INDICO

All Users

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

CONTENTS

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:
Firefox – Chrome

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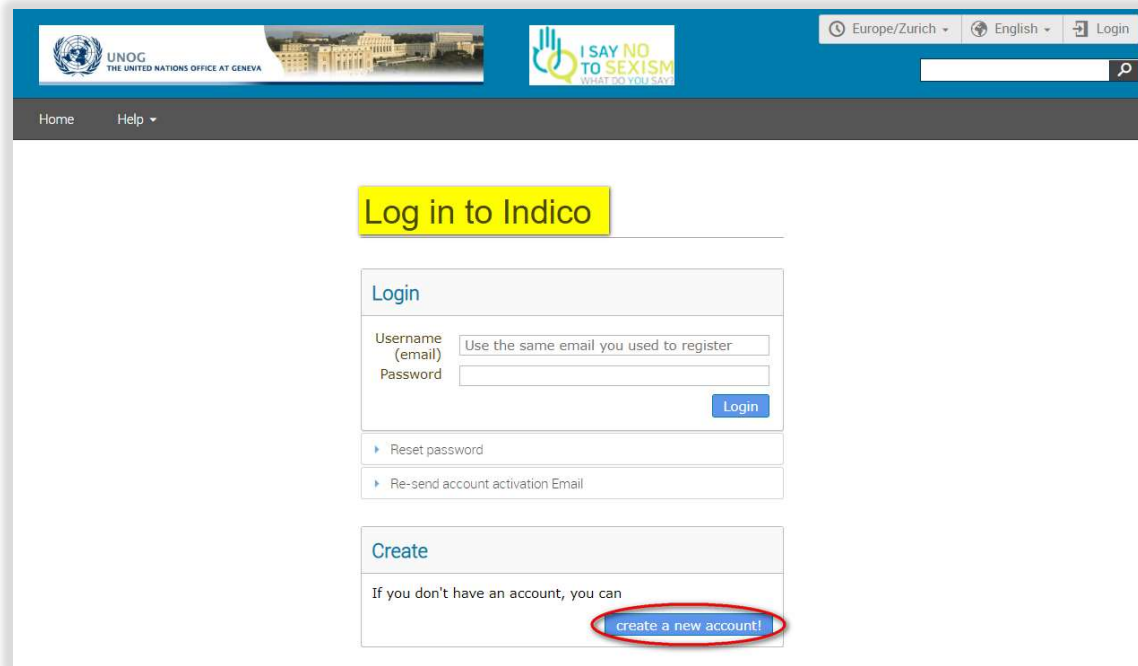
⚠️ **CHILDREN**
Children 13 and under are not required to register in Indico for an event if they accompany an adult who is registered and approved for the event. Children 14+ must register for an event.

CREATE AN ACCOUNT

- Navigate to https://indico.un.org/user/login and click **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 or Firefox*).

- 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.
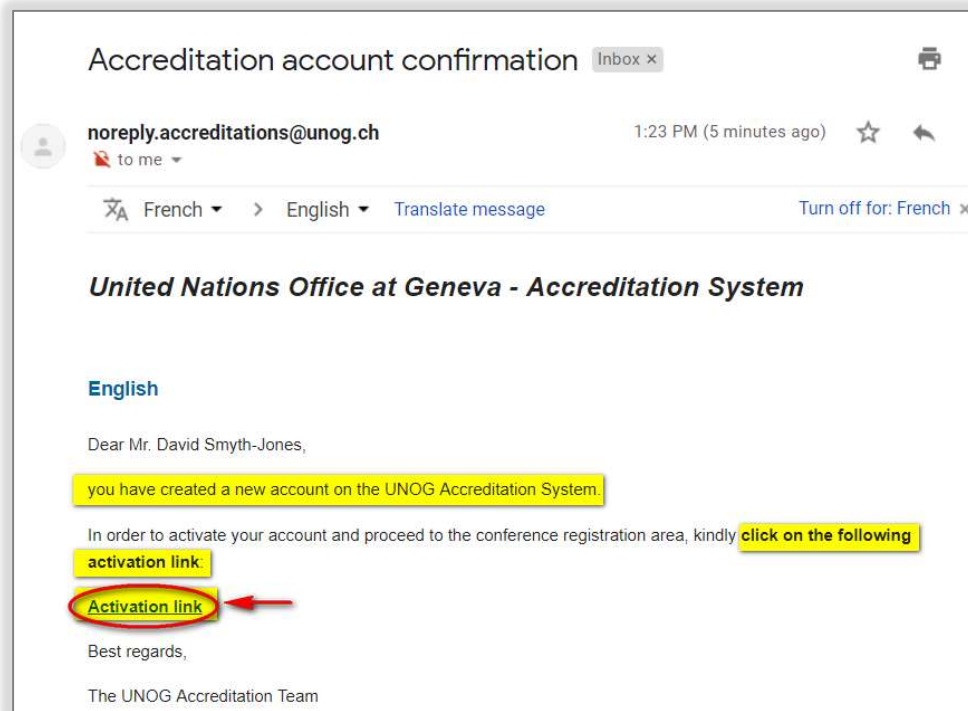
ACTIVATE AN ACCOUNT

- In your in box, find the Indico account activation email – it will feature the following text in the subject line "*Accreditation account confirmation*".

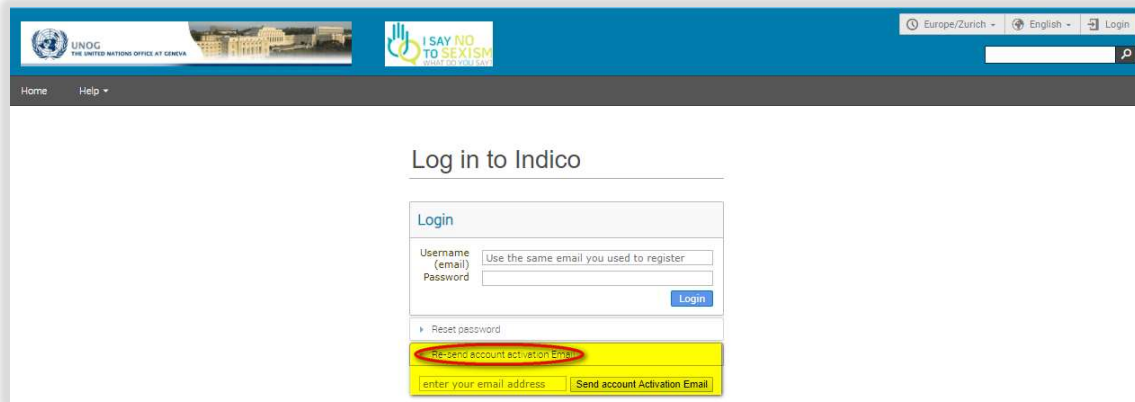- Open the email and click the activation link.

- 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.
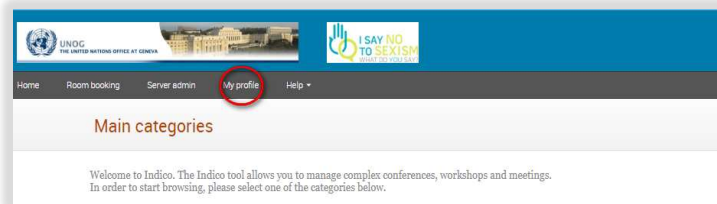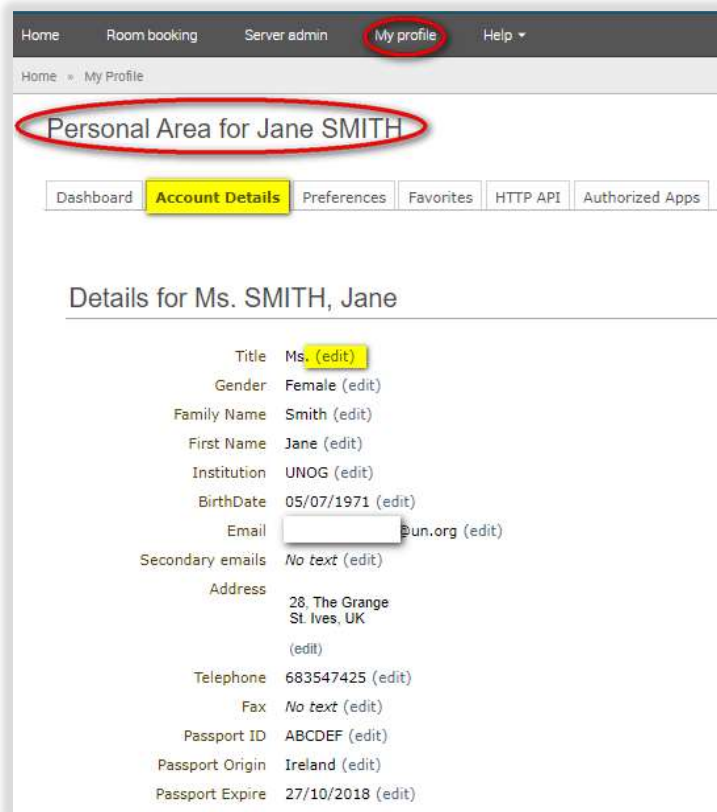
EDIT PROFILE (INCL. EMAIL)
(Log in first)

- Follow **My profile.**

- 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.

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.

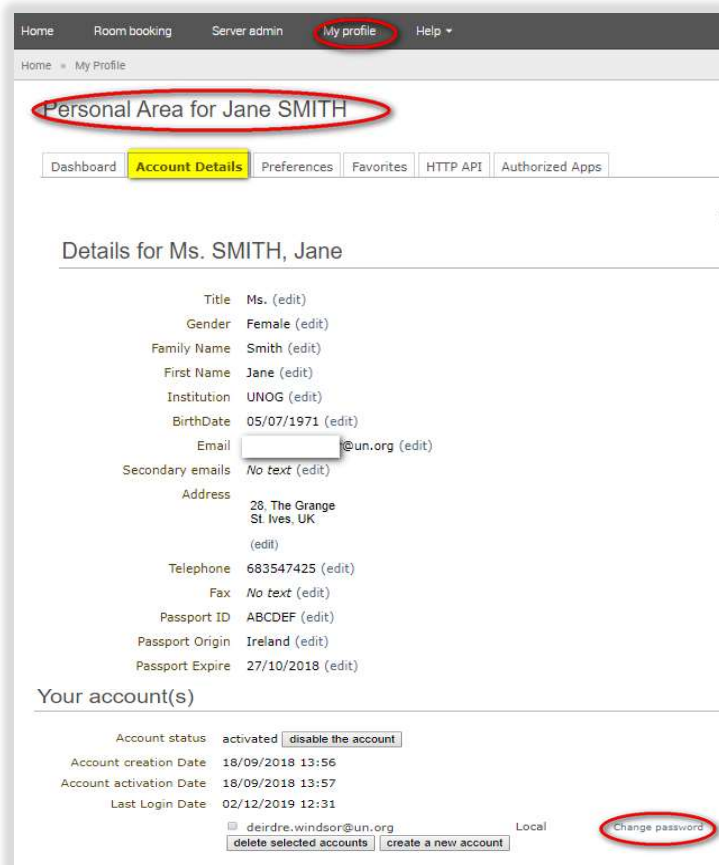# CHANGE PASSWORD (INCL. RESET PASSWORD)
(Log in first)

Change password

- Follow **My profile.**
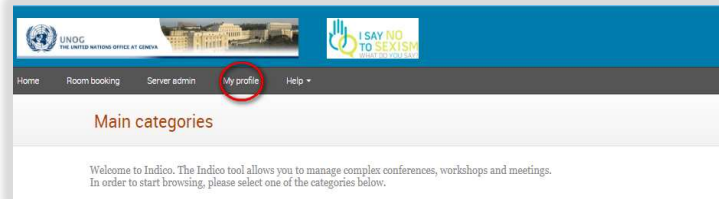
- In the Personal Area, select the **Account Details** tab.

- 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.

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*".

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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