INDICO

Guidelines for registration

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A. How to create an INDICO account.

1. Open your internet browser (Google Chrome, Firefox, Safari... but NOT Microsoft Internet Explorer)

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<th>Compatible Internet browser</th>
<th>Not compatible Internet browser</th>
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<td><img src="https://via.placeholder.com/150" alt="Chrome" /> <img src="https://via.placeholder.com/150" alt="Firefox" /> <img src="https://via.placeholder.com/150" alt="Safari" /></td>
<td><img src="https://via.placeholder.com/150" alt="Internet Explorer" /></td>
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2. Go to [https://indico.un.org/register/](https://indico.un.org/register/). Alternatively, from any page, click on the Login button at the top right corner of the window and then click on the Create a new account button.

3. Complete the “Creating a new Indico user” form and click Confirm.

4. You will receive an account activation link by e-mail. Follow the link to activate your account.

E-mail addresses are used as unique identifiers for users of INDICO. If you get an error “e-mail address already exists” then your e-mail address is already associated with an INDICO account. In case you do not remember the password of that account, use the Reset password function.

**Note:** Please do not create multiple accounts. This will avoid confusion and problems with registration in the future.

B. How to reset your password.

To reset your password, please follow these steps:


2. Click on Reset password below the Login block (see screenshot below).
3. In your inbox: You will receive an e-mail with a reset password link. If you do not receive any e-mail, please contact the support team for assistance.
   ▶ Click on the link and you should be redirected to a page where you can enter your new password.
4. Log in using your new password.

C. How to register for a meeting/event

1. Open a direct link to the event page received from the event organizer.
2. Log in

(If you are not logged in, you will be redirected to the login page before you can register. If you do not have an account, please create an account by clicking on Create a new account).
3. Click on **Register now** button.

4. Fill out the registration form and click on **Confirm**.

5. You will receive an e-mail informing you that your registration has been received and is pending approval from the event organizer(s).

**D. How to modify the registration information.**

**Important:** You can only modify your registration information before your application is processed. Once your registration is approved or rejected, you can no longer modify it. In such case, only the meeting/event Manager will be able to change your information on your behalf (you can contact the meeting/event.

Alternatively, the meeting/event Manager can reset your registration status to “pending” so you can modify your registration.

1. **Open a direct link** to the event page where you’ve registered.
2. On your meeting/event page, if you are not logged in yet, click on the **Login** button at the top right corner of the window. (Log in using your e-mail and password).
3. On the meeting/event registration page, click on **See details**.
4. A message appears on-screen in an orange status bar acknowledging that the registration is awaiting approval. You may modify or withdraw your registration whilst it is still pending approval (if permitted by the organizer).

5. Update your registration information.
6. Click on **Save**.

**E. Assistance**

If you need **further assistance**, please send an email to: **pcbregistration@unaidso.org**