Coral Beach Hotel & Reso Paphos - Cyprus



13 - 19 June 2024

#### How to get your ECIS2024 NFT award

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### Steps for getting your NFT award

#### Step 1

Create your Ethereum wallet using MetaMask



#### Step 2

Register your details on ECIS2024 website

ECIS 2024 - NFT Award registration	on
marinosthemistocleous@gmail.com Switch account	۵
* Indicates a required question	
Name *	
Your answer	
Surname *	
Your answer	
Email Address (the email address you registered at ECIS) *	
Your answer	
Affiliation *	
Your answer	
Wallet address (public key) (for Mainnet Ethereum) *	
Your answer	
Submission	Form clearance

#### Step 3

#### Receive your NFT award

32 <sup>nd</sup> European C	Conference on Information Systems
Jun 13-19 2024	Paphos, Cyprus
BEST	PAPER AWARD
	Paper title
	Author name
<u>Conference Chairs</u> Michel Avital, Elena Karahanna,	Program Chairs Ioanna Constantiou, Brian Fitzgerald,



#### Before we start ...

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- Visit <u>https://ecis2024.eu/faq/</u> and read the most frequently asked questions about *"Awards: How to Receive Your Award in the Form of NFTs"*
- MetaMask is available on many web browsers.
- In the video listed on the ECIS website, we demonstrate an example of installing MetaMask using Firefox.
- In this manual, we will provide additional instructions on how to install it using Chrome.
- MetaMask is also available on Brave, Edge, and Opera.
- Please note that the MetaMask home page is customized for each browser, and there are some minor differences from browser to browser.



# Setup MetaMask on Chrome browser



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### Step 1: Visit MetaMask.io

- 1. Open Chrome.
- 2. Visit MetaMask.io.
- The MetaMask.io home page on Chrome differs slightly from other browsers.
- 4. To the right, you can see the homepage of MetaMask on Chrome.

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METAMASK	Features 🗸	Build 🗸	Resources	✔ Learn	View Portfol	io 🚺	G
Get started with MetaMask Portfol	io 🚺	0	Deshbeed Parties stars \$227,437.19 Assis 1				
With MetaMask installed, start enjoying the convenien tracking and managing your web3 everything, all in or View MetaMask Portfolio	ce of le place.		MANC Angen Or Or Angen	11.40% 50.48 50.7% 51.22 54.2% 566.76 4.5% 54.5%	KARASI BARASI BARASI		



## Step 2: Download MetaMask

- 1. The download option is located at the bottom of the screen.
- 2. Scroll down at the end of the page and click on "Download"



## Step 3: Select browser/operating system and install

0metamask.io/download/ Ct Q Select Chrome for 1. Discover MetaMask Portfolio today. Track and manage your web3 assets in one place! → web browser 衬 METAMASK CC Lean installation or iOS 1. Choose the option you prefer or Android for Chrome iOS Android mobile phone Install MetaMask for your browser installation. Press Install 2. 0x12c...aBDd MetaMask. 0.1655 ETH \$31726 LISD Ethereum \$317.26 LISP 0.1655 ETH 2. Press install MetaMask Install MetaMask for Chrome ------........... \* The 32nd European Conference on Information Systems (ECIS) • "People First: Constructing Digital Futures Together" • 13-19 June 2024 Paphos, Cyprus

## Step 4: Add MetaMask (1/2)

1. Select "Addition" to install MetaMask

store Discover Extensions Topics MetaMask ⊘ metamask.io 3,0 ★ (4.2 thousand ratings) Extension Workflow and organization 17,000,000users





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## Step 4: Add MetaMask (2/2)

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1. Press "Add extension" on the pop-up window



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## Step 5: Create a new wallet (1/1)

1. Tick the box to agree to the terms and conditions

2. Create a new wallet



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1. Tick the box

# Step 5: Create a new wallet (2/2) 🕕

- 1. Read the important note
- 2. REMEMBER: the password is only for this browser
- 3. Create password
- 4. Verify password
- 5. Tick the box to agree to the terms and conditions

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6. Create a new wallet



password creation

Secure wallet

Confirm the recovery

## **Step 6: Protect your wallet**

 Watch the video first – important information for the security of your wallet is presented



Before you get started, watch this short video to learn about the Recovery Passphrase and how to keep your wallet safe.



### **Step 7: Randomly create the recovery passphrase**



## **Step 8: Write your recovery passphrase**

- 1. Write down the seed phrase and the order of the words on a piece of paper.
- 2. Store the recovery phrase in a secure place
- 3. Press "Next".

1. Write the seed phrase on a piece of paper and store on a save place

1	2	3
password creation	Secure wallet	Confirm the recover passphrase

#### Write your Recovery Passphrase

Write down this 12-word Recovery Passphrase and save it in a place you trust and only you have access to.

#### Tips:

flag

boring

- Save to a password manager
- Store in a safe
- Write and save in many secret places

fiscal

proud

pledge

almost



## **Step 9: Confirm the recovery pass phrase**

- Find the missing seed words using the note you created in the previous step.
- 2. Add the missing seed words.

1. Add missing words

2. Press "Confirmation"

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3. Press "Confirmation".



#### **Step 10: Wallet created**

- 1. Read message
- 2. Press "Understand"
  - 1. Read the message



#### Wallet creation successful

You have successfully protected your wallet. Keep your Recovery Passphrase safe and secret - it's your responsibility! Remember:

- MetaMask cannot recover your Recovery Passphrase.
- MetaMask will never ask you for your Recovery Passphrase.
- Never share your Recovery Passphrase with anyone or risk your money being stolen

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Learn more





## Step 11: MetaMask installation completed (1/2)

Ge Q lefnkodbefgpgknn/home.html#onboarding/pin-extension English  $\sim$ Read message 1. Your MetaMask install is complete! 2. Click on the Pin MetaMask on your browser so it's accessible and easy to view transaction confirmations. 1. Click on the browser extension browser icon to add Click the browser extension icon extension MetaMask Pin MetaMask 3. Press Next 2. Press Next Next -----The 32nd European Conference on Information Systems (ECIS) • "People First: Constructing Digital Futures Together" • 13-19 June 2024 Paphos, Cyprus

## Step 11: MetaMask installation completed (2/2)

1. Press Next





### **Step 12: Enable Enhanced Transaction Protection**

**Enhanced Transaction Protection** 1. Read the text 2. Press Enable 99.5% success Real-time Saves you updates rate money Unlock higher success rates, frontrunning protection, and better visibility with Smart Transactions. Only available on Ethereum. Enable or disable any time in settings Learn more. 1. Press Enable Enable Manage in setting

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### Step 13: Access your MetaMask wallet

- 1. Your wallet will automatically be displayed on the screen
- 2. Ensure that you are on Ethereum Mainnet
- 3. Copy your public wallet address





### **Step 14: Register your details on ECIS website**

Visit 1 https://docs.google.com/f orms/d/e/1FAIpQLSf2ksvY 7EkoJfRBJcizOHVfh0FXrqz 0e dmrUU44IIAov3Bw/viewform

2. Fill in your details (name, surname, email, affiliation, wallet address)

3. Press "Submission

ECIS 2024 - NFT Award registration	on
marinosthemistocleous@gmail.com Switch account	2
* Indicates a required question	
Name *	
Your answer	
Sumame *	
Your answer	
Email Address (the email address you registered at ECIS) *	
Your answer	
Affiliation *	
Your answer	
Wallet address (public key) (for Mainnet Ethereum) *	
Your answer	
Submission	Form clearance



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## Step 15: Log into your wallet

- 1. The NFTs will be airdropped to your wallets on July 5, 2024.
- 2. To view them, you need to log into your wallet.
- 3. To do so, go to your Chrome browser and click on the MetaMask extension.
- 4. If the extension is not displayed on your browser, click on the extension icon and select it from the list.
- 5. To simplify future access to your wallet, you can pin the MetaMask extension to your browser.

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Example 1: Click on the MetaMask

extension to open your wallet





### Step 17: Reset your password in case you forgot it

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The MetaMask chrome-extension://nkbihfbeogaeaoehlefnkodbefgpgknn/home.html#restore-vault 1. Refer to secret passphras METAMASK ♦ Ethereum Mainnet ∨ and add the seed words < Back Reset wallet in the right order MetaMask does not keep a copy of your password. If you're having trouble unlocking your account, you will need to reset your wallet. You can do this by providing the Secret Recovery Phrase you used when you set up your wallet. This action will delete your current wallet and Secret Recovery Phrase from this device, along with the list of accounts you've curated. After resetting with a Secret Recovery Phrase, you'll see a list of accounts based on the 2. Reset your password Secret Recovery Phrase you use to reset. This new list will automatically include accounts that have a balance. You'll also be able to re-add any other accounts created previously. Custom accounts that you've imported will need to be re-added, and any custom tokens you've added to an account will need to be re-added as well. Make sure you're using the correct Secret Recovery Phrase before proceeding. You will not be able to undo this 3. Click on Restore Secret Recovery Phrase I have a 12-word phrase  $\sim$ You can paste your entire secret recovery phrase into any field 2 1. Type your seed words 3 65 New password (8 characters min) 2. Reset password Confirm password 3. Restore ····· 

## **Step 18: View your NFT**

- 1. The NFTs will be airdropped to your wallets on 05 July 2024.
- 2. To view them access your wallet
- 3. Click on NFTs
- Your NFT is displayed in 4. the list with your NFTs







Thank you for watching

#### Any questions?

Email us: Kapassa.e@unic.ac.cy