

Using ADAMS for the 1st time

1. go to www.adams.wada-ama.org
2. give your username – firstname.lastname
3. and temporary password – letters&numbers
4. click “Login”
5. the “ADAMS Legal Statement” document will appear which tells you that your data will be handled confidentially
6. to accept the document give your birth date, and your temporary password, and click “Accept”

After “Accept” a “Change password” platform will appear

7. give your temporary password, then give a new password that you can easily remember (it needs to be at least 8 character long and needs to contain letters and number)
8. click “confirm”

When you finish, your personal platform will appear.

- in the top right hand side corner you can see **your name**, click on it

In this panel you can:

- change your password anytime you want
- change the **language of ADAMS**

(Presently ADAMS is available in 16 languages: English, French, Arabic, Bulgarian, Chinese, Czech, Dutch, Finnish, German, Italian, Japanese, Korean, Portuguese, Russian, Serbian, Spanish)

- choose which to be the 1st day in the calendar Sunday or Monday

In the “Access configuration for whereabouts that are not submitted” section, please, choose „grant access to custodial organization”. When you finished, click on „save”.

After „save” the program will take you to the „My Zone” page.

9. Click on “My Profile”, then click on “edit”

Here you can give your personal contact details, like your email, (mobile)phone number and mailing address, and upload your photo.

Please, note that because IJF set you as member of the registered testing pool (RTP) in ADAMS, you HAVE TO give your mailing address.

10. give you e-mail

In case you forget your password, you can automatically get one if you have an e-mail address in your personal profile. You just need to click on “Forgot Password”, give your username and the e-mail you have in your profile and ADAMS will send you a new temporary password.

11. click on “save” to store you details in ADAMS

For filing your whereabouts, please, see document “How to use ADAMS”