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**.

- Select the form, based on your event participation preference.

Account required to apply
In order to apply for this event you have to be logged in.
Log in to proceed ›

- 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 "**create one here"** to start the account creation process.

indico

E-mail address

Password

Forgot my password

Login with Indico

If you do not have an Indico account yet, you can create one here.

‹ Back

um②ja

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

Create a new Indico profile

To create a new Indico profile you first need to verify your email address.

Enter your e-mail address

Email address ∗ neil.brock@mailinator.com

Cancel   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:

http://v2-reg-demo.unog.ch/register/?token=Im5laWwuYnJvY2tAbWFpbGluYXRvci5jb20i.X41dsg.VFvBHPQiUF-t3r6AvXibtRMhJjE

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

indico.UN   UNODC
United Nations Office on Drugs and Crime   UNITED NATIONS
DGACM GENEVA

- 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.

Create a new Indico profile

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

User information

Email address	neil.brock@mailinator.com
First name *	
Family name *	
Affiliation	

Login details

Username *	neil.brock@mailinator.com
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

Please pay attention to the password

Cancel   **Create my Indico profile**

REGISTER FOR AN EVENT

- From the event registration page, you should see the button "**Apply/Register**", kindly **click on it.**

- If you are already logged, in some elements of your personal data will be prefilled. (If you are not already logged in, system will ask you to login.)

- 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 verbal / Official communication with your registration.

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

> ✎ **Your registration is awaiting approval**
> An event manager will manually validate it.
>   ✎ Modify   ➡ Withdraw

- 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.