



INDICO



All Users

Create and Activate an Account

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KEY POINTS TO REMEMBER



WHY CREATE AN INDICO ACCOUNT?

An Indico account is required in order to register for events managed in Indico.



BROWSER COMPATIBILITY

Indico performs better with the following browsers:
Edge – Firefox – Chrome – Safari – Opera



PASSPORT / ID CARD

Have passport/ID card to hand while completing an Indico profile. Personal data must correspond with details contained in passports/on ID cards.



PICTURE

When 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.



EMAIL ADDRESS

The 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.



NO ACCOUNT ACTIVATION EMAIL

Before seeking assistance, check your SPAM folder or click on the resend account activation email option on the Indico log in page.

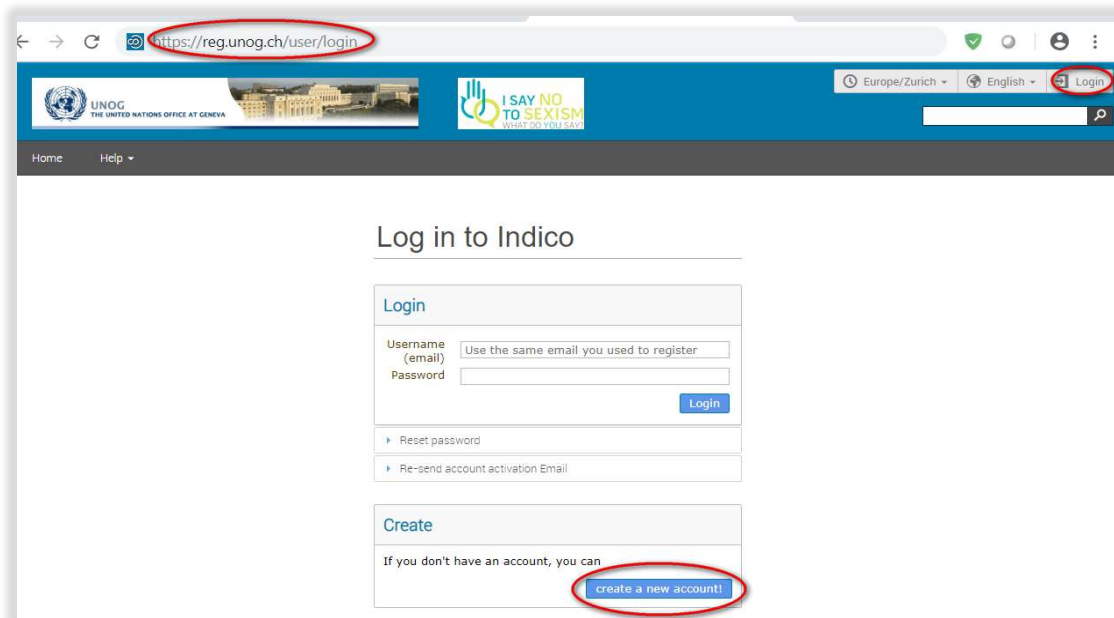


CHILDREN

Children 13 and under are not required to register in Indico for an event if they accompany an adult who is registered and approved for the event. Children 14+ must register for an event.

STEP 1 – THE “LOG IN TO INDICO” SCREEN

- Navigate to <https://reg.unog.ch/user/login> and click **create a new account**.



The screenshot shows a web browser window with the URL <https://reg.unog.ch/user/login> in the address bar. The page header includes the UNOG logo, a banner image, and a navigation bar with "Europe/Zurich" and "English" dropdowns, and a "Login" button. The main content area is titled "Log in to Indico" and contains two sections: "Login" and "Create". The "Login" section has fields for "Username (email)" and "Password", with a "Login" button. Below these are links for "Reset password" and "Re-send account activation Email". The "Create" section has the text "If you don't have an account, you can" followed by a button labeled "create a new account!".

Log in to Indico

Login

Username (email)

Password

[Reset password](#)

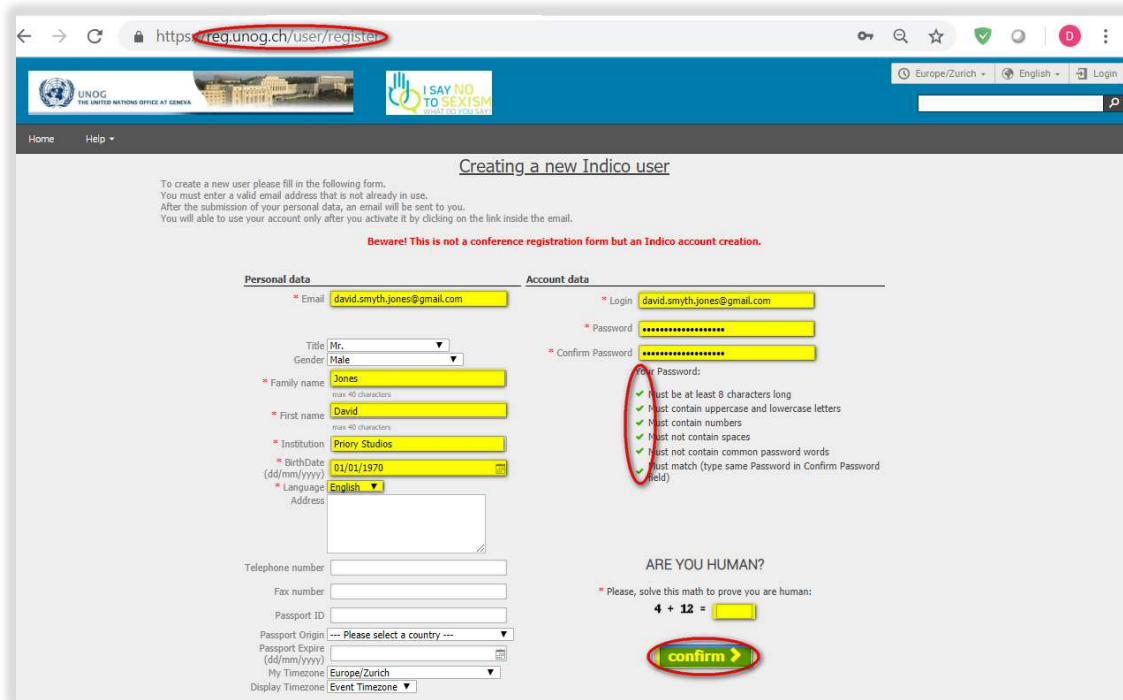
[Re-send account activation Email](#)

Create

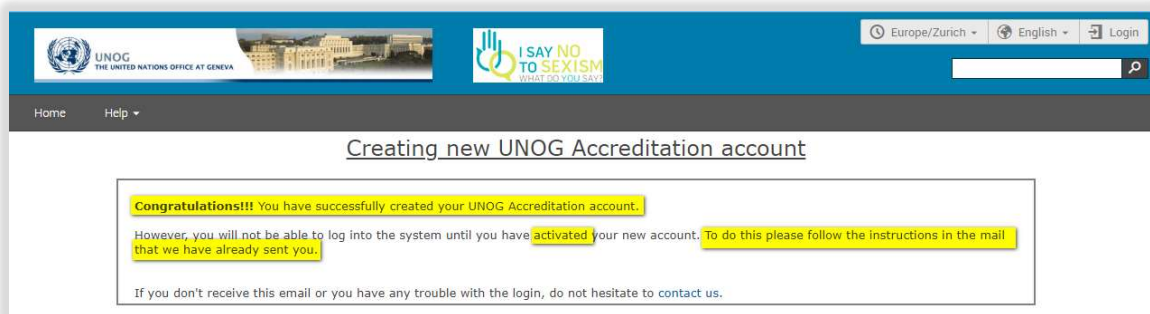
If you don't have an account, you can

STEP 2 – THE “CREATING A NEW INDICO USER” SCREEN

- Complete all fields marked “*” – they are mandatory.
- The email address entered serves as the user ID for the newly created account.
- Ensure that **all 6** criteria for establishing a password are met – you should achieve 6 green check marks ✓ (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**.

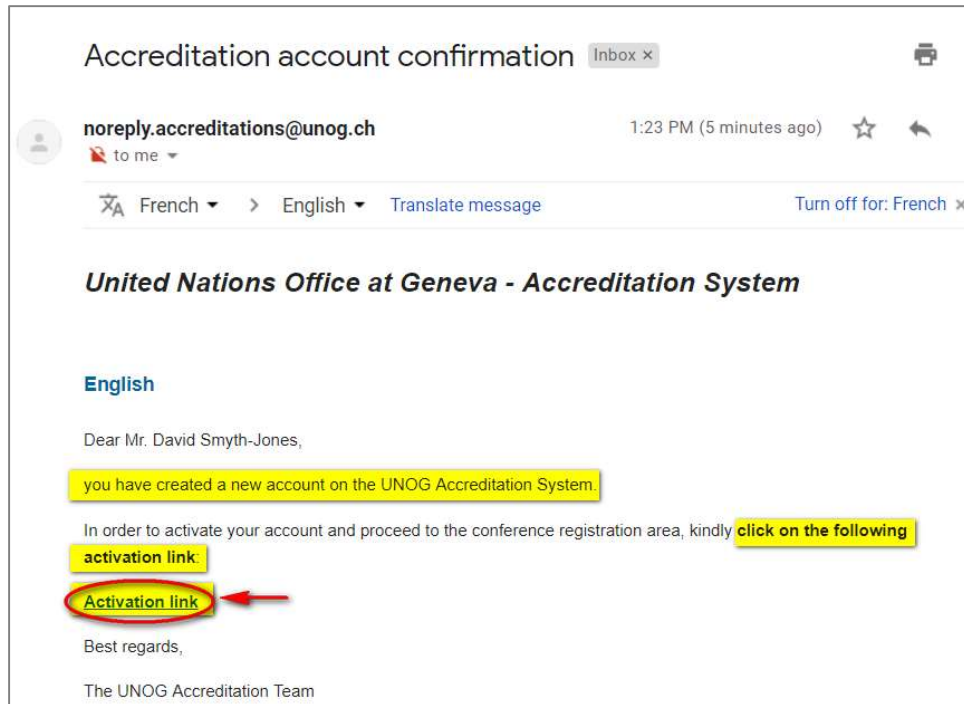


- A message appears on-screen confirming the successful creation of the account and advising you to check your email to activate the account.



STEP 3 – THE “INDICO ACCOUNT ACTIVATION” EMAIL

- In your inbox, find the Indico account activation email – it will feature the following text in the subject line “*Accreditation account confirmation*”.
- Open the email and click on the activation link.

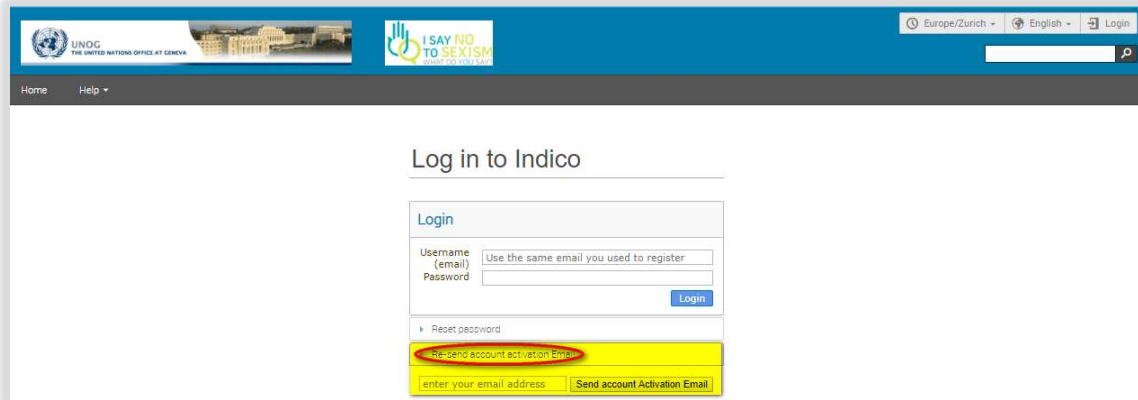


- A message appears on-screen confirming your account is activated.
- You may then log in to Indico by clicking on **Login** (top-right corner of the screen) or on **Click HERE** on the page.



NO ACTIVATION EMAIL RECEIVED

If you fail to find the activation 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.



Log in to Indico

Login

Username (email)

Password

Login

Reset password

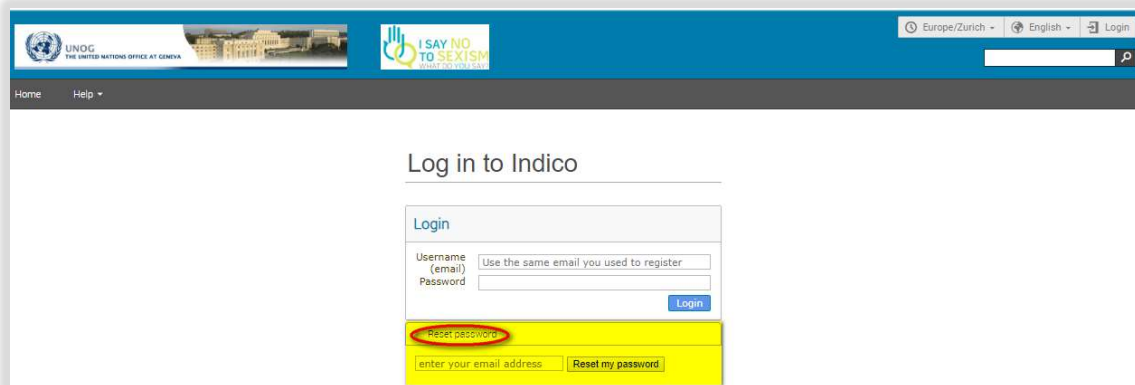
Re-send account activation Email

enter your email address

Send account Activation Email

FORGOTTEN PASSWORD

A user who has an active account and forgotten the password may use the reset password link on the log in page to reset it. Enter the user ID/email address against which the account was created and click **Reset my password**. A message appears on-screen *"Please consult your mailbox, instructions on how to reset password have been sent to xxxxxx"*.



Log in to Indico

Login

Username (email)

Password

Login

Reset password

enter your email address

Reset my password

If the account is **not yet active**, if you click **Reset password** an account activation email is sent instead of the password reset message.

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