

**INDICO**

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Create and Activate an
Indico Account

**KEY POINTS TO REMEMBER**

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| Industrial Safety, Signal, Symbol, Attention, Signals | WHY CREATE AN INDICO ACCOUNT?An Indico account is required in order to register for events managed in Indico.  |
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| Industrial Safety, Signal, Symbol, Attention, Signals | BROWSER COMPATIBILITYIndico performs better with the following browsers:Edge – Firefox – Chrome - Safari - Opera |
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| Industrial Safety, Signal, Symbol, Attention, Signals | PASSPORT / ID CARDHave passport/ID card to hand while completing an Indico profile. Personal data must correspond with details contained in passports/on ID cards. |
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| Industrial Safety, Signal, Symbol, Attention, Signals | PICTUREWhen submitting a registration form, upload a recent picture to it from your hard drive or take one with a webcam if your PC has a lens (registration forms contain an active camera function). A guide on picture standards is available. |
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| Industrial Safety, Signal, Symbol, Attention, Signals | EMAIL ADDRESSThe email address used when creating an Indico account must not already be in use by another Indico user. Email addresses are used as a unique identifier of users. |
| Industrial Safety, Signal, Symbol, Attention, Signals | NO ACCOUNT ACTIVATION EMAILBefore seeking assistance, check your SPAM folder or click on the resend account activation email option on the Indico log in page.  |
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| Industrial Safety, Signal, Symbol, Attention, Signals | CHILDRENChildren under 14 are not required to register in Indico for an event if they accompany an adult who is registered and approved for the event.  |

**STEP 1 – The “Log in to Indico” screen**

* Navigate to <https://reg.unog.ch/user/login> and select the option **create a new account**.



**STEP 2 – The “Creating a new Indico user” screen**

* Complete all information fields marked with “\*” as these are mandatory.
* The email address entered will serve as the user ID for the newly created account.
* Ensure that **all** **6** criteria for establishing a password are met. (*If the criteria for setting the password is not visible, it is probably due to an incompatible browser being used - switch to Chrome, Firefox, Safari, Edge or Opera*).
* Solve the math sum under **ARE YOU HUMAN?** and click **confirm**.



* A message appears on-screen confirming the successful creation of the account and advising you to check your email to activate the account.



**STEP 3 – The Indico account activation email**

* In your email locate the Indico account activation email with the subject “*Accreditation account confirmation*”.
* If you fail to find the email, check your Spam or Junk folder. Alternatively, click the **Re-send account activation Email** link on the Indico log in page, enter the email address under which you created your Indico account and click **Send account Activation Email**. Check your email account again.



* After locating the Indico account activation email, open it and click on the activation link contained therein.



* A message appears on-screen confirming the account is activated.
* You may then log in to Indico by clicking on **Login** (top-right corner of the screen) or on **Click HERE** on the page.



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