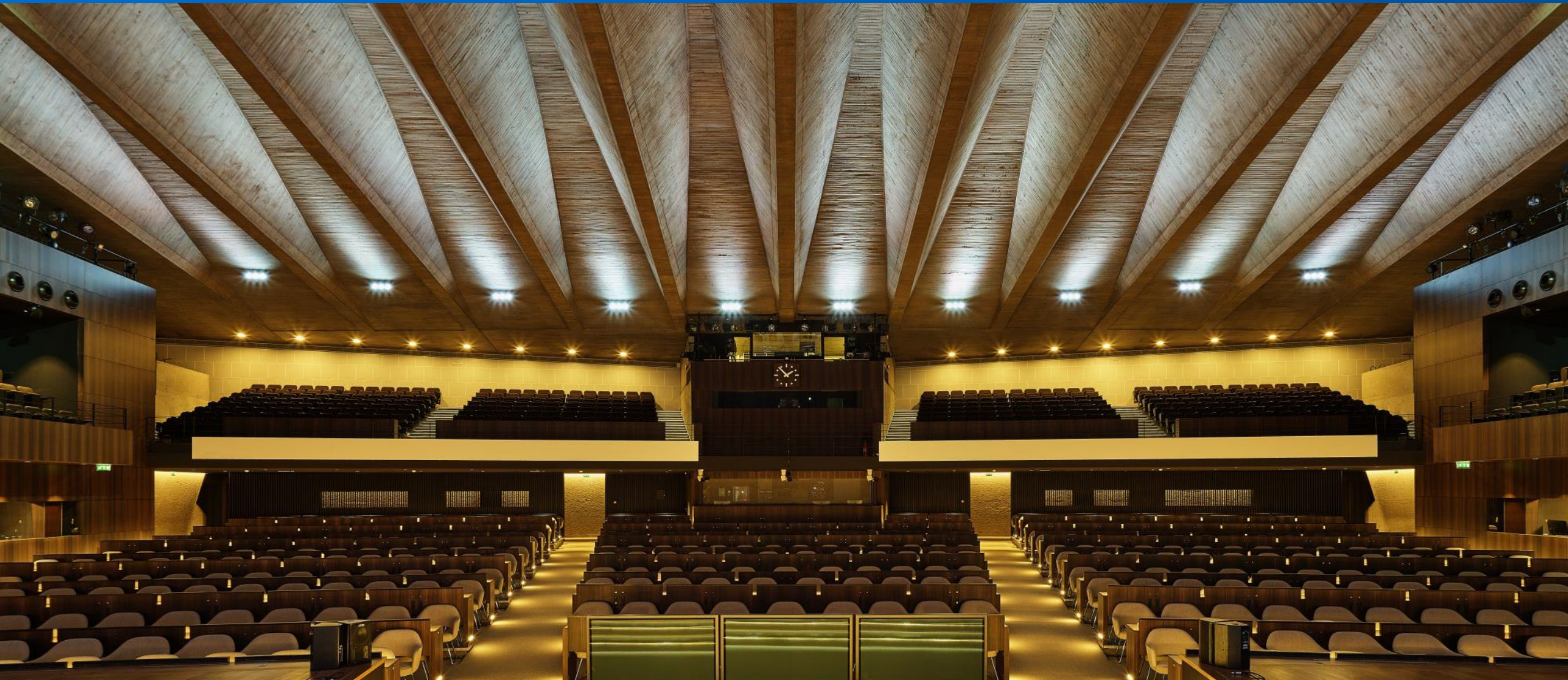


Creating an INDICO.UN Account



Step 1: Account creation

- Go to <https://indico.un.org/login>
- On the Indico log in page click create one here “**Create one here**” to create an account



Step 1: Account creation

1. On the Create a new Indico profile page enter your email address in the email address field.
2. Click **Send me a verification email**.

The screenshot shows the 'Create a new Indico profile' page on the United Nations Events & Conferences website. The page header includes the United Nations logo and the 'um2ja' logo. Below the header, there is a 'Home' link and the title 'Create a new Indico profile'. The main content area contains the text: 'To create a new Indico profile you first need to verify your email address.' Below this text is a form with an 'Email address *' field. A red arrow labeled '1' points to the email address field. Below the field are two buttons: 'Cancel' and 'Send me a verification email'. A red arrow labeled '2' points to the 'Send me a verification email' button.

A message appears on-screen:

 We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

Step 1: Account creation

- Go to your email inbox and open the verification email

Dear user,

You started the Indico profile creation process. To continue, you need to verify that joe.doe@mailinator.com is indeed your email address.

https://v2-reg-demo.unog.ch/register/?token=Impv:ZS5kb2VAbWFpGluYXRvci5jb20i.YVhSvA.jafHmNgKpRn3l7cG6yOOcL_3uV8

- Click on the link in the verification email
- You will be redirected to the Indico.UN profile form
- Fill out the form (first and family name, etc)
 - Pay attention to the password requirements
 - Enter the captcha value (addition result)
 - Click on **"Create my Indico profile"**

Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

User information

Email address

First name *

Family name *

Affiliation

Login details

Username *

Password *

Confirm password *

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

Are you human?

2

Captcha *

Please solve the math problem to prove that you are human

3

Step 1: Account creation

A message appears on-screen:

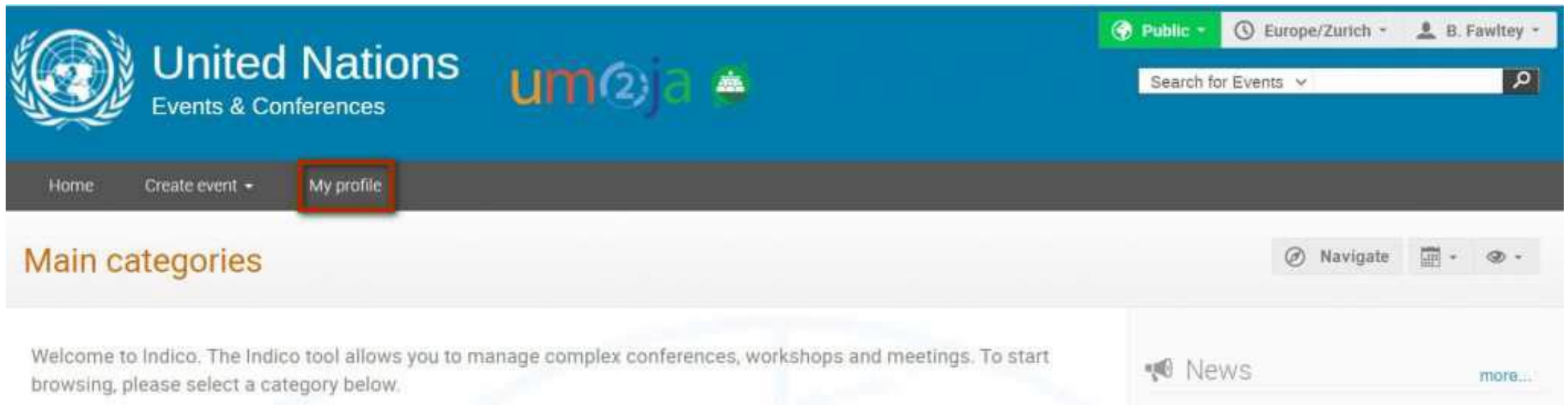
✓ You have successfully registered your Indico profile. Check [your profile](#) for further details and settings.

Click [your profile](#) in the message to add more personal details to your account and set preferences.

Step 2: My profile

- When you create an account, the system assigns you a default picture icon.
- You can change your profile picture as follows:

Log in and click My profile in the grey navigation bar.



The screenshot shows the top navigation bar of the United Nations Events & Conferences website. The header includes the United Nations logo, the text 'United Nations Events & Conferences', and the 'um2ja' logo. On the right, there are dropdown menus for 'Public', 'Europe/Zurich', and 'B. Fawley'. A search bar labeled 'Search for Events' is also present. Below the header is a grey navigation bar with links for 'Home', 'Create event', and 'My profile'. The 'My profile' link is highlighted with a red box. Below the navigation bar, the page content includes a 'Main categories' section, a welcome message: 'Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. To start browsing, please select a category below.', and a 'News' section with a 'more...' link.

Step 2: My profile

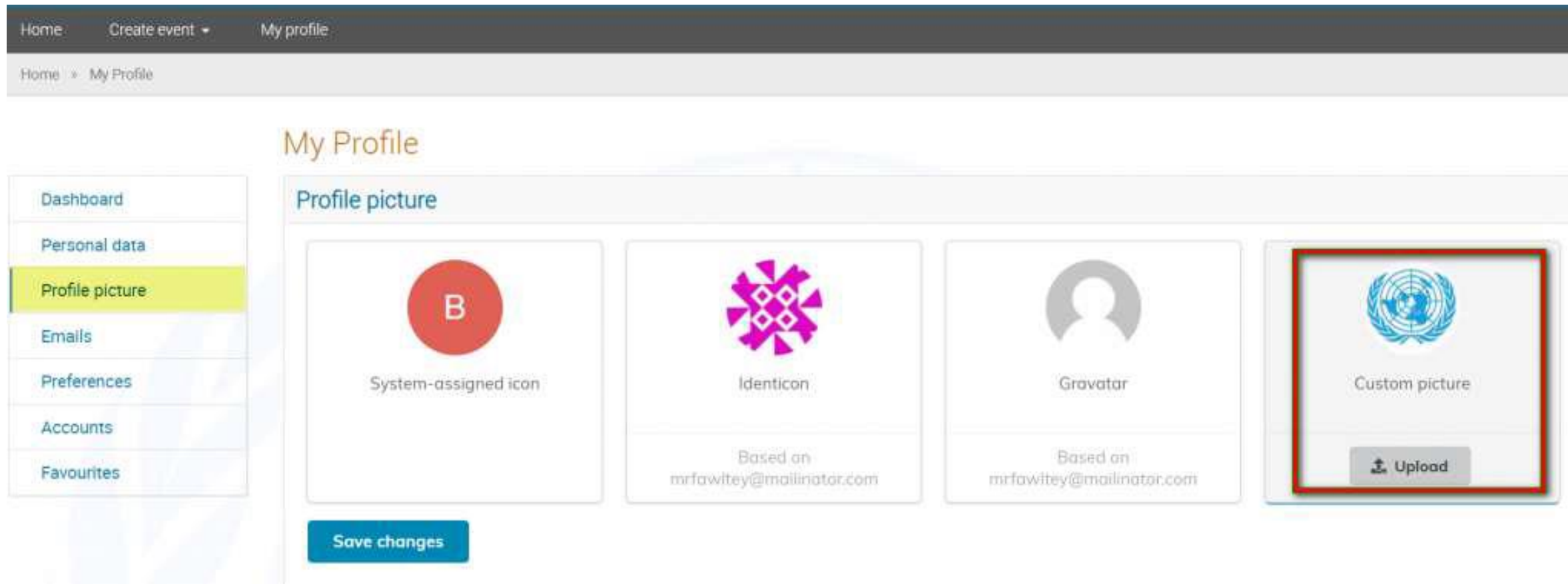
Your **Dashboard** open.

Click **Settings**.

The screenshot shows a user profile dashboard. At the top, there is a navigation bar with 'Home', 'Create event', and 'My profile'. Below this is a breadcrumb trail 'Home > My Profile'. The main content area is titled 'Dashboard' and features a user profile for Basil Fawltey. The profile includes a red circular avatar with the letter 'B', the name 'Basil Fawltey', and contact information: 'Last login 5 Aug 2021, 10:53', 'mrfawltey@mailinator.com', and '1234567'. A 'Settings' button with a gear icon is highlighted with a red box. Below the profile is a section titled 'Your events at hand' with one event: '1 Sep 2021 Support Test Event (do not touch)'. To the right, there are two sections: 'Your categories' and 'Happening in your categories', both displaying 'You have no categories.'

Step 2: My profile

Click **Profile Picture** on the menu to the left.



The screenshot shows the 'My Profile' page. On the left is a navigation menu with 'Profile picture' highlighted. The main content area is titled 'My Profile' and 'Profile picture'. It contains four panels: 'System-assigned icon' (a red circle with 'B'), 'Identicon' (a pink geometric pattern), 'Gravatar' (a grey silhouette), and 'Custom picture' (a blue globe icon with a red border and an 'Upload' button). Below the panels is a 'Save changes' button.

In the custom picture pane, upload a picture and click **Save changes**.

The saved profile picture will be automatically used for future registrations.

THANK YOU



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