





Step-by-Step Guide

Indico.UN profile creation& how to register for an event









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Indico.UN Profile Creation

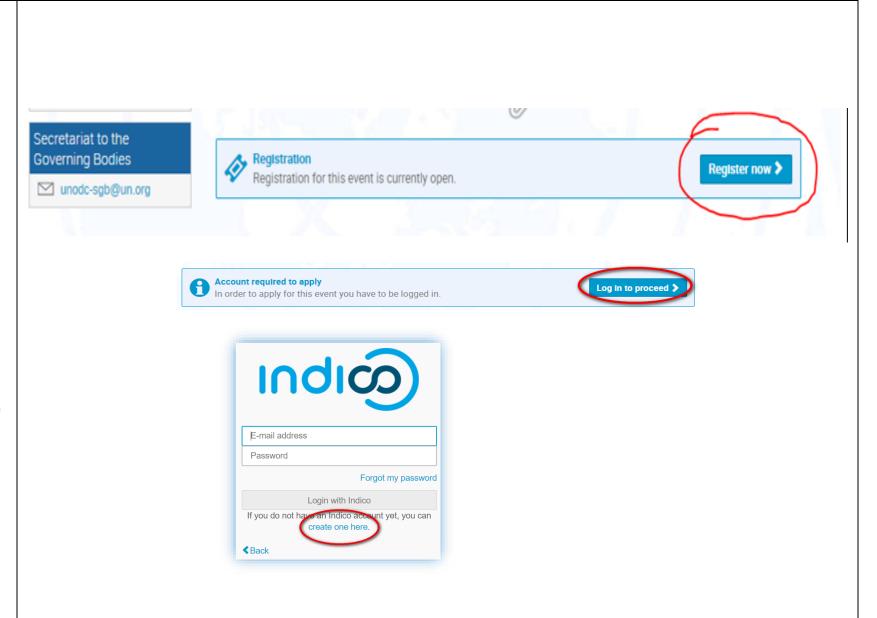




Profile creation

First, follow the below steps to verify and validate your email.

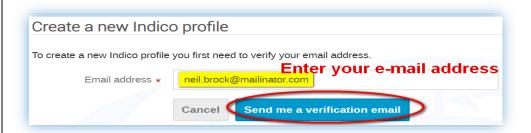
- From the event registration page. Click on the **Register now**.
- If you are not logged-in, the system will prompt you to log-in.
- If you do not have an Indico account yet, please click on the link "<u>create one here"</u> to start the account creation process.







 Enter a valid e-mail address, then click on Send me a verification email.







You should have received the email verification link.
Note that the link will be valid for **one**

hour.

 Go to your e-mail inbox and click on the verification link. Create a new Indico profile

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

Cancel

Dear user,

You started the Indico profile creation process. To continue, you need to verify that neil.brock@mailinator.com is indeed your email address. Please click the following link to continue the registration process:

 $\underline{\text{http://v2-reg-demo.unog.ch/register/?token=Im5laWwuYnJvY2tAbWFpbGluYXRvci5jb20i.X41dsg.VFvBHPQiUF-\underline{t3r6AvXibtRMhJjE}}$

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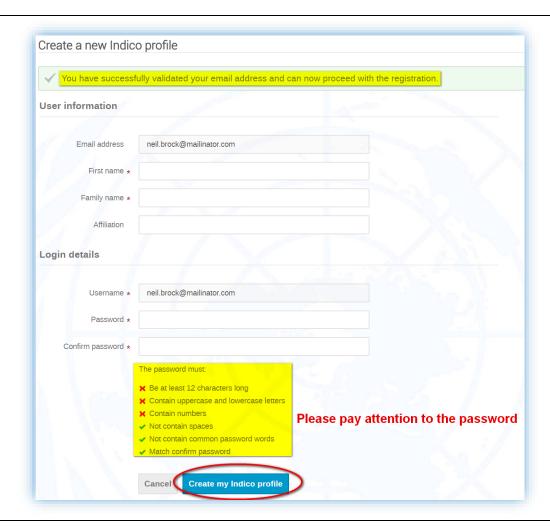
Indico :: Email Notifier http://v2-reg-demo.unog.ch/





- The link directs you to the page Create a new Indico profile. An on-screen message informs you that your email address has been successfully validated.
- Fill out the Indico profile basic information form
- Click on Create my Indico profile button.

Note: Normally, once you click on Create my Indico profile, the system will log you in



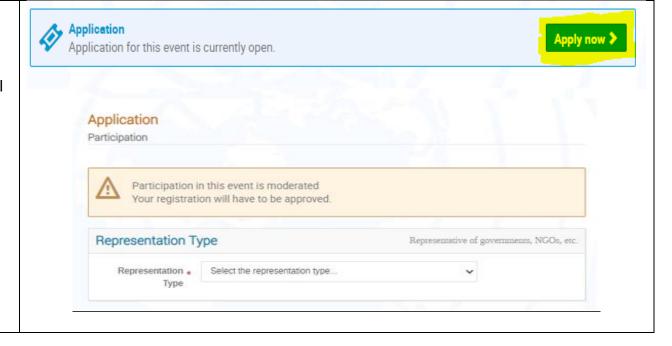




REGISTER FOR AN EVENT



- From the event registration page, you should see the button "Apply now", kindly click on it.
- If you are already logged in, some elements of your personal data will be prefilled. (<u>If you are not already logged in, system will ask you to login.</u>)
- In the form, all fields marked with * are mandatory.







• Once you have completed the form, click on the **Apply** button to submit your registration

Do not forget to attach note verbale or official letter to your registration

• Once registered, the system will display a message that your registration is awaiting approval.



- At the same time, you will receive an e-mail notification acknowledging receipt of your registration.
- Once your registration is approved by the event organizers, you will receive an additional approval e-mail with all the relevant information.

