.0		

Error! Bookmark not defined.: Domain editing Form

2.3 Domain transfer procedure

• To transfer a domain name to another beneficiary, the user may choose from the menu "Domain List -> My Domains" and display the list of all the domains in his possession. to transfer a domain, the user needs to select the yellow icon, as shown in the following picture.

omain		Extensions	•	Role		• s	tatus	•
pplication Date from		Application Date until		Expiration Date from		Ex	piration Date until	
			Sea	irch Q				
Domain	Application Date	Activation Date	Expiration Date	Roles		Status	Actions	Renewal
www.cyprus.ac.cy	15/10/2019	16/10/2019	31/12/2019	Role	•	Active	🖌 🔒 💳 🖼 🖄	
								«« « 1 » »»

Error! Bookmark not defined .: List of user's domains

- Selecting the yellow icon will display the form of the following image, which allows you to change the "Owner" of the domain name. In the event that the "new Owner" is not registered or is not registered with the full details, a form will be shown in which the user can fully register him.
- The user may attach documents το justify the transfer request.
- The transfer request needs to be approved by the institution of the university to truly happen.

		Request for permission to transfer the domain name cyprus.ac.c	y ×			
		The ownership of the domain cannot be transfered to another person unless the following cases which they need to be notifi approved by the Administrator: (a) Inheritance rights, in the case of individual persons. (b) Partnership or merging of a legal entity with another legal entity or the acquisition of a legal entity by another legal entity case	ied and v, in such			
Domain		*		itus		•
Application Date from		Enter the email of the new owner *		viration Date until		
		The email must be filled with a registered user				
Domain	Application D	Rationale: *		Actions	Renewal	
www.cyprus.ac.cy	15/10/2019			1 🕯 💳 💷 4		
			h		«« « <mark>1</mark> » »	>>>
		Select Support Documents	Browse			
		Allowed type of files is (.png., jpeg., .pdf, .txt, .docx, .doc, .xds, .xdsx, .tiff, .gif) Maximum allowed file size is SMB				
		Close	Submit			

Error! Bookmark not defined .: Domain transfer form

3. Domain deletion procedure

3.1 Procedure for deleting a domain name

 To delete a domain name, the user can choose from the menu "Domain List -> My Domains" and display the list of all the domains in his possession. To delete a domain, he needs to select the red icon as shown in the following picture.

1EPAGE Domain List	★ Applications List ★	Payments 👻 History 👻	Searches 🔻			cł	nris dalamitras 👻 EN/E
Do	main List						
Domain		Extensions	•	Role	•	Status	•
Application Date from		Application Date until		Expiration Date from		Expiration Date until	
			Sear	rch Q			
Domain	Application Date	Activation Date	Expiration Date	Roles	Status	Actions	Renewal
www.cyprus.ac.cy	15/10/2019	16/10/2019	31/12/2019	Role	Active	🖍 🔒 💳 💌 🏠	
							«« « 1 » »»

Error! Bookmark not defined .: List of user's domains

- By selecting the red icon, a warning message related to the deletion action of the domain will be shown to the user. By selecting submit the domain will be deactivated for a period of time, providing the possibility of reactivation within this time space. After the deactivation interval (and if the user hasn't reactivated the domain) the domain will be permanently deleted.

		Extensions	• Role	•	Status	
Date from	Í	Application Date until Delete Request	Expiration Date from		Expiration Date until	
main prus.ac.cy	Application Da	Are you sure you want to delete the do	main: cyprus.ac.cy ;	Close Submit	Actions	Renewal
						«« « <mark>1</mark> » »»
						-

Error! Bookmark not defined .: Deletion notice

3.2 Deletion of domain due to expiration

- In the event that a domain name is not renewed within the time frame defined by the regulatory framework, the name will be deactivated. The system will provide the possibility for the "Owner" of the domain to reactivate it for a limited period of time.
- After the deactivation period (and if the reactivation of the name did not happen) the name is permanently deleted.

4. Management of domains by external users

4.1 List of approved domains

• The user may display the list of domain names owned by him by selecting from the menu "Domain List -> My Domains".

		, cynene (noter)					
Do	main List						
Domain		Extensions	*	Role	*	Status	
Application Date from		Application Date until		Expiration Date from		Expiration Date until	
Domain	Application Date	Activation Date	Sea Expiration Date	rch Q Roles	Status	Actions	Renewal
www.cyprus.ac.cy	15/10/2019	16/10/2019	31/12/2019	Role	• Active	🖍 💼 💳 📧 🗠	
							«« « 1 » »»

Error! Bookmark not defined.: List of user's domains

4.2 List of pending requests

• The user may display the list of pending requests by selecting the "Application List -> Domain Application" from the menu and by filtering out the list with the "status" option.

	Applications List				
Domain	ons • Application T	/pe • Status	Reject Reasons	Application Date from	Application Date until
		Searc	th Q		
Domain	Application Type	Status	Reject Reason	Application Date	Actions
www.testpurchase.ac.cy	DOMAIN PURCHASE	REJECTION	DEFICIENT DOCUMENTS ()	15/10/2019 00:20	💿 <mark>C ±</mark> ±
www.cyprus.ac.cy	DOMAIN PURCHASE	FINAL APPROVAL		15/10/2019 18:28	● ± ±
					«« « <mark>1</mark> » »»

Error! Bookmark not defined.: Request list

4.3 List of rejected requests

• The user may display the list of rejected requests by selecting the "Application List -> Domain Application" menu and by filtering out the list with the "status" option.

4.4 Request for anonymization of user information

- The user may wish to anonymize his/her account information.
- To anonymize the account information the user selects from the menu its name and then edit.
- In the data processing form that will appear, he selects the red icon to anonymize his account.

chris	dalamitras	
Country	Address *	
	Ζαμπέλη 4	
Postal Code *	City *	
19500	ΛΑΥΡΙΟ	
ID Card/Passport *	Date of Birth *	
CD123456789	15/10/1990	
Phone	Cellphone	
6909884899		
Fax	Alternative Email	
	Calamitras@iknowhow.com	
	Receive email messages to alternative email	
	SUBMIT	
REQU	DEST TO CHANGE BASIC DETAILS	
	DISABLE ACCOUNT	

Error! Bookmark not defined.: Edit user information form

- The warning message that appears informs the user of his choice.
- The "submit" option completes the process of anonymization of the user's account information.

Phone	Cellphone	
6909884899		
Disable Account		×
Are you sure you want to deactivate your ac	count?	
		Close Submit
REQUEST		
	DISABLE ACCOUNT	

Error! Bookmark not defined .: Account anonymization notice