



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:
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.

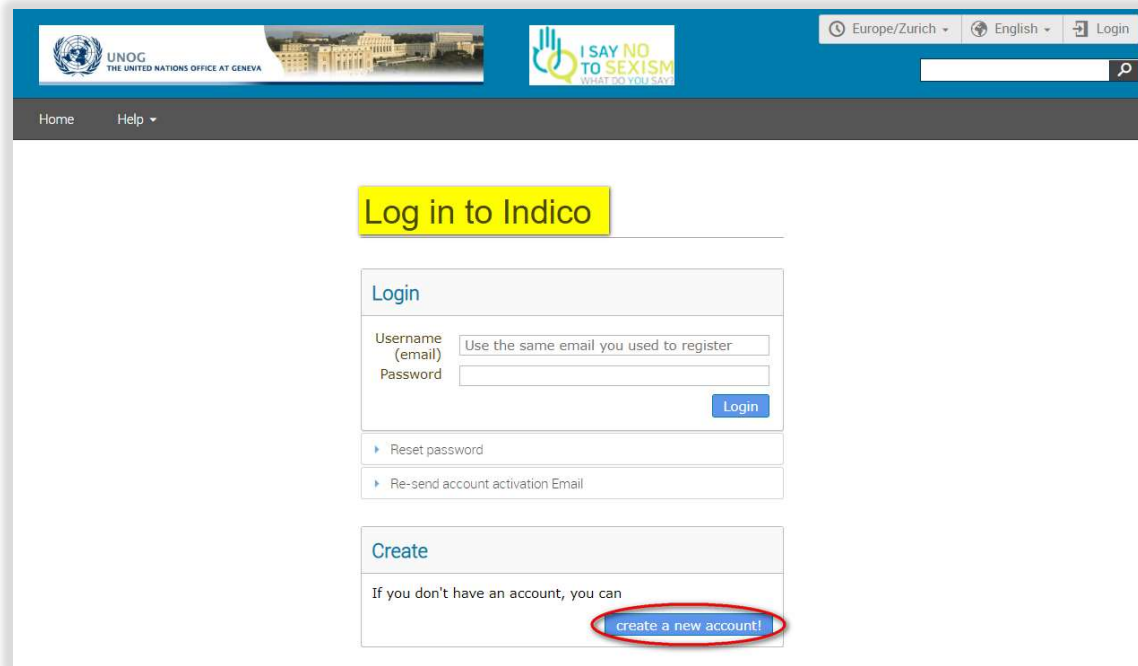


CHILDREN

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**.



The screenshot shows the Indico login page. At the top, there is a blue header with the UNOG logo on the left and the slogan "I SAY NO TO SEXISM" on the right. Below the header is a dark navigation bar with "Home" and "Help" links. The main content area features a yellow box with the text "Log in to Indico". Below this is a "Login" form with fields for "Username (email)" and "Password", and a "Login" button. There are also links for "Reset password" and "Re-send account activation Email". Below the login form is a "Create" section with the text "If you don't have an account, you can" and a button labeled "create a new account!" which is circled in red.

- 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**.

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 be able to use your account only after you activate it by clicking on the link inside the email.

Beware! This is not a conference registration form but an Indico account creation.

Personal data

* Email

Title -- please select a title --
Gender -- please select a gender --

* Family name max 40 characters

* First name max 40 characters

* Institution

* BirthDate (dd/mm/yyyy)

* Language English

Address

Telephone number

Fax number

Passport ID

Passport Origin --- Please select a country ---

Passport Expire (dd/mm/yyyy)

My Timezone Europe/Zurich

Display Timezone Event Timezone

Account data

* Login

* Password

* Confirm Password

Your Password:

- ✗ Must be at least 12 characters long
- ✗ Must contain uppercase and lowercase letters
- ✗ Must contain numbers
- ✓ Must not contain spaces
- ✓ Must not contain common password words
- ✓ Must match (type same Password in Confirm Password field)

ARE YOU HUMAN?

* Please, solve this math to prove you are human:
24 + 17 =

confirm >

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

Creating new UNOG Accreditation account

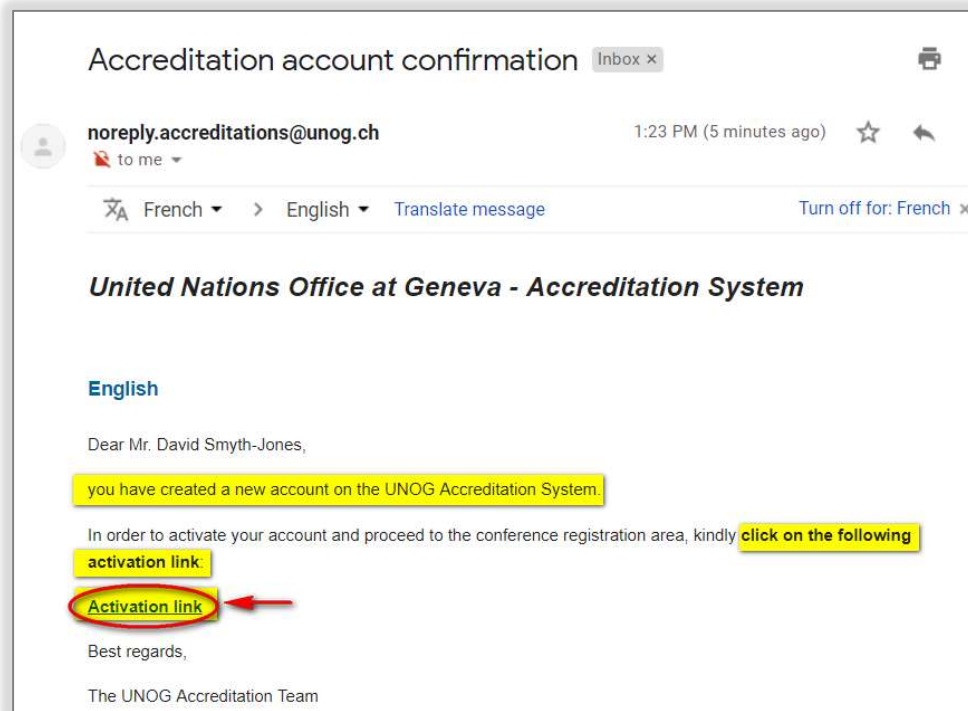
Congratulations!!! You have successfully created your UNOG Accreditation account.

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 with the login, do not hesitate to contact 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.

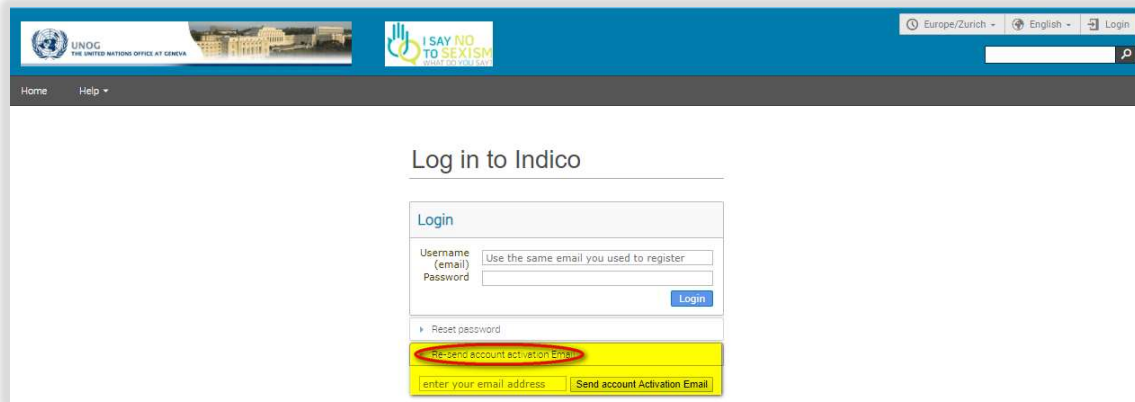


- A message appears on-screen confirming your account is activated.
- Proceed to log in to Indico – click **Login** (top-right corner of the screen) or on **Click HERE** on the page.



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.

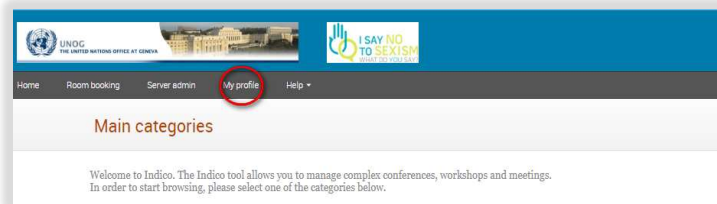


The screenshot shows the Indico login page. At the top, there is a blue header with the UNOC logo, the text 'I SAY NO TO SEXISM', and navigation links for 'Europe/Zurich', 'English', and 'Login'. Below the header is a dark grey navigation bar with 'Home' and 'Help' links. The main content area is white and titled 'Log in to Indico'. It contains a 'Login' form with fields for 'Username (email)' and 'Password', and a 'Login' button. Below the form is a 'Reset password' link. A yellow box highlights the 'Re-send account activation Email' link, which is also circled in red. Below this link is a text input field labeled 'enter your email address' and a 'Send account Activation Email' button.

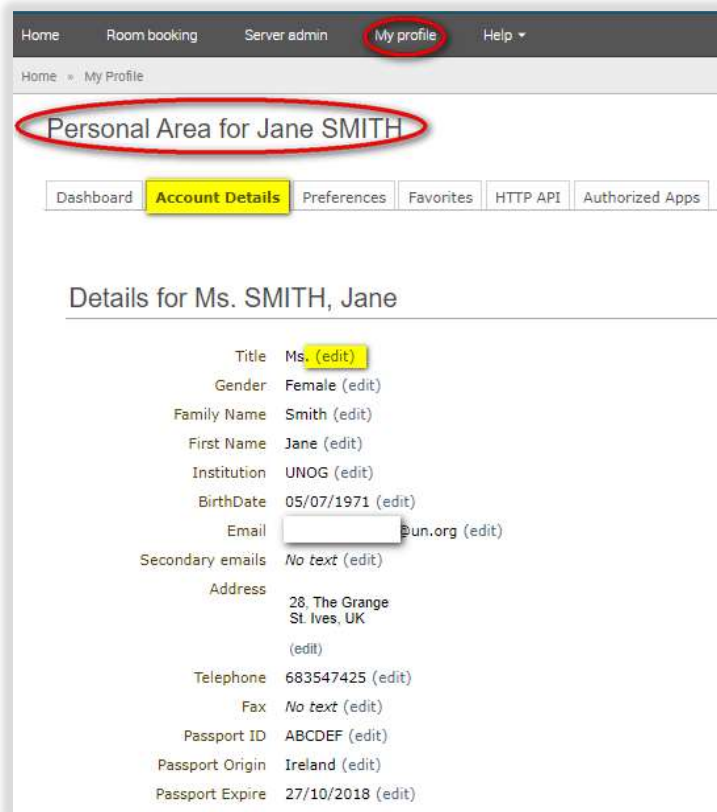
EDIT PROFILE (INCL. EMAIL)

(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.



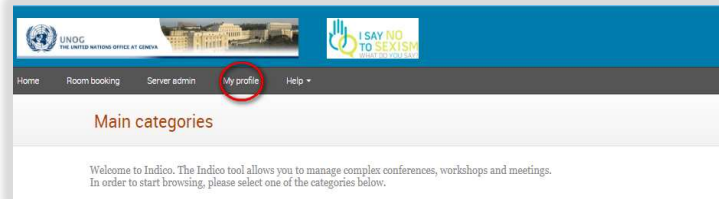
Edit email

- 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.

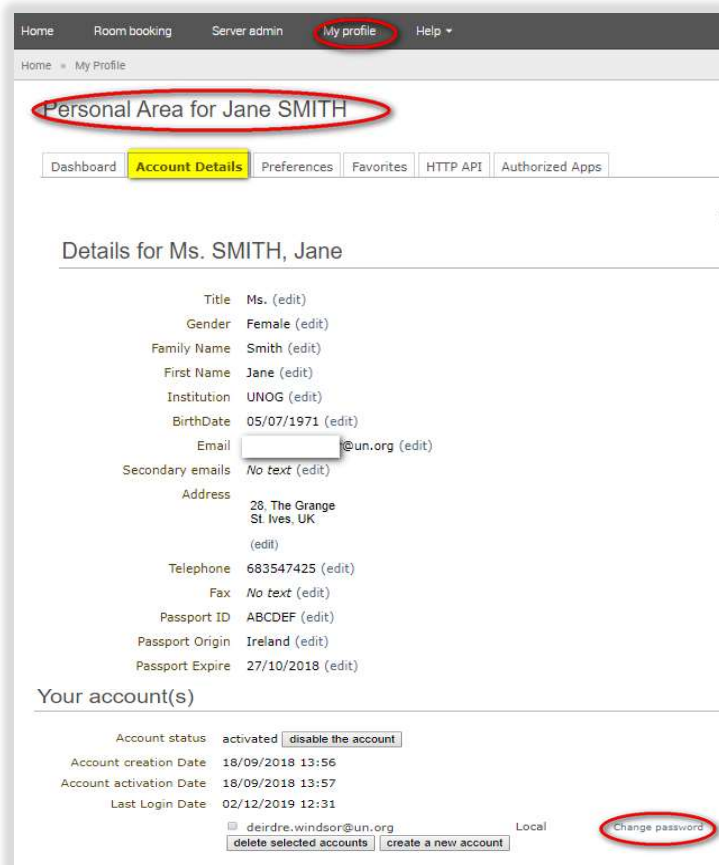
CHANGE PASSWORD (INCL. RESET PASSWORD) (Log in first)

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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