

Account creation and access issues

EasyChair account creation

If you do not yet have an EasyChair account, please create one following these instructions:

https://easychair.org/help/account_creation.

Access to account not possible

If you lost the access to your account, please check out these instructions:

https://easychair.org/help/account_lost. iLRN does not host the EasyChair platform and accounts are created in the general EasyChair system and not specifically for conferences. Unfortunately we cannot help you recover a lost account, but the EasyChair helpdesk might.

What to do if I can log in, but do not see my assignments in my account?

Your assignments are connected to the **email address (EA) with which you were invited to be a reviewer (PC member)** (email address X). Additional emails related to your role as reviewer (e.g., paper assignment information, review reminders) will also be sent to email address X.

If you are logging in with an EasyChair account but cannot see the assignments in your account, please check which email address(es) the logged in account is connected to (email address X, or a different one, email address Y). These are possible scenarios in which you might not see the assignments (immediately) and potential solutions:

1) You are logging into an account that is associated with email address X but do not see the assignments:

--> Please check if you need to change your role to access the reviews (see

<https://codex.immersivelrn.org/books/instructions-for-reviewers/page/switching-between-tracks-and-roles>). Otherwise, please contact the iLRN EasyChair support team.

2) You are logging into another account that is only connected to email address Y, but you know that you also have an account with email address X:

--> Try logging in with the other account (email address X) and check if you can see the assignments. If not, check point 1).

--> You might consider merging your accounts (see https://easychair.org/help/account_merge)

3) You are logging into another account that is only connected to email address Y and you do not have an account that is connected to email address X:

--> Please consider adding email address X as an alternative email address in your account (see https://easychair.org/help/email_addresses), which should make the assignments of email address X available to the existing account.

--> If you do not want to add email address X as an alternative email address in your existing account, please contact the iLRN EasyChair support and provide the email address of your existing account so the invitation can be updated.

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