



INDICO

All Users

Create and Activate an Account / Edit Profile, eMail, Password



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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.



CREATE AN ACCOUNT

• Navigate to <u>https://indico.un.org/user/login</u> and click **create a new account**.

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Home Help 🗸			
Login Userna (err Passe	me ail) Use the same email you used to register ord		
+ Rese	Login		
► Re-s	end account activation Email		
Creat	2		
If you	lon't have an account, you can create a new account!		



- 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**.

	C Europe/Zurich - @ English Login					
Home Help -						
Creating a new Indico user To create a new user please fill in the following form. You must enter a valid email address that is not already in use. After the submission of your personal data, an email will be sent to you. You will able to use your account only after you activate it by clicking on the link inside the email. Bewarel This is not a conference registration form but an Indico account creation.						
Personal data	Account data					
* Email	* Login					
	Password					
Title please select a title ▼ Gender please select a gender ▼	* Confirm Password					
* Family name	Must he at least 12 characters long					
* First name max-40 characters	Aust contain uppercase and lowercase letters Must contain numbers					
* Institution	Must not contain spaces					
[®] BirthDate (dd/mm/yyyy) [®] Language [English ▼]	Fust match (type same Password in Confirm Password held)					
Address						
Telephone number	ARE YOU HUMAN?					
Fax number	" Please, solve this math to prove you are human:					
Passport ID	24 + 17 =					
Passport Origin Please select a country	Y					
Passport Expire (dd/mm/yyyy)	Confirm >>					
My Timezone Europe/Zurich	Y State Stat					
Display Timezone Event Timezone V						

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

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Home Help •						
<u>Creating r</u>	Creating new UNOG Accreditation account					
Congratulations!!! You have successfully created your UNOG Accreditation account. However, you will not be able to log into the system until you have activated your new account. To do this please follow the instructions in the mail that we have already sent you.						
If you don't receive this email or you have any trouble	e with the login, do not hesitate to contr	act us.				



ACTIVATE AN ACCOUNT

- In your in box, find the Indico account activation email it will feature the following text in the subject line "Accreditation account confirmation".
- Open the email and click the activation link.



- A message appears on-screen confirming your account is activated.
- Proceed to log in to Indico click 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.

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Home Help +		
	Login to Indico	



EDIT PROFILE (INCL. EMAIL)

(Log in first)

• Follow My profile.

Home	Room booking	Server admin	My profile	Help 🕶	
	Main	categories			
Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. In order to start browsing, please select one of the categories below.					nage complex conferences, workshops and meetings. tegories below.

- In the Personal Area, select the **Account Details** tab.
- Click (edit) beside the fields you wish to change.
- Click **Save** after each change to save the edits.

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ome » My Profile						
Personal Area for Ja	Personal Area for Jane SMITH					
Dashboard Account Detail	Preferences Favorites HTTP API Authorized Apps					
Details for Ms. SN	ITH Jane					
Dotalio for Mo. On						
Title	Ms. (edit)					
Gender	Female (edit)					
Family Name	Smith (edit)					
First Name	Jane (edit)					
Institution	UNOG (edit)					
BirthDate	05/07/1971 (edit)					
Email	pun.org (edit)					
Secondary emails	No text (edit)					
Address	28, The Grange St. Ives, UK					
	(edit)					
Telephone	683547425 (edit)					
Fax	No text (edit)					
	ARCDEE (adit)					
Passport ID	ABCDEF (edit)					
Passport ID Passport Origin	Ireland (edit)					

Edit email

- When you update your email address, you will receive a message on-screen telling you that an email has been sent to the **new email account** to confirm the change of email.
- Log out of Indico.
- Go to the **new email account** and find the email from Indico.
- Click the link in that email to confirm the change.
- Go back to Indico to log in use your **OLD email** address as your user iD.
- At this point the NEW email address will be registered on your account and will be your NEW user iD.



CHANGE PASSWORD (INCL. RESET PASSWORD) (Log in first)

Change password

• Follow My profile.



- In the Personal Area, select the **Account Details** tab.
- Click Change password.





- Enter a new password applying all the 6 password criteria. You MUST obtain 6 green check marks = ✓
- Click **Ok**. The password is reset.

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uthorized Apps				
llser details				
user details				
Change pas	ssword			
User Name	deirdre.windsor@un.org			
Password				
	Your Deseword:			
	Must be at least 12 sharestore			
	long			
	Must contain uppercase and lowercase letters			
	Must contain numbers			
	Must not contain spaces			
	password words			
	Must match (type same Password in Confirm Password field)			
Confirm Password	•••••			
System	Indico 🔻			

Reset password (forgotten)

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*".

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Home Help +		
	Log in to Indico	

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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